



Regional District of Central Kootenay
REGULAR BOARD MEETING
Open Meeting Revised

Date: Thursday, December 8, 2022
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.

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).

Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m0ecaf517920dbf198ef31de4f6046b75>

Join by Phone:

1-844-426-4405 Canada Toll Free
+1-604-449-3026 Canada Toll (Vancouver)

Meeting Number (access code): 2451 096 2580

Meeting Password: 4yMwim9WTn7

In-Person Location:

Nelson Office - Boardroom
202 Lakeside Drive, 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 8, 2022 Regular Open Board meeting be adopted with the following amendments:

- removal of Item 4.3.7 Recreation Commission No. 7 - Salmo and Area G;
- inclusion of Item 4.3.12 Ymir Water Commission of Management;
- inclusion of Item 4.3.13 Area J Advisory Planning and Heritage Commission;
- inclusion of Item 4.3.14 Town of Creston - East Resource Recovery and Joint Resource Recovery;
- inclusion of Item 4.3.15 City of Nelson: Appointments;
- inclusion of Item 8.2.4 Letter of Support: Community Futures - BC Rural Economic Diversification and Infrastructure Program; and
- the addition of the addenda package

before circulation.

2.3 ADOPTION OF THE MINUTES

34 - 56

RECOMMENDATION:

(ALL VOTE)

The minutes from the November 17, 2022 Regular Open Board meeting be adopted as circulated.

2.4 INTRODUCTIONS

CAO Horn introduced the following RDCK Staff:

Dan Siminoff, Building Official; and

Maya Barden Shanks, Community Sustainability Administrative Assistant replacing Nicole Soltys.

2.5 DELEGATION

2.5.1 *Columbia Basin Trust (CBT): Annual Report*

57 - 64

Johnny Strilaeff, President and CEO
Jocelyn Carver, CBT Board Chair

3. BUSINESS ARISING OUT OF THE MINUTES

3.1 Director Newell: BC Transit Issues

65 - 68

The Board Report dated November 24, 2022 from Tom Dool, Research Analyst, reporting to the Board the ongoing cancellations of trips in the West Kootenay Transit system, has been received for information.

RECOMMENDATION:

(ALL VOTE)

That the Board Chair send a letter to the appropriate agencies outlining the Boards concerns regarding the cancelled BC Transit routes.

4. COMMITTEES & COMMISSIONS

4.1 FOR INFORMATION

4.1.1 Area I Advisory Planning and Heritage Commission

4.1.1.1 Minutes: October 24, 2022

69 - 70

NOTE: Added the October 24, 2022 meeting minutes.

4.1.1.2 Minutes: November 14, 2022

71 - 74

4.1.2 Area J Advisory Planning and Heritage Commission: minutes November 16, 2022

75 - 77

Staff has received the recommendation from the meeting.

4.1.3 Area E Advisory Planning and Heritage Commission: minutes November 18, 2022

78 - 80

Staff has received the recommendation from the meeting.

4.1.4 Creston Valley Services Committee: minutes December 1, 2022

81 - 86

4.2 WITH RECOMMENDATIONS

4.2.1 Recreation Commission No. 6 - Area H, New Denver and Silverton: minutes November 25, 2022

87 - 92

RECOMMENDATION:

(PO WGT)

1. That the New Denver Fitness Centre remain a multi-use facility, with a full open-floor gymnasium dedicated for group activity, sport activity, or multipurpose use, and that the equipment currently in the gymnasium be removed from the gymnasium space by December 16, 2022 to be stored temporarily and to be reassigned or relocated or sold as deemed appropriate by staff, in consultation with the user members.

RECOMMENDATION:

(PO WGT)

2. That the Board direct staff to arrange a Lucerne School gym usage agreement between RDCK and School District No.10 for the period of October 1, 2022 to April 30, 2023; and further, that the Village of New Denver administer the RDCK New Denver gym key fob system with appropriate RDCK waiver procedures in place.

RECOMMENDATION:

(ALL VOTE WGT)

3. That the Board approve the hiring of a part time employee to oversee New Denver Recreation No. 6 activities and venues as necessary.

RECOMMENDATION:

(ALL VOTE WGT)

4. That BC Emergency Services personnel be granted free use of the New Denver Community Gym when they are in New Denver.

RECOMMENDATION:

(PO WGT)

5. That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton, and Area H Service S229 2022 budget:

Hills Recreation Society	\$700
Slocan Solutions Society	\$880
Silverton Community Club	\$250
Lucerne Elementary Secondary School	\$2,000
Pavilion Bluebird Volunteers	\$400
New Denver Lantern Festival	\$210

RECOMMENDATION:

(ALL VOTE)

6. That the Board appoint the following individuals to the Recreation Commission No. 6 for a term to end December 31, 2024:

Erika McKeil
Richard Johnson

4.2.2 *Community Sustainable Living Committee: minutes November 29, 2022*

93 - 98

RECOMMENDATION:

(PO WGT)

That the RDCK Board direct staff to include funding up to \$45,000

in the 2023 draft Financial Plan, from Local Government Climate Action Program (LGCAP) Reserve Fund held in General Administration Service S100, for the 2023 Watershed Governance Initiative GIS Assistant.

4.2.3 Recreation Commission No. 4 - Nakusp and Area K: minutes November 30, 2022

99 - 101

NOTE: Added Ken Miller to the recommendation.

RECOMMENDATION:

(ALL VOTE)

STAFF RECOMMENDATION

That the Board appoint the following individuals to the Area K & Village of Nakusp Recreation Commission No. 4 for a term to end December 31, 2025:

Chelsea Hanet
Tina Knooihuizen

AND FURTHER, the Board send a letter to outgoing members **Ken Miller** and Carlee Hughes thanking them for their service.

4.2.4 Recreation Commission No. 7 - Salmo and Area G: minutes December 5, 2022

102 - 106

RECOMMENDATION:

(PO WGT)

1. That the Board direct staff to create a Memorandum of Understanding with School District No. 8 to allow the Regional District of Central Kootenay to own and operate a pool on school district property where the pool is currently located at 303 7th Street, Salmo, BC.

RECOMMENDATION:

(PO WGT)

2. That the Board approve the payment of the following grant from the Recreation Commission No. 7– Salmo and Area G Service S230:

Salmo Valley Youth and Community Centre (Salmo Snowboard Club) \$1,227.32

RECOMMENDATION:

(ALL VOTE)

STAFF RECOMMENDATION

3. That the Board appoint the following individuals to the Salmo

and Area G Recreation Commission for a term to end December 31, 2024;

Margaret MacDonald (Salmo)
Marissa Cain (Salmo)

and further, that the Board send a letter to outgoing Commissioner Jacquie Huser to thank her for her service

RECOMMENDATION:
(PO WGT)

4. That the Board approve payment of a grant in the amount of \$5,000 from the Recreation Commission No. 7– Salmo and Area G Service S230 to School District No. 8 for the purchase and installation of upgrades to the basketball courts at the Salmo Community Courts.

4.2.5 Joint Resource Recovery Committee: minutes December 7, 2022

107 - 112

RECOMMENDATION:
(ALL VOTE)

1. That the Board direct staff to take no further steps investigating at-home food dehydrators/grinders or other at-home systems at this time for rural areas deemed feasible to receive conventional curbside collection services.

RECOMMENDATION:
(ALL VOTE WGT)

2. That the Board direct staff to amend the 2022 Financial Plan for Service S187 Central Resource Recovery to increase the Capital Expenses Account 60000 by an additional \$714,084 for the HB Tailings Facility Remediation and Closure Project, and increase Account 43100 Proceeds from Borrowing by \$543,834, and increase Contribution from Central Resource Recovery Regular Reserve by \$170,250.

RECOMMENDATION:
(PO WGT)

3. That the Board direct staff to proceed with the framework of tools presented for the Phase 2 Consultation with Electoral Area residents, with the final consultation package to be brought back to the Committee for review in January 2023 and an additional \$992 for consultation costs be incorporated into the Draft 2023 Financial Plan in Service A102 Resource Recovery;

AND FURTHER that, the Board direct staff to plan for adoption of the future service establishment bylaw for waste collection services using the Assent Voting Process and that \$60,000 be

added to the Draft 2023 Financial Plan for Service A102 Resource Recovery.

RECOMMENDATION:

(ALL VOTE)

4. That the Board direct staff to make adjustments to the letter of feedback to Recycle BC regarding their Packaging and Paper Product Extended Producer Responsibility Draft Plan incorporating comments from Directors before gaining final approval from the Chair to sign on behalf of the Board and submit to Recycle BC.

RECOMMENDATION:

(ALL VOTE)

5. That the Board direct staff to prepare a letter to Minister George Heyman, Ministry of Environment and Climate Change, identifying concerns regarding the shift in Recycle BC's proposed plans and the harmful effects to rural communities.

RECOMMENDATION:

(ALL VOTE)

6. That the Board direct staff to prepare a letter to the Minister George Heyman, Ministry of Environment and Climate Change for signature by the RDCK Board Chair requesting the Ministry expedite the review of the RDCK's Resource Recovery Plan.

4.3 MEMBERSHIP

4.3.1 Area D Advisory Planning and Heritage Commission

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individuals to the Area D Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Rochelle Longval
Sarah Sinclair
Karen Newmoon
Gerry Devine
Allan Hobden

4.3.2 Area E Advisory Planning and Heritage Commission

NOTE: Add Jim Demers and Nicole Charlwood to the recommendation.

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individuals to the Area E Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Dan Gatto
John Doyle
Jim Demers

And further, the Board send a letter to outgoing members **Nicole Charwood** and Tracey Fellowes thanking them for their service.

4.3.3 Creston Valley Agricultural Advisory Commission

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individuals to the Creston Valley Agricultural Advisory Commission for a term to end December 31, 2025:

Randy Meyer (Area B)
David Mutch (Area B)

4.3.4 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, 2024:

Chelsey Jones (Area D)

And further, that the Board send a letter to outgoing members Bob Gazzard and Neil Johnson thanking them for their service.

4.3.5 Nakusp Appointments

4.3.5.1 Recreation Commission No. 4 - Nakusp and Area K

113

RECOMMENDATION:
(ALL VOTE)

That the recommendation from the Village of Nakusp appointing Councillor Tina Knooihuizen as the Council representative and Councillor Mason Hough as the alternate for the Recreation Commission No. 4 - Nakusp and Area K be ratified.

4.3.5.2 Joint Resource Recovery Committee and West Resource Recovery Committee

114

RECOMMENDATION:

(ALL VOTE)

That the recommendation from the Village of Nakusp appointing Mayor Tom Zeleznik as the representative and Councillor Aidan McLaren-Caux as the alternate for the Joint Resource Recovery Committee and West Resource Recovery Committee be ratified.

4.3.6 New Denver Appointments: Alternates

4.3.6.1 Recreation Commission No. 6 - Area H, New Denver and Silverton

115

RECOMMENDATION:

(ALL VOTE)

That the recommendation from the Village of New Denver appointing Councillor Colin Moss as the Alternate Council representative for the Recreation Commission No. 6 - Area H, New Denver and Silverton be ratified.

4.3.6.2 Rosebery Parklands and Trails Commission

116

RECOMMENDATION:

(ALL VOTE)

That the recommendation from the Village of New Denver appointing Councillor Danica Hammond as the alternate representative for the Rosebery Parklands and Trails Commission be ratified.

4.3.6.3 New Denver, Silverton, Slocan and Area H Economic Development Commission

117

RECOMMENDATION:

(ALL VOTE)

That the recommendation from the Village of New Denver appointing Councillor Colin Moss as the alternate representative for the New Denver, Silverton, Slocan and Area H Economic Development Commission be ratified.

4.3.7 Recreation Commission No. 7 - Salmo and Area G
Item removed.

4.3.8 Recreation Commission No. 8 - Slocan Valley South Regional Park

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individuals to the Recreation Commission No. 8 - Slocan Valley South Regional Park for a term to end December 31, 2024:

Sharon Myers (Area H)
Stacey Kabatoff (Area H)
Eden DuPont (Area H)

4.3.9 Rosebery Parklands and Trails Commission

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individuals to the Rosebery Parkland and Trails Commission for a term to end December 31, 2024:

Peter Schwartz (Area H)
Richard Allin (Area H)
Greg McRae (Area H)
Susan Johnson (Rosebery Parklands Development Society)

4.3.10 South Slocan Commission of Management

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individuals to the South Slocan Commission of Management for a term to end December 31, 2023:

Peter Wood
Gary Niminiken
Ben Euerby
Kathy Loxam
Ian McGovern
Cyndy Lawrence
Stacey Troop

4.3.11 Winlaw Regional and Nature Park Commission

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following individuals to the Winlaw Regional and Nature Park Commission for a term to end December 31, 2024:

Craig Lawrence (Area H)
Lois Lawrence (Area H)
Kaila Ellis (Area H)
Annie Rchette (Area H)

4.3.12 Ymir Water Commission of Management

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individuals to the Ymir Water Commission of Management for a term to end December 31, 2023:

Ernie Fidgeon
Jay Leus
Theron Kingsley
Leslie Hamnett

4.3.13 Area J Advisory Planning and Heritage Commission

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individuals to the Area G Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Jeff Grant
Wally Penner
Audrey Repin
Ian Winsor

4.3.14 Town of Creston - East Resource Recovery and Joint Resource Recovery

118

RECOMMENDATION:

(ALL VOTE)

That Resolution No. 668/22 being:

That the recommendation from the Town of Creston appointing Mayor Arnold DeBoon as the representative and Councillor Anthony Mondia as the alternate to the Joint and East Resource Recovery Committees be ratified:

be amended to read:

That the recommendation from the Town of Creston appointing Councillor Anthony Mondia as the representative and Mayor Arnold DeBoon as the alternate to the Joint and East Resource Recovery Committees be ratified.

4.3.15 City of Nelson: Appointments

119 - 120

RECOMMENDATION:

(ALL VOTE)

1. That the recommendation from the City of Nelson appointing Councillor Kate Tait and Mayor Janice Morrison as the Council representative to the Nelson and District Recreation Commission No. 5 be ratified.

RECOMMENDATION:

(ALL VOTE)

2. That the recommendation from the City of Nelson appointing Councillor Jesse Woodward as the representative and Councillor Page as the alternate to the Joint and Central Resource Recovery Committees be ratified.

4.4 2023 APPOINTMENTS: EXTERNAL COMMITTEES

External Committee Appointments in Good Standing:

- AKBLG - Small Water Systems Working Group
- Castlegar and District Public Library Board
- Columbia Basin Trust
- Creston Community Forest
- Economic Trust of the Southern Interior BC
- Federation of Canadian Municipalities

4.4.1 Central Kootenay Food Policy Council

121 - 165

Current members:

Former Director Ramona Faust
Former Director Jennifer Comer
Former Director Leah Main (Alternate)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors to the Central Kootenay Food Policy Council for a term to end December 31, 2024, with stipends and usual expenses to be paid from General Administration Service S100:

Director _____

Director _____

Director _____ (Alternate)

4.4.2 Columbia Basin Regional Advisory Committee (CBRAC)

166 - 178

Current members:

Former Director Joseph Hughes
Former Director Rick Smith
Director Garry Jackman

Terms of Reference updated May 18, 2021

Each of the four regional districts in the Basin will designate two local government representatives from impacted areas.

RECOMMENDATION:
(ALL VOTE)

The Board appoints the following Directors to the Columbia Basin Regional Advisory Committee with a term expiring December 31, 2024, with stipends and usual expenses to be paid from the General Administration Service S100:

Director _____

Director _____

4.4.3 Columbia River Treaty Local Governments Committee

179 - 190

Current members:

Director Aimee Watson
Former Director Ramona Faust

RECOMMENDATION:
(ALL VOTE)

The Board appoints the following Directors to the Columbia River Treaty Local Governments Committee with a term expiring December 2026, with stipends and usual expenses to be paid from the General Administration service:

Director _____

Director _____

4.4.4 Creston Valley Tourism Society

191

RECOMMENDATION:
(ALL VOTE)

That the Board appoint the following Director (from either the Town of Creston or Electoral Areas A, B, or C) as representatives to the Creston Valley Tourism Society for a term to end December 31, 2026:

Director _____

4.4.5 Kootenay Cannabis Council

192 - 201

Current members:

Director Aimee Watson
Former Director Leah Main (Alternate)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Director to the Kootenay Cannabis Council for a term to end December 31, 2024 with stipends and usual expenses to be paid from General Administration Service S100:

Director _____

Director _____ (Alternate)

4.4.6 Municipal Financial Authority (MFA)

202 - 242

Current members:

Former Director Janice Morrison
Director Suzan Hewat (Alternate)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors as representatives to the Municipal Finance Authority for a term to end February 28, 2024, with stipends and usual expenses to be paid from General Administration Service S100:

Director _____

Director _____ (Alternate)

CAO Stuart Horn (Alternate)

4.4.7 Municipal Insurance Association of British Columbia (MIABC)

243 - 247

Current members:

Director Andy Davidoff
Former Director Adam Casemore

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors as representatives to the Municipal Insurance Association of British Columbia for a term to end December 31, 2023:

Director _____

Director _____ (Alternate)

4.4.8 Nelson Public Library Board

248 - 328

Current members:

Ana Bersford (non-voting Area E)
Anni Holtby (Area F - term expires in 2023)
Randi Fjeldseth (Area H)

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following individuals to the Nelson Public Library Board for a term to end December 2024:

_____ (non-voting member - Area E)

Randi Fjeldseth (voting member - Area H)

4.4.9 Regional Agriculture Liaison Services Steering Committee

329 - 343

Current member:

Former Director Tanya Wall

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Director to serve on the Regional Agriculture Liaison Services Steering Committee with a term expiring December 2024, with stipends and usual expenses to be paid from General Administration Service \$100:

Director _____

4.4.10 Regional Innovation Chair in Regional Economic Development - Regional Advisory Committee

344 - 345

Current member:

Director Andy Davidoff

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, 2023, with stipend and expenses to be paid from the General Administration Service \$100:

Director _____

4.4.11 Southeastern BC Regional Connectivity Committee

346 - 350

Current members:

Director Garry Jackman
Director Walter Popoff

Memorandum of Understanding to expire October, 2023.

RECOMMENDATION:

(ALL VOTE)

That the Board hereby appoint the following Directors to the Southern BC Regional Connectivity Committee for a term to end October 2023, with stipend and expenses to be paid from the General Administration Service S100:

Director _____

Director _____

4.4.12 Treaty Advisory Committee - Ktunaxa/Kinbasket

351

Current members:

Former Director Adam Casemore
Director Garry Jackman (Alternate)

RECOMMENDATION:

(ALL VOTE)

The Board appoints the following Directors to the Ktunaxa Treaty Advisory Committee with a term expiring December 31, 2023:

Director _____

Director _____ (Alternate)

4.4.13 West Kootenay Transit Committee

352 - 353

Current members:

Former Director Dan Rye
Director Diana Lockwood
Former Director Leah Main
Former Director Ramona Faust (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, 2023, with stipends and usual expenses to be paid from the Transit-Kootenay Lake West S239:

Director Maria McFaddin

Director _____

Director _____

Director _____ (Alternate)

4.4.14 Collector: Assessment Rolls

RECOMMENDATION:

(ALL VOTE)

The Board hereby appoints Yev Malloff, Chief Financial Officer, as Collector for 2023 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, H)

4.4.15 Parcel Tax Roll Review Panels

4.4.15.1 East

Current members:

Director Garry Jackman
Former Director Tanya Wall
Former Director Adam Casemore
Former Director Jennifer Comer

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors to the 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

4.4.15.2 West

Current members:

Director Suzan Hewat
Director Tom Newell
Director Walter Popoff
Former Director Leah Main

RECOMMENDATION:

(ALL VOTE)

That the Board appoint the following Directors to the 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 _____

4.4.16 Election Officers

RECOMMENDATION:

(ALL VOTE)

The Board appoint Tom Dool as Chief Election Officer and Angela Lund as Deputy Chief Election Officer for the year 2023.

4.5 CONFERENCES

4.5.1 LGLA Elected Officials Seminar: March 7-10, 2023

RECOMMENDATION:

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2023 LGLA Elected Officials Seminar from March 7 - 10, 2023 in Kimberley, BC 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 and/or the Corporate Officer to attend the 2023 LGLA Elected Officials Seminar from March 7 - 10, 2023 as a delegate with expenses to be paid from the General Administration Service S100.

4.5.2 Association of Kootenay and Boundary Local Governments (AKBLG): April 21 - 23, 2023

RECOMMENDATION:
(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2023 Association of Kootenay and Boundary Local Governments Convention from April 21 - 23, 2023 in Cranbrook, 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 and/or the Corporate Officer to attend the 2023 Association of Kootenay and Boundary Local Governments Convention from April 21 - 23, 2023 as a delegate with expenses to be paid from the General Administration Service S100.

4.5.3 Federation of Canadian Municipalities (FCM): May 25 - 28, 2023

RECOMMENDATION:

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2023 Federation of Canadian Municipalities Conference in Toronto, Ontario from June 25 - 28, 2023 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 or the Corporate Officer to attend the 2023 Federation of Canadian Municipalities Conference from May 25 - 28, 2023 as a delegate with expenses to be paid from the General Administration Service S100.

4.5.4 Union of BC Municipalities (UBCM): september 18 - 22, 2023

RECOMMENDATION:

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2023 Union of BC Municipalities (UBCM) Conference in Vancouver, BC from September 18 - 22, 2023 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/or the Corporate Officer to attend the Union of BC Municipalities convention in Vancouver, BC from September 18 - 22, 2023 with expenses to be paid from the General Administration Service S100.

4.6 DIRECTORS' REPORTS

Each Director will be given the opportunity to provide a brief summary of the work they have been doing within their communities.

4.6.1 Director Jackman: CBRAC, Regional Connectivity Committee, International Joint Commission

354

5. COMMUNICATIONS

5.1 The letter dated November 18, 2022 from Johnny Strilaeff, Columbia Basin Trust, congratulating the Board on the local government election in October. 357

5.2 The email dated December 1, 2022 from Johnny Strilaeff, Columbia Basin Trust, inviting members of the RDCK Board to join virtual orientation sessions on the Trust in January 2023. 358

6. ACCOUNTS PAYABLE

359 - 379

RECOMMENDATION:
(ALL VOTE)

The Accounts Payable Summary for November, 2022 in the amount of \$4,434,171 be approved.

7. BYLAWS

7.1 **Bylaw 2856: Salmo River Valley Electoral Area G Land Use Amendment (Anderson)** 380 - 393

The Board Report dated November 10, 2022 from Eileen Senyk, Planner, seeking Board approval to adopt Bylaw No. 2856, has been received.

RECOMMENDATION:
(ALL VOTE)

That the *Salmo River Valley Electoral Area 'G' Land Use Amendment Bylaw No. 2856, 2022* being a bylaw to amend the *Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

7.2 **Bylaw 2873: Local Conservation Fund Parcel Tax Amendment (Area H)** 394 - 395

The should read Bylaw No. 2873 instead of Bylaw No. 2837.

RECOMMENDATION:
(ALL VOTE)

1. That the following resolutions BE RESCINDED:

697/22

That the *Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2837, 2022* be read a FIRST, SECOND, and THIRD time by content.

698/22

That the *Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2837, 2022* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

RECOMMENDATION:

(ALL VOTE WGT)

2. That the *Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2873, 2022* be read a FIRST, SECOND, and THIRD time by content.

RECOMMENDATION:

3. That the *Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2873, 2022* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

8. NEW BUSINESS

8.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

8.1.1 RDCK Climate Actions: Building Momentum in Rural Communities

RECOMMENDATION:

(ALL VOTE)

That the Board approve stipend and expenses for the RDCK Climate Action Workshop to be paid from General Administration Service S100.

8.1.2 RDCK Invasive Plant Management

396 - 413

The Board Report dated November 17, 2022 from Paris Marshall Smith, Sustainability Planner, providing the Board with recommendations for invasive plant management, has been received.

RECOMMENDATION:

(ALL VOTE WGT)

That the Board direct staff to enter into a sole-source agreement with the Central Kootenay Invasive Species Society for invasive plant management on RDCK-owned-leased properties, as outlined in the 2022 RDCK Invasive Plant Management Plan up to a maximum amount of \$48,230 plus GST; AND FURTHER, that the costs for the invasive plant management be added to the 2023-2027 Financial Plan for the departments responsible for the lands and building sites identified.

8.1.3 For Information: From Flood Risk to Resilience in BC

414 - 444

The Intentions Paper - From Flood Risk to Resilience in BC, has been received.

Any feedback regarding the Intentions Paper is due January 6, 2023.

8.2 FINANCE & ADMINISTRATION

8.2.1 2023 RDCK Meeting Calendar

445

RECOMMENDATION:

(ALL VOTE)

That the Board approve the 2023 RDCK meeting calendar; AND FURTHER, that staff be directed to schedule budget meetings and RDCK Committee and Commission meetings as necessary.

8.2.2 Directors Code of Conduct

446 - 471

The Board Report dated November 25, 2022 from Mike Morrison, Manager of Corporate Administration, seeking Board direction to review the RDCK's existing Director's Code of Conduct Policy, has been received.

RECOMMENDATION:

(ALL VOTE)

That the Board direct staff to initiate a review of Policy 100-01-17 Director's Code of Conduct in accordance with the *Community Charter* requirements.

8.2.3 *Whitewater Ski Resort: BC Destination Development Fund Stream Two and Rural Economic Development Diversification and Infrastructure Program*

472 - 477

NOTE: Updated Recommendation No. 1.

RECOMMENDATION:

(ALL VOTE)

1. That the Regional District of Central Kootenay partner with and apply on behalf of Whitewater Ski Resort Ltd. in an application to the Province of British Columbia's Destination Development Fund Stream **One: Activate** program for its Hummingbird Lodge and Campground Phase Two Project in the amount of **\$750,000**.

RECOMMENDATION:

(ALL VOTE)

2. That the Regional District of Central Kootenay partner with and apply on behalf of Whitewater Ski Resort Ltd. in an application to the Province of British Columbia's Rural Economic Development Diversification and Infrastructure Program or the Destination Development Fund Stream One: Activate, for civil works infrastructure to support resort development in the amount of

\$1,000,000.

8.2.4 Letter of Support: Community Futures - BC Rural Economic Diversification and Infrastructure Program

RECOMMENDATION:

(ALL VOTE)

That the Board send a letter of support for the Community Futures' application to the Economic Diversification stream of the Government of B.C.'s Rural Economic Diversification and Infrastructure Program (REDIP) for funding of the West Kootenay Recruitment Agency Project to address the labour shortage in the region.

8.3 FIRE SERVICES

8.3.1 Kaslo Fire Inspections

478 - 492

The Board Report dated November 23, 2022 from Tristan Fehst, Regional Deputy Fire Chief, seeking direction from the Board to enter into an agreement with the Village of Kaslo for the RDCK Fire Services to provide Fire Safety Inspections for the village, has been received.

RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve the RDCK to enter into an agreement with the Village of Kaslo for providing municipal fire inspections for the period of 1 year beginning January 2023, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the proceeds go to Service S101 Rural Administration.

8.3.2 Fraser Fort George Dispatch - 2023 Contract Extension

493 - 504

The Board Report dated November 22, 2022 from Tristan Fehst, Regional Deputy Fire Chief, seeking direction from the Board to enter into a contract extension with the Regional District of Fraser Fort George to provide Fire Dispatch to the RDCK Fire Departments, has been received.

RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve the RDCK enter into a contract extension with the Regional District of Fraser Fort George for extending the current fire dispatch contract for the period of 1 year for 2023 and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Service S156 Emergency Communications 9-1-1.

8.3.3 Municipal Finance Authority (MFA) Borrowing: Fire Protection - Area J Robson Service S138 505 - 507

The Board Report dated November 10, 2022 from Grant Hume, Regional Deputy Fire Chief, seeking Board approval to amend the 2022 Financial Plan to remove borrowing from the MFA, has been received.

RECOMMENDATION:
(ALL VOTE WGT)

That the Board direct staff to amend the 2022 Financial Plan to remove borrowing from the Municipal Finance Authority (MFA) for equipment financing for the purchase of a command vehicle for the Fire Protection-Area J (Robson, Raspberry) Service S138; AND FURTHER, that the Board direct staff to use reserves from Fire Protection-Area J (Robson, Raspberry) Service S138 to pay \$68,049.31 for the vehicle.

8.3.4 Municipal Finance Authority (MFA) Borrowing: Fire Protection - Area H (Slocan) Service S142 508 - 509

The Board Report dated November 17, 2022 from Grant Hume, Regional Deputy Fire Chief, seeking Board approval to obtain borrowing from MFA for the Slocan Fire Hall Expansion Project, has been received.

RECOMMENDATION:
(ALL VOTE WGT)

That the Board of the Regional District of Central Kootenay authorizes a maximum of \$187,000 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority short term financing, for the purpose of funding the Slocan Fire Hall Expansion; AND FURTHER, that the loan be repaid within five years from Fire Protection - Area H and I (Slocan Valley) Service S142, with no rights of renewal.

8.4 GRANTS

8.4.1 Discretionary

8.4.1.1 December Grant Funds 510 - 517

RECOMMENDATION:
(ALL VOTE)

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

<u>Area B</u>		
Creston Curling Club	Doug Bothamley Memorial Bonspiel	\$500
KRSS-Senior boys volleyball	Senior boys volleyball trip to provincials	\$500
<u>Area C</u>		
Creston Curling Club	Doug Bothamley Memorial Bonspiel	\$500
KRSS-Senior boys volleyball	Senior boys volleyball trip to provincials	\$500
<u>Area E</u>		
Balfour Senior Citizens Branch #120	Hot Meals and Social Function	\$950
Kootenay Christian Fellowship (ODB)	Food for Meals	\$500
<u>Area G</u>		
Salmo & Area Supportive Housing Society	Age Strong	\$1,100
Ymir Community Association	Snowblower	\$6,000

8.4.1.2 Amendment RES 702/22: Salmo Emergency Support Services Team

518

RECOMMENDATION:
(ALL VOTE)

That Resolution 702/22, being the allocation of Discretionary Grant funds, be amended by changing:

AREA G

Salmo Emergency Support Services \$800

to

AREA G

Salmo Chamber of Commerce \$800

8.4.2 Community Development

519 - 527

RECOMMENDATION:
(ALL VOTE)

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

designated:

Area D

Lardeau Fire Prevention Association	Fire Smart Neighbourhood Recognition	\$1,350
Lardeau Valley Historical Society	General Maintenance for 2023	\$5,000

Area G

Salmo Valley Trail Society	Salmo Valley Trail Society 2023 Season	\$5,000
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Area H

Passmore Public Hall Association	Passmore Hall Capital Renovations	\$5,000
Slocan Valley Rail Trail Society	Trail Upgrade & Resurfacing	\$5,000

Area I

Castlegar Hospice Society	Celebrate a Life	\$1,000
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Area J

Castlegar Hospice Society	Celebrate a Life	\$4,500
Deer Park and Area Communications Society	Essential Society Operating Equipment	\$1,439.66
Deer Park and Area Communication Society	High Speed Lower Arrow Lakes	\$3,556.50

8.5 CHAIR/CAO REPORTS

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

9. RURAL AFFAIRS COMMITTEE

528 - 537

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 7.1
Development Variance Permit - Jackson
Electoral Area F**

1. That the Board APPROVE the issuance of Development Variance Permit V2211F to Timothy David Jackson for the property located at 3239 Heddle Road, Electoral Area F and legally described as LOT 2, DISTRICT LOT 7601, KOOTENAY DISTRICT PLAN NEP87156 (PID: 027-626-199) to vary Section.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 7.3
Subdivision in the Agricultural Land Reserve - Homesite Severance - Huscroft
Electoral Area B**

2. That the Board SUPPORT regarding application A2203B for the purposes subdivision in the Agricultural Land Reserve proposed by Anita Huscroft for property located at 1348 Huscroft Road, Electoral Area B and legally described as THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 8, DISTRICT LOT 812, KOOTENAY DISTRICT PLAN 730, subject to a registration of a restrictive covenant on title which would prevent any future attempt to further subdivide the property.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 7.4
Amendment Bylaw - Horkoff
Electoral Area J**

3. That *Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022* being a bylaw to amend *Kootenay Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 7.4
Amendment Bylaw - Horkoff
Electoral Area J**

4. That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2868, 2022* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 7.4
Amendment Bylaw - Horkoff
Electoral Area J**

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

RECOMMENDATION:

(ALL VOTE)

**Rural Affairs Committee - Item 7.5
Electoral Area I Official Community Plan Update: Engagement Plan
Electoral Area I**

6. That the Board direct staff to undertake the proposed engagement activities for the Area I Official Community Plan Update as described in the Area 'I' Official

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 7.7

**Building Bylaw Contravention - 738 Arrow Lakes Drive
Electoral Area J**

7. That the Corporate Officer be authorized to remove the Notice on Title relating to 1738 Arrow Lakes Drive, Electoral Area J, currently owned by Carrie Kedge Synott, property legally described as Electoral Area J, legally described as Lot A, District Lot 301A, Kootenay District, Plan 1994.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.1

**Community Works Funding Application - Yahk Kingsgate Fire Hall - Exhaust
Extraction System
Electoral Area B**

8. That the RDCK Community Works Fund application submitted for the Exhaust Extraction System Supply and Install project for the Yahk-Kingsgate Fire Hall in the amount of \$66,899.32 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area B and allocated to Fire Protection - Area B (Yahk, Kingsgate) - Service 148.

RECOMMENDATION:

(ALL VOTE)

Rural Affairs Committee - Item 8.2

**Infrastructure Planning Grant Application - Sandy Creek Granite Road Water
Users' Community Water Quality and Water Use Study
Electoral Area E**

9. That Staff be directed to submit an Infrastructure Planning Grant Program application on behalf of the Sandy Creek Granite Road Water Users' Community for the Sandy Creek – Granite Road Water Users' Community Water Quality and Water Use Study for the January 2023 intake. If the application is not immediately successful, then to resubmit upon subsequent intakes.

10. DIRECTORS' MOTIONS

10.1 Director Watson: RDCK Unsightly Property Bylaw No. 1687, 2004 (Area D)

RECOMMENDATION:

(ALL VOTE)

That the Board direct staff to prepare an amendment to Regional District of Central Kootenay Unsightly Property Bylaw No. 1687, 2004 to include

10.2 AKBLG: Calling for Resolutions

538 - 542

10.2.1 Director Davidoff: Legislated Mapping and Management Plans in Community Watersheds - Central Kootenay RD

RECOMMENDATION:

(ALL VOTE)

WHEREAS communities across British Columbia relying on surface water systems as their only source of drinking water are facing historic droughts;

AND WHEREAS such water user communities are becoming intensely aware of the need to maintain the integrity and hydrological production capacity of their community watersheds and cannot afford the risk of the same being adversely impacted by other tenure holders or developers;

AND WHEREAS there appears to be a lack of willingness by some tenure holders and developers to prepare and provide comprehensive watershed mapping and management plans in collaboration with such water user communities and licencees;

THEREFORE BE IT RESOLVED that UBCM ask the Province of British Columbia to enact legislation prescribing tenure holders and developers to prepare detailed watershed mapping including Lidar imagery and comprehensive community watershed management plans in collaboration with water user communities and licencees prior to any development or incursion into consumptive use watersheds to avoid the risk of adversely impacting the hydrological production capacity of the same.

10.3 Director Popoff: Feasibility Study - Winlaw Community Hall

RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve funds in the amount of a maximum of \$10,000 from S106 Feasibility Service Reserve for a feasibility study to establish a service for the acquisition and operations of the Winlaw Community Hall.

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 LTSAs will be addressed after Item 12 Public Time.

The Board recognizes and thanks the following staff members for their long

service to the RDCK:

- **Shari Thederahn** Landfill Attendant Environmental Services **25 years**
- **Bronwen Wetter** Receptionist (formally NDCC Aquatics Programmer) Corporate Administration **25 years**
- **Karol Glockner** Customer Service Representative 1 Nelson & District Community Complex **20 years**
- **Shanna Eckman** Administration Coordinator Environmental Services **20 years**
- **Joseph Feit** Facility Foreman Creston & District Community Complex **20 years**
- **Jason Craig** Building Operations Supervisor Castlegar & District Community Complex **15 years**
- **Jim Crockett** Assistant Regional Manager / Castlegar Facility Manager Castlegar & District Community Complex **15 years**
- **Edward Gregorich** Facility Operator Nelson & District Community Complex **15 years**
- **Christy VanRuyskenveld** Facility Operator Creston & District Community Complex **10 years**
- **Ann Gillender** Regional Programmer Community Services **10 years**
- **John Southam** Training & Development Manager (formally Building Manager) Building Services **10 years**
- **Rene Groenhuysen** Head Fitness Leader Castlegar & District Community Complex **10 years**
- **Cary Gaynor** Regional Parks Manager Community Services **10 years**
- **Amy Maddess** Visitors Center Coordinator Creston Visitor Centre **5 years**
- **Travis Barrington** Resource Recovery Technician Environmental Services **5 years**
- **Chad Voykin** Custodian Castlegar & District Community Complex **5 years**
- **Nora Hannon** Regional Fire Chief Fire & Emergency Services **5 years**

The Board would like to recognize Grace Allen, Bylaw Enforcement Lead, who is retiring after 14 years of service.

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:

- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- (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);

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. ADJOURNMENT

RECOMMENDATION:

(ALL VOTE)

That the meeting adjourn at ___ p.m.



Regional District of Central Kootenay REGULAR BOARD MEETING Open Meeting Minutes (Inaugural)

The **eleventh** meeting of the Board of the Regional District of Central Kootenay in 2022 was held on Thursday, November 17, 2022 at 9:00 a.m. in the RDCK Boardroom, 202 Lakeside Drive, Nelson, BC.

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	In-Person
	Director T. Newell	Electoral Area F	
	Director H. Cunningham	Electoral Area G	In-Person
	Director W. Popoff	Electoral Area H	In-Person
	Director A. Davidoff	Electoral Area I	
	Director T. Weatherhead	Electoral Area K	In-Person
	Director M. McFaddin	City of Castlegar	In-Person
	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	In-Person
	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 H. Hanegraaf	Electoral Area J
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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	General Manager of Finance, IT & Economic Development/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
C. Johnson	Manager of Community Sustainability
C. Saari-Heckley	Manager of Human Resources
A. French	Wildfire Mitigation Supervisor
T. Dool	Research Analyst
S. Imada	Senior Energy Specialist

T. Barrington
D. Elliott

Research Recovery Technician
Communications 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 (hybrid model).

Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m1a46d5b8d6fc8fd158acf25415d90813>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2455 961 8787

Meeting Password: ixNjg7z2Hx4

In-Person Location:

Boardroom

202 Lakeside Drive

Nelson, BC

2. WELCOME

Chief Administrative Officer Horn assumes the chair at 9:00 a.m.

3. SWEARING-IN CEREMONY

Mike Morrison, Corporate Officer, presided over the swearing in/solemn affirmation ceremony in which Directors declared their oaths of office.

3.1 Oath of Office: Electoral Area Directors

Electoral Area A	Garry Jackman
Electoral Area B	Roger Tierney
Electoral Area C	Kelly Vandenberghe
Electoral Area D	Aimee Watson
Electoral Area E	Cheryl Graham
Electoral Area F	Tom Newell
Electoral Area G	Hans Cunningham
Electoral Area H	Walter Popoff
Electoral Area I	Andy Davidoff
Electoral Area K	Teresa Weatherhead

Absent: Electoral Area J Henny Hanegraaf

3.2 Oath of Office: Municipal Directors

City of Castlegar	Maria McFaddin
Town of Creston	Arnold Deboon
Village of Kaslo	Suzan Hewat
Village of Nakusp	Aidan McLaren-Caux
City of Nelson	Keith Page
Village of New Denver	Leonard Casley
Village of Salmo	Diana Lockwood
Village of Silverton	Colin Ferguson
Village of Slocan	Jessica Lunn

4. ELECTIONS

4.1 Election of the RDCK Board Chair Call for Nominations (3 Times)

CAO Horn announced the nominations submitted for Directors Jackman and Watson.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

Opportunity for Candidates to Address the Board

Directors Jackman and Watson each gave a two-minute address.

Vote by Secret Ballot (will include Electronic Voting RDCK Procedure Bylaw No. 2576, 2019)

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

Declaration of Elected or Acclaimed RDCK Board Chair

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

Director Watson was declared the Chair for 2023.

Destroy Ballots

Moved and seconded,

And Resolved:

647/22

That the ballots used in the election of the RDCK Board Chair be destroyed.

Carried

4.2 Election of the RDCK Board Vice-Chair

Call for Nominations (3 Times)

CAO Horn announced the nominations submitted for Directors Lockwood, Page and Popoff

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

Opportunity for Candidates to Address the Board

Directors Lockwood, Page and Popoff each gave a two-minute address.

Vote by Secret Ballot (Electronic Voting RDCK Procedure Bylaw No. 2576, 2019)

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

CAO Horn declared a tie vote between Directors Page and Popoff.

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

CAO Horn declared Director Popoff would advance to the vote for Vice-Chair with Director Lockwood.

Declaration of Elected or Acclaimed RDCK Board Vice-Chair

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

Director Lockwood was declared the Vice-Chair for 2023.

Destroy Ballots

Moved and seconded,
And Resolved:

648/22

That the ballots used in the election of the RDCK Board Vice-Chair be destroyed.

Carried

5. CHAIR'S ADDRESS

Chair Watson thanked the Board for their support and looks forward to working with everyone. She encouraged the Board to communicate with her and is excited to represent the RDCK as Chair for the fifth term.

6. VICE-CHAIR'S ADDRESS

Vice-Chair Lockwood thanked the Board for their support, she looks forward to working with everyone and learning her new role.

7. INTERMISSION: OFFICIAL BOARD PHOTOGRAPH

**RECESS/
RECONVENED** The meeting recessed at 10:00 a.m. for a break and Board photo and reconvened at 10:23 a.m.

8. COMMENCEMENT OF REGULAR BOARD MEETING

The RDCK Board Chair assumed the chair.

8.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

8.2 ADOPTION OF THE AGENDA

Moved and seconded,
And Resolved:

649/22

The agenda for the November 17, 2022 Regular Open Board meeting be adopted with the inclusions of the following:

- Item 10.4.4 Federation of Canadian Municipalities (FCM): RDCK Representative;
- Item 10.5.2.6 Columbia Basin Trust October Update;
- Item 11.9 Email from the Nasookin Improvement District;
- Item 14.2.5 2023 Wildfire Mitigation and FireSmart Program; and
- with the addition of the addendum

before circulation.

Carried

8.3 ADOPTION OF THE MINUTES

Moved and seconded,
And Resolved:

650/22

The minutes from the October 13, 2022 Regular Open Board meeting be adopted as circulated.

Carried

8.4 INTRODUCTIONS

CAO Horn introduced the following new staff:

- Dan Zayac, new position Regional Training Officer;
- Patrick Thrift, Project Management, replacing Shari Imada; and
- Eileen Senyk, Water Services Liaison replacing Tanji Zumpano.

9. BUSINESS ARISING OUT OF THE MINUTES

**9.1 External Appointments Policy
Board Meeting - October 13, 2022**

RES 629/22 - Refer Policy 100-01-19 External Appointments Policy to the November 17, 2022 Board Meeting.

Moved and seconded,
And Resolved:

651/22

That the Board adopt Policy No. 100-01-19 Appointments to External Organizations as amended.

Carried

9.2 Director Newell: BC Transit Issues

Staff will provide the Transit Report at the December 8, 2022 Board meeting.

Moved and seconded,
And Resolved:

652/22

That the following motion **BE REFERRED** to the December 8, 2022 Board meeting:

That the Board Chair send a letter to the appropriate agencies outlining the Boards concerns regarding the cancelled BC Transit routes.

Carried

10. COMMITTEES & COMMISSIONS

10.1 FOR INFORMATION

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

10.1.1 Nelson and District Recreation Commission No. 5: Letter of Support - Kootenay Climbing Association

10.1.2 Riondel Commission of Management: minutes October 4, 2022

10.1.3 Creston Valley Services Committee: minutes October 4, 2022

10.1.4 Area E Advisory Planning and Heritage Commission: minutes October 13, 2022
Staff has received the recommendation from the meeting.

10.1.5 Area C Advisory Planning and Heritage Commission: minutes October 17, 2022
Staff has received the recommendation from the meeting.

10.1.6 Creston Valley Agricultural Advisory Commission: minutes October 18, 2022
Staff has received the recommendations from the meeting.

10.1.7 Emergency Program Executive Committee: minutes October 18, 2022

10.1.8 Area D Advisory Planning and Heritage Commission: minutes October 31, 2022

10.1.9 Area E Advisory Planning and Heritage Commission: minutes October 31, 2022
Staff received the recommendation from the meeting.

10.1.10 Area A Economic Development Commission: minutes November 2, 2022

10.1.11 Rosebery Parklands and Trails Commission: minutes November 3, 2022

10.2 WITH RECOMMENDATIONS

10.2.1 Riondel Commission of Management: minutes November 1, 2022

Moved and seconded,
And Resolved:

653/22

That the Board appoint the following individual to the Riondel Commission of Management for a term to end December 31, 2024:

Jim Donald (Riondel)

And further, the Board send a letter to outgoing member Bill Wallace thanking him for his service.

Carried

Moved and seconded,
And Resolved:

654/22

That the Board support the East Shore Shed Group's efforts to install an efficient heat source for their workspace in the Riondel Community Centre basement.

Carried

10.2.2 Recreation Commission No. 10 - Portion of Area E: minutes October 27, 2022

Moved and seconded,
And Resolved:

655/22

That the Board appoint the following individual to the Recreation Commission No. 10 - Portion of Area E for a term to end December 31, 2024:

Margaret Grey (Balfour & District Business & Historical Association);

AND FURTHER, that the Board send a letter to outgoing member Lisa Norris thanking her for her service.

Carried

Moved and seconded,
And Resolved:

656/22 That the Board approve payment of the following grants from the 2022 budget for Recreation Commission No. 10 - Area E Service S279:

Balfour Recreation Commission	\$926
Balfour Senior Citizens Association Branch No. 120	\$1,109
Nelson Reflections Artistic Swimming	\$1,000
Procter Community Society	\$1,000
Redfish Elementary School Parent Advisory Committee	\$1,500

Carried

10.2.3 Water Services Committee: minutes November 2, 2022

Moved and seconded,
And Resolved:

657/22 That the Board direct staff in 2023 to draft a Board Policy for Regional District water systems non-profit rates for consideration by the Water Services Committee and the Board.

Carried

Moved and seconded,
And Resolved:

658/22 That the Board recommend that the Water Services Committee staff create procedures, criteria and approval process for non-profit rates for the Balfour Water System for the 2023 budget year.

Carried

Moved and seconded,
And Resolved:

659/22 That the *Regional District of Central Kootenay Drainage Bylaw No. 2870, 2022* be read a first and second time by content.

Carried

Moved and seconded,
And Resolved:

660/22 That the Board direct Staff to draft a Memorandum of Understanding with the Ministry of Transportation and Infrastructure to establish the infrastructure and associated map of RDCK owned assets within the Riondel Drainage service area for consideration by the Board.

Carried

10.3 MEMBERSHIP

10.3.1 Recreation Commission No. 4 - Nakusp and Area K

Moved and seconded,
And Resolved:

661/22 That the Board send a letter to outgoing member Kate Lario thanking her for her service to the Recreation Commission No. 4 - Nakusp and Area K.

Carried

10.3.2 Sanca Park Water Commission - Portion of Area A

Moved and seconded,
And Resolved:

662/22

That the Board appoint the following individuals to the Sanca Park Water Commission effective January 1, 2023 with the term ending December 31, 2024:

Melissa Izon
Peter Cartwright
John Van Der Heide

Carried

10.3.3 Area I Advisory Planning and Heritage Commission

Moved and seconded,
And Resolved:

663/22

That the Board appoint the following individuals to the Area I Advisory Planning and Heritage Commission for the term to end December 31, 2026:

Kelly Poznikoff
Brian Bebelman
Andy Ozeroff

Carried

10.3.4 City of Castlegar Appointments: RDCK Director and Castlegar and District Recreation Commission

Moved and seconded,
And Resolved:

664/22

That the recommendation from the City of Castlegar appointing Mayor Maria McFaddin as the RDCK Board Director and Councillor Brian Bogle as the RDCK Board Alternate Director for the four-year term ending November 30, 2026 be ratified.

Carried

Moved and seconded,
And Resolved:

665/22

That the recommendation from the City of Castlegar appointing the following to the Castlegar and District Recreation Commission for the four-year term ending November 30, 2026:

Mayor Maria McFaddin (Regional District appointee)
Councillor Susan Heaton-Sherstobitoff (Castlegar Council)
Councillor Brian Bogle (Castlegar Council)

be ratified.

Carried

10.3.5 Town of Creston: RDCK Directors, Commissions and Committees

Moved and seconded,
And Resolved:

666/22 That the recommendation from the Town of Creston appointing Mayor Arnold DeBoon as the RDCK Board Director and Councillor Jim Elford as the RDCK Board Alternate Director be ratified.

Carried

Moved and seconded,
And Resolved:

667/22 That the recommendation from the Town of Creston appointing Mayor Arnold DeBoon as the representative and Councillor Jim Elford as the alternate to the Creston Valley Services Committee be ratified.

Carried

Moved and seconded,
And Resolved:

668/22 That the recommendation from the Town of Creston appointing Mayor Arnold DeBoon as the representative and Councillor Anthony Mondia as the alternate to the Joint and East Resource Recovery Committees be ratified.

Carried

Moved and seconded,
And Resolved:

669/22 That the recommendation from the Town of Creston appointing Councillor Jim Elford as the representative and Councillor Anthony Mondia as the alternate to the Arrow Creek Water Treatment and Supply Commission be ratified.

Carried

10.3.6 Village of Kaslo Appointments: RDCK Director

Moved and seconded,
And Resolved:

670/22 That the recommendation from the Village of Kaslo appointing Mayor Suzan Hewat as the RDCK Board Director and Councillor Rob Lang as the RDCK Board Alternate Director be ratified.

Carried

10.3.7 Village of Nakusp: RDCK Director

Moved and seconded,
And Resolved:

671/22 That the recommendation from the Village of Nakusp appointing Councillor Aidan McLauren-Caux as the RDCK Board Director and Mayor Thomas Zeleznik as the RDCK Board Alternate Director be ratified.

Carried

10.3.8 City of Nelson: RDCK Director

Moved and seconded,
And Resolved:

672/22 That the recommendation from the City of Nelson appointing Councillor Keith Page as the RDCK Board Director and Councillor Rik Logtenberg as the RDCK Board Alternate Director be ratified.

Carried

10.3.9 Village of New Denver: RDCK Director and Commissions

Moved and seconded,
And Resolved:

673/22 That the recommendation from the Village of New Denver appointing Mayor Leonard Casley as the RDCK Board Director and Councillor John Fyke as the RDCK Board Alternate Director be ratified.

Carried

Moved and seconded,
And Resolved:

674/22 That the recommendation from the Village of New Denver appointing Councillor Casey Law as the Council representative for the Recreation Commission No. 6 - Area H, New Denver and Silverton be ratified.

Carried

Moved and seconded,
And Resolved:

675/22 That the recommendation from the Village of New Denver appointing Councillor Casey Law as the representative for the Rosebery Parklands and Trails Commission be ratified.

Carried

Moved and seconded,
And Resolved:

676/22 That the recommendation from the Village of New Denver appointing Councillor Casey Law as the representative for the New Denver, Silverton, Slocan and Area H Economic Development Commission be ratified.

Carried

10.3.10 Village of Salmo: RDCK Director

Moved and seconded,
And Resolved:

677/22 That the recommendation from the Village of Salmo appointing Mayor Diana Lockwood as the RDCK Board Director and Councillor Todd Wallace as the RDCK Board Alternate Director be ratified.

Carried

10.3.11 Village of Silverton: RDCK Director

Moved and seconded,
And Resolved:

678/22 That the recommendation from the Village of Silverton appointing Mayor Colin Ferguson as the RDCK Board Director and Councillor Brian Mills as the RDCK Board Alternate Director be ratified.

Carried

10.3.12 Village of Slocan: RDCK Director

Moved and seconded,
And Resolved:

679/22 That the recommendation from the Village of Slocan appointing Mayor Jessica Lunn as the RDCK Board Director and Councillor Ezra Buller as the RDCK Board Alternate Director be ratified.

Carried

10.4 2023 APPOINTMENTS: EXTERNAL COMMITTEES

10.4.1 Castlegar & District Public Library

Moved and seconded,
And Resolved:

680/22 That the Board appoint the following person as the Electoral Area I representative to the Castlegar & District Public Library Board for a term to end December 31, 2024:

Terry Gerling

Carried

10.4.2 Columbia Basin Trust: RDCK Director Nomination

CAO Horn indicated that Columbia Basin Trust (CBT) would like the RDCK to provide one appointment instead of four for the CBT Board to review.

Vice-Chair Lockwood resumed the Chair position for the CBT appointment nominations due to Chair Watson's current appointment with CBT.

Vice-Chair Lockwood called for nominations a first time.

Chair Watson was nominated.

Chair Lockwood called for nominations a second and third time.

There were no further nominations.

Moved and seconded,
And Resolved:

681/22 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, 2024:

Chair A. Watson

Carried

10.4.3 Economic Trust of the Southern Interior BC (ETSI formerly known as SIDIT)

CAO Horn provided clarification regarding ETSI's preference to have mayors and chairs appointed but the terms of reference does not indicate this.

Chair Watson called for nominations a first time.

Directors Lunn, Popoff, Lockwood, Hewat, Tierney, McLaren-Caux and former Director Morrison (Nelson) were nominated.

Corporate Officer Morrison distributed the ballots.

Directors online provided their votes to CAO Horn and Deputy Corporate Officer Lund.

After collecting the ballots, the CAO and Corporate Officer exited the room and counted the ballots.

CAO Horn declared Directors Popoff, Lunn and Lockwood received the most votes and Directors Hewat and McLaren-Caux tied.

Director Hewat stepped down.

Moved and seconded,
And Resolved:

682/22

That the Board appoints the following Directors to the Economic Trust of the Southern Interior BC with a term expiring December 31, 2024, with stipend and usual expenses to be paid from the General Administration Service S100:

Director W. Popoff
Director J. Lunn (municipal)
Director D. Lockwood (municipal)
Director A. McLaren-Caux (Alternate)

Carried

Moved and seconded,
And Resolved:

683/22

That the ballots used in the election for the Economic Trust of the Southern Interior BC appointments be destroyed.

Carried

**ORDER OF AGENDA
CHANGED**

The Order of Business was changed to address public time with Item 16.
Public Time considered at this time.

16. PUBLIC TIME

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

**ORDER OF AGENDA
RESUMED**

Item 10.4.4 Federation of Canadian Municipalities (FCM): RDCK Representative was considered at this time.

10.4.4 Federation of Canadian Municipalities (FCM): RDCK Representative

CAO Horn provided an overview of the appointment of former Director Main to the FCM Board.

Moved and seconded,
And Resolved:

684/22

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall

within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government;

WHEREAS eight (8) Directors representing British Columbia, consisting of: one (1) nominee selected by its Affiliate Member (Union of British Columbia Municipalities); and seven (7) nominees selected by the Accredited Representatives of its Municipal Members, provided that at least two (2) nominees shall hold municipal office in two (2) of its three (3) largest (by population) Municipal Members; and

WHEREAS the Regional District of Central Kootenay values the role Councillor Main has played as a member of the FCM Board of Directors;

THEREFORE BE IT RESOLVED that the Regional District of Central Kootenay confirm its endorsement of Councillor Leah Main to serve on FCM's Board of Directors for the period starting in November 2022 and ending in June 2023; and

FURTHER IT BE RESOLVED THAT the Regional District of Central Kootenay assumes all travel and stipend costs associated with Councillor Main attending FCM's Board of Directors meetings.

Carried

**RECESS/
RECONVENED**

The meeting recessed at 12:15 p.m. for lunch and reconvened for 1:15 p.m.

10.5 DIRECTORS' REPORTS

10.5.1 Director Jackman

10.5.1.1 Columbia Basin Regional Advisory Committee and Regional Connectivity Committee

10.5.1.2 Letter of Support: Connecting Communities BC Fund

10.5.1.3 Letter of Support: East Shore Trail and Bike Association

10.5.2 Director Watson

10.5.2.1 Electoral Area D: Update

10.5.2.2 Caribou Program Update

10.5.2.3 Columbia Basin Trust: Board Highlights

10.5.2.4 Columbia River Treaty Monthly Update: September and October 2022

10.5.2.5 Columbia River Treaty Negotiations

10.5.2.6 Columbia Basin Trust: October Update

10.5.3 Director Walter Popoff: Letter of Support - Connecting Communities BC Fund

10.5.4 Director Davidoff: Regional Innovation Chair in Regional Economic Development - September Summary

11. COMMUNICATIONS

- 11.1** The letter dated September 19, 2022 from Ambrose Yung, Youth Parliament of BC Alumni Society, encouraging youth to participate in the 94th Parliamentary Session in December.
- 11.2** The letter dated October 3, 2022 from Laurey-Anne Roodenburg, UBCM, advising the RDCK of the first Community Works Fund payment for the fiscal 2022/2023 in the amount of \$707,296.33.
- 11.3** The letter dated October 13, 2022 from Minister Nathan Cullen, Ministry of Municipal Affairs, providing the 2021 census impact on the Regional District of Central Kootenay voting.
- 11.4** The email dated October 20, 2022 from KWASt-en-ayu, Indigenous Insight, providing information regarding Indigenous Cultural Awareness training.
- 11.5** The letter dated October 20, 2022 from Minister Lana Popham, Ministry of Agriculture and Food, thanking the RDCK from meeting to discuss cannabis opportunities within the region.
- 11.6** The email dated October 31, 2022 from Peggy Skelton, BC Rural Health Network (BCRHN), thanking Leanne Heppell for engaging with BCRHN.
- 11.7** The email dated October 31, 2022 from Minister Mitzi Dean, Ministry of Children and Family Development, declaring that November will be recognized as Adoption Awareness Month.
- 11.8** The email dated November 4, 2022 from Minister George Heyman, Ministry of Environment and Climate Change Strategy, following up with the RDCK after meeting regarding recycling regulations and ICI recycling at the 2022 UBCM Convention.
- 11.9** The email dated November 10, 2022 from Shirley Boyes, providing correspondence to the RDCK regarding the Nasookin Improvement District.

12. ACCOUNTS PAYABLE

Moved and seconded,
And Resolved:

685/22 The Accounts Payable Summary for October, 2022 in the amount of \$3,308,943 be approved.

Carried

13. BYLAWS

- 13.1** **Bylaw 2859 and 2860: Kootenay Columbia Rivers Official Community Plan and RDCK Zoning Amendment (Area J - Tassone)**
Board Meeting - October 13, 2022
RES 638/22

That Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2859, 2022 being a bylaw to amend Kootenay Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 are hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

RES 639/22

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2860, 2022 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 are hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

The Rural Affairs Committee Report dated September 29, 2022 from Eileen Senyk, Planner, requesting Board consider an application for land use bylaw amendments in Area J (Tassone), has been received for information.

Moved and seconded,
And Resolved:

686/22

That in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area J Director Henny Hanegraff is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

Carried

14. NEW BUSINESS

14.1 COMMUNITY SERVICES

14.1.1 Letter of Agreement: Men's Sheds Project Grant 2022-2023

The Letter of Agreement for the Men's Sheds Project Grant 2022-2023, has been received.

Moved and seconded,
And Resolved:

687/22

That the Board approve the RDCK entering into a Letter of Agreement with United Way B.C. for a heating system in the Riondel Community Centre for the period of November 1, 2022 to April 30, 2023, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that staff be authorized to amend the existing agreement between RDCK and the Kootenay Lake East Shore Men's Shed Society to enable the basement heating project to proceed.

Carried

14.1.2 RDCK Community Services Recreation Facilities Vending Services

The Board Report dated November 2, 2022 from Ryan Ricalton, Facility Manager, seeking Board approval to award the Community Services Recreation Facilities Vending services request for proposal, has been received.

Moved and seconded,
And Resolved:

688/22

That the Board approve the RDCK entering into a vending agreement with Fraser Valley Vending for RDCK Recreation Facility Vending Services for a period of 3 years with the option to renew for an additional 2 years, and that the Chair and Corporate Officer be authorised to sign the necessary documents; AND FURTHER, that the revenue be credited to Arena (Castlegar Complex) - Castlegar and Areas I and J Service S222, Recreation Facility - Creston and Areas A, B and C Service S224, and Recreation Facility - Nelson and Areas F and Defined E Service S226 according to the level of sales in those service areas.

Carried

14.2 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

14.2.1 Agreements: Active Transportation Corridor Feasibility

The Board Report dated November 3, 2022 from Stephanie Johnson, Planner, seeking Board approval to enter into two agreements related to a feasibility study for the proposed active transportation corridor between Nelson and Castlegar, has been received.

Moved and seconded,
And Resolved:

689/22

That the Board approve the RDCK enter into a Permanent Public Transit Program – Active Transportation Fund Agreement with the Government of Canada for the Castlegar - Nelson Active Transportation Corridor Vision project with the end date of August 31, 2024, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Moved and seconded,
And Resolved:

690/22

That the Board approve the RDCK enter into a Grant Funding Agreement with the West Kootenay Cycling Coalition for the Castlegar - Nelson Active Transportation Corridor Vision project with the end date of July 31, 2024, and that the Chair and Corporate Officer be authorized to sign the necessary documents subject to execution of the funding agreement with the Government of Canada for the same project.

Carried

14.2.2 UBCM Community Emergency Preparedness Fund (CEPF) Application

The Board Report dated October 25, 2022 from Chris Johnson, Manager of Community Sustainability, seeking Board approval to apply for the CEPF, has been received.

Moved and seconded,
And Resolved:

691/22

That the Board approve the application to the UBCM Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation stream for \$278,124.37 to:

- a) characterize what the RDCK considers acceptable or safe when developing in areas exposed to geotechnical hazards (\$130,000); and
- b) make an application on behalf of the diking authorities along the Kootenay River in the Creston Valley for prioritizing and designing dike repair work (\$148,124.37);

AND FURTHER, that these costs be included in the 2023 Financial Plan in Emergency Consolidated Services A101 – Emergency Program subject to successful application;

AND FURTHER, that staff be directed to hire consultants to complete the projects subject to successful application.

Carried

14.2.3 Senior Energy Specialist Work Plan 2022-2024

The Board Report dated November 3, 2022 from Chris Johnson, Manager of Community Sustainability, seeking Board approval to enter into an agreement with Fortis BC for the Senior Energy Specialist position, has been received.

Moved and seconded,
And Resolved:

692/22

That the Board approve the RDCK enter into the Senior Energy Specialist Funding Agreement with FortisBC to fund the Senior Energy Specialist (SES) position for the period of 2 years (2022-2024), and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Director Vandenberghe recorded opposed.

14.2.4 Agreement: Canadian Red Cross for Emergency Support Services

The Board Report dated October 13, 2022 from Jon Jackson, Emergency Program Coordinator, informing the Board of the current agreement with Canadian Red Cross Society for level 1 Emergency Support Services, has been received.

Moved and seconded,
And Resolved:

693/22

That the Board direct staff to not renew the Emergency Support Service Level 1 agreement with the Canadian Red Cross Society due to expire on December 31, 2022.

Carried

14.2.5 2023 Wildfire Mitigation and FireSmart Program

The Board Report dated November 3, 2022 from Angela French, Wildfire Mitigation Supervisor, providing and update to the Board on the Wildfire Mitigation and FireSmart Program, has been received.

Moved and seconded,
And Resolved:

694/22

That the Board direct staff to apply to the 2023 UBCM Community Resiliency Investment Program intake to coordinate and manage grant funding within the RDCK in order to operate the Wildfire Mitigation and FireSmart Program in 2023;

AND FURTHER, that the Board commit \$20,000 from the 2023 S101 Rural Administration budget to the 2023 Wildfire Mitigation and FireSmart Program;

AND FURTHER, that the Board endorse the application made to the 2023 Columbia Basin Trust Wildfire Resiliency Initiative intake to manage and administer grant funding for the GIS Lightship Consultant Position for the Regional Roundtable and all funds be managed through Emergency Consolidated Services A101.

Carried

14.3 ENVIRONMENTAL SERVICES

14.3.1 Extended Producer Responsibility Five-Year Action Plan 2021-2026

The email date October 21, 2022 from the Extended Producer Responsibility group providing an overview of the products to be added to the Recycling Regulation, has been received.

The Advancing Recycling in B.C. - Extended Producer Responsibility Five-Year Action Plan 2021-2026 from the Ministry of Environment and Climate Change Strategy, has been received.

The DRAFT letter regarding the Extended Producer Responsibility Five-Year Action Plan 2021-2026, has been received.

Moved and seconded,
And Resolved:

695/22

That the Board send a letter to Bob McDonald, Director - Extended Producer Responsibility, providing feedback on the Extended Producer Responsibility Five-Year Plan 2021-2026.

Carried

**RECESS/
RECONVENED**

The meeting recessed at 2:33 p.m. for a break and reconvened at 2:45 p.m.

14.4 FINANCE & ADMINISTRATION

14.4.1 Election Results

14.4.1.1 For Information: 2022 General Local Election: Official Results

The declaration of official results from the 2022 General Local Election, has been received for information.

14.4.1.2 For Information: 2022 General Local Election: Acclamation

The declaration of Election of Acclamation, has been received for information.

14.4.1.3 2022 Assent Voting: RDCK Local Conservation Fund Service Establishment Amendment (Area H) Bylaw No. 2811, 2022

The declaration of official assent voting results for the October 15, 2022 RDCK Local Conservation Fund Service Establishment Amendment (Area H) Bylaw No. 2811, 2022, has been received. The Regional District of Central Kootenay Local Conservation Fund Service Establishment Amendment (Area H) Bylaw No. 2811, 2022, has been received.

The Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2837, 2022, has been received.

Moved and seconded,
And Resolved:

696/22

That the *Regional District of Central Kootenay Local Conservation Fund Service Establishment Amendment (Area H) Bylaw No. 2811, 2022* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

Moved and seconded,
And Resolved:

697/22

That the *Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2837, 2022* be read a FIRST, SECOND, and THIRD time by content.

Carried

Moved and seconded,
And Resolved:

698/22

That the *Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2837, 2022* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Carried

14.4.2 Remuneration: RDCK Directors' Orientation

Stuart Horn provided a verbal report regarding the options for remuneration for the RDCK Directors' Orientation.

Moved and seconded,
And Resolved,

699/22

That the Board approve stipend and expenses be paid for the continuing Directors and Directors elect for the RDCK Directors Orientation session on November 16, 2022 from the General Administration Services S100.

Carried

Moved and seconded,
And Resolved,

700/22

That the Board approve a flat rate of \$500 to be paid to the Directors for the remaining seven RDCK Directors Orientation sessions from General Administration Services S100.

Carried

Director Davidoff recorded opposed.

14.4.3 Creston Valley Tourism Society (CVTS)

Moved and seconded,
And Resolved:

701/22

That the Board send a letter of support to the Creston Tourism Society for its application to the 2023-2024 stream of Destination BCs Co-op Marketing Partnership Program; AND FURTHER, that financial support for the grant application in the amount of \$22,000 be paid from the 2022 Budget for Economic Development – Town of Creston, Areas B and C Service S108 to the Creston Tourism Society, which is subject to repayment to the RDCK should the grant application not be successful.

Carried

14.4.4 For Information: RDCK Quarterly Report (Q3)

The Board Report dated November 3, 2022 from Mike Morrison, Manager of Corporate Administration, providing background on the quarterly report, has been received for information.

14.5 GRANTS

14.5.1 Discretionary

Director Graham declared a conflict of interested due to having a contractor for the Riondel Marina West Wall Replacement and left the meeting at 3:15 p.m.

Moved and seconded,
And Resolved:

702/22

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

Area A

Creston Valley Quilters Guild	Hall Rental Expenses	\$750
Riondel Boat Club	Riondel Marina West Wall Replacement	\$4,647
Creston Valley Ministerial Association	Christmas Hampers	\$1,000

Area B

Creston Valley Ministerial Association	Christmas Hampers	\$1,000
Ktunaxa Kinbasket Child and Family Services Society	Christmas Hampers for Community	\$2,000
Kitchener Valley Recreation and Fire Protection Society	Christmas Events	\$1,500

Area C

Creston Valley Ministerial Association	Christmas Hampers	\$1,000
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Area E

Nelson Skating Club	West Kootenay Invitational	\$200
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Area F

Nelson Skating Club	West Kootenay Invitational	\$500
Nelson Circus Performers Association	Flow Jamz	\$500

Area G

Salmo Child Care Society	Fencing Cost – Yard Expansion	\$4,999.99
Salmo Emergency Support Services Team	Salmo ESS Development	\$800

Area H

Nelson Skating Club	West Kootenay Invitational	\$200
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Area I

Ministry of Forests Area J	Goose Creek	\$500
Ootischenia Fire Department Social Club	Snowmobile Christmas Social	\$3,000

Carried

Director Graham returned to the meeting at 3:17 p.m.

14.5.2 Community Development

Moved and seconded,
 And Resolved:

703/22

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

Area A

South Kootenay Lake Community Service Society	Let's Get Down to Business - Women's Networking Event	\$3,375
Area B Canyon Community Association Area E	Christmas Event	\$1,000
RDCK Recreation Commission No. 10	Recreation 10 2022 Funding	\$20,000
Procter Community Society	Procter Hall Warming/Cooling Centre	\$7,500

Area H

Slocan Park Community Hall Society	Slocan Park Seniors Program	\$5,000
WE Graham Community Services Society	Holiday Hampers	\$4,000
Slocan Valley Snowmobile Association	Trail Groomer Snowcat Purchase	\$5,000

Area I

Kinnaird Park Community Church	International Cultural Festival - Castlegar Refugee Project	\$606.31
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Kaslo

Kaslo Racquet Club	KRC Facility Upgrade	\$10,000
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Slocan Village

Slocan – Legion Security	Legion Hall	\$600
Slocan – Saturday Market	Saturday Market	\$2,000

Carried

14.6 CHAIR/CAO REPORTS

Chair Watson's main focus was the Chair's job description and reaching out to all the new Electoral Area Directors. She encouraged the newly appointed Municipal Directors to reach out to her now that the Councils have completed their appointments.

CAO Horn provided an update on the working groups he takes part in and the future meeting dates.

15. DIRECTORS' MOTIONS

15.1 Director Popoff: Application Extension Southeastern BC Regional Connectivity Committee

No further action is required.

15.2 Director Cunningham: RDCK October Board Meeting - Elections

Director Cunningham request a discussion on amending the RDCK Procedure Bylaw to include on election years the October Board meeting be held after the General Local Election.

Moved and seconded,
 And Resolved:

704/22 That the Board direct staff to prepare an amendment to the RDCK Procedure Bylaw No. 2756, 2022 to have the October Board meeting after the General Local Election during election years.

Carried

17. IN CAMERA

17.1 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:

705/22 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:

- (c) labour relations or other employee relations;
- (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;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Carried

17.2 RESOLUTION - RECESS OF OPEN MEETING

Moved and seconded,
And Resolved:

706/22 The Open Meeting be recessed at 3:38 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 4:26 p.m.

Carried

18. MATTERS ARISING FROM IN CAMERA MEETING

Moved and seconded,
And Resolved:

707/22
IC77/22 That the Board endorse, as a member of the working group, the Castlegar and Area Physician agreement with Cheryl Gnyp in partnership with the City of Castlegar for the period January 1, 2021 to December 31, 2023 and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Carried

Director Davidoff recorded opposed.

19. ADJOURNMENT

Moved and seconded,
And Resolved:

708/22 That the meeting adjourn at 4:26 p.m.

Carried

Aimee Watson, RDCK Board Chair

Angela Lund, Deputy Corporate Officer



Columbia Basin Trust Update

Presented to: Regional District Central Kootenay
December 8, 2022

Presented by:

Jocelyn Carver, Board Chair

Johnny Strilaeff, President & CEO



Annual Report 2021/22


\$96M
IN REVENUES


\$2.1B
TOTAL BOOK
VALUE OF ASSETS


2,400
PROJECTS
SUPPORTED

RETURN ON
INVESTMENTS


11.43%
POWER
PROJECTS


75
ACTIVE PROGRAMS
AND INITIATIVES


4.36%
PRIVATE
PLACEMENTS


\$7M
IN NEW REAL ESTATE AND
COMMERCIAL INVESTMENTS


\$62.4M
IN GRANTS


7.4%
MARKET
SECURITIES


\$12.5M
IN CAPITAL
PROJECTS


\$5.9M
IN NEW
BUSINESS LOANS

\$87.8M
TOTAL BENEFITS

Community Initiatives & Affected Areas Program

- The Trust regularly reviews programs to ensure they are relevant, effective and delivering on strategic priorities
- A review was completed for the **Community Initiatives and Affected Areas Programs** last fall – *thank you for your participation*
- Review clearly identified ongoing benefits, as well as opportunities for refinements



Resident Directed Grants (“ReDi Program”)

- New name, same purpose
- Maintain partnership with local governments and First Nations
- Flexible support for community projects that incorporates public input in decisions
- No change to funding allocation to communities



Resident Directed Grants (“ReDi Program”)

- Merger of CIP/AAP into ReDi Program
- Five-year funding approval
 - Subject to annual budget process for the Trust
- Increased administration funding
 - Program administration demands have grown
- Increased Trust presence in public process



Our Trust, Our Future

- The Trust is beginning the community engagement process that will help inform a renewed Columbia Basin Management Plan
- Current plan concludes in December 2023
- The Trust's public input process, called Our Trust, Our Future, will take place from September 2022 to November 2023.
- Community conversations, events, online forums and more with people in the Basin



Our Trust Magazine celebrates the collective successes of residents, communities and organizations in the Basin.

The newest edition mailed to every household in the Basin and available online at ourtrust.org/magazine.





Thank you
Questions?



Board Report

Date of Report: November 24, 2022
Date & Type of Meeting: December 8, 2022 Open Board Meeting
Author: Tom Dool, Research Analyst
Subject: West Kootenay Transit Missed Trips
File: 15\8020\10
Electoral Area/Municipality: A, D, E, F, G, H, I, J, K, Nelson, Salmo, Kaslo, Castlegar, Slocan, Silverton, New Denver, Nakusp

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report to inform the Board of ongoing cancellations of trips in the West Kootenay Transit System and to provide a summary of efforts by BC Transit, NextGen, and Regional District Staff to reduce the impact of those missed trips.

SECTION 2: BACKGROUND/ANALYSIS

At the September 2022 Board meeting the Board resolved that

(590/22) That the Board direct staff to prepare a report regarding the cancelled BC Transit routes within the RDCK service area for 2021 and 2022 to be brought to the November 17, 2022 Board meeting.

There are 2 distinct periods of reporting requested in the aforementioned resolution. Reporting from 2021 does not reflect the current operating environment nor does it speak to the issues currently experienced by West Kootenay Transit Ridership. For the bulk of 2021 pandemic related safety measures were in place resulting in increased driver shortages due to sickness or precautions around sickness. But it should be noted that ridership was also down by 50% from peak levels in 2019. In this regard missed trips did not translate directly to reduced service because the ridership was not utilizing the service to the degree they are 2022.

This report focuses largely on the data from 2022. Post pandemic ridership has been increasing steadily and as a result service interruptions are having an increased impact. Service interruptions are now driven by structural issues such as labour shortages which have been compounded by compensation and retention challenges as opposed to operational issues driven by pandemic based requirements and personal illness.

Figure 1. 2022 Trip Completion To Date describes the overall percentage of trips to date missed and ranks the routes in ascending order. It should be noted that the most heavily impacted routes are found in Electoral Area K. Driver recruitment has been particularly difficult in Nakusp and Area with a 4 month period where there was no driver available locally. As percentage of service missed smaller rural routes have been impacted more significantly than urban or regional connectors. The need to cancel a single trip on a rural route which only runs three times a week could result in a 33% reduction for the week while the cancellation of single trip on an urban route that runs 10 times a day could result in a 2% reduction of service. Having said that, the urban route cancellation would likely effect a significantly higher number of riders.

Figure 1. 2022 Trips Missed To Date.

Route	% Missed
Kaslo Health CXN	0%
Slocan Valley	2%
Castlegar/Nelson	3%
North Shore	3%
Salmo Health CXN	3%
Perrier	4%
Kaslo	5%
Blewett	5%
Edgewood	10%
Nakusp via Silverton	11%
Nakusp	18%
Nakusp Health CXN	58%
Total	4%

Regional District staff have raised the issue of the missed trips with BC Transit and requested that they address the problem with their operations contractor, NextGen Transit. While they are taking steps to reduce the number of missed rides some of these challenges are of a structural nature meaning that they occur in the context of the broader economy as opposed occurring in a localized or service specific context. This makes finding solutions complex and time consuming.

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

In some rural and remote areas, such as Nakusp and Area K, the operating hours required to provide local services do not constitute a full time job. As a result transit employment in this part of the system is, by definition, part-time. That requirement limits the pool of candidates available to take positions.

The distributed nature of West Kootenay Transit requires that, in many cases, buses and drivers, be located in or around the communities they serve. Otherwise buses and drivers are required to travel considerable distances before going into service. These non-service trips use up valuable operating hours. However, the cost of non-service trips must be balanced with the ability to find the labour required to provide services. NextGEN and BC Transit are reviewing the system to balance efficiency and driver and vehicle redundancy wherever possible.

When Nakusp and area lost it’s only driver, drivers from other parts of the system were brought in on a rotating basis to provide coverage until a new driver could be found. While service was reduced, a minimum of service was maintained by this arrangement as opposed to the persistent closure of the service, which had been the case previously.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

In the fall of 2020 NextGen Transit was awarded the contract for that portion of West Kootenay Transit previously operated by Arrow & Slocan Lakes Community Society (ASLCS). As a condition of receiving the

contract NextGen also took on the employees and collective agreement agreed to by ASLCS. The agreement places Transit Drivers in a wage category that is insufficient and results in an inability to offer competitive wages.

NextGen is currently in negotiations with the union that holds the collective agreement for this group of drivers. These drivers will be moved from their current collective agreement and union into the CUPE Local and collective agreement that represents the balance of NextGEN drivers. This will allow the drivers previously employed by ASLCS to achieve wage and benefit parity with other drivers in the company and the industry at large which will help with recruitment and retention.

3.3 Environmental Considerations

None

3.4 Social Considerations:

Public Transit provides access to critical services to some of the highest barrier populations in our communities, in particular seniors and youth. BC Transit and NextGen recognize this and are committed the improvement of the service.

3.5 Economic Considerations:

While NextGen and BC Transit have undertaken an extensive recruitment campaign. There are currently very few drivers seeking employment provincially and even fewer seeking employment locally. As reported in the Provincial Governments employment and labour statistics the rate of unemployment in the Transportation and Warehousing Sector in the Kootenays is at a 10 year low of 1.9% while the Provincial average for the sector is at 3.6%. Effectively anyone who is interested in working in the sector is already doing so.

To encourage new entrants into the sector BC Transit and NextGen have been focused on lowering or removing as many barriers to entry into the field as possible. Training has been fast tracked to ensure that employees can begin making a full wage as quickly as possible. NextGen and BC Transit have brought trainers into the Region to allow local candidates to remain local while training as opposed to having to travel to the Lower Mainland or the Okanagan.

3.6 Communication Considerations:

BC Transit is currently in the process of implementing their Next Ride program. This will allow the ridership to use an app on their cellular device to determine the location and estimated time of arrival for the next bus at any given stop. If the bus is not on route it will notify the user immediately.

BC Transit offers a subscription notification service that provides notice 24 hours in advance regarding the cancellation of transit services. The vast majority of cancellations are posted to this site. BC Transit and NextGEN have advertised the use of this service widely. The Regional District is developing communications to further that message.

3.7 Staffing/Departmental Workplan Considerations:

NextGen Transit is currently training 2 more drivers. It is anticipated that those drivers will go into service next month. This will result in a substantial improvement regarding the delivery of trips. They are currently seeking to achieve a full staffing compliment by recruiting two additional drivers once the current trainees have completed their training.

Regional District staff will work with NextGEN and BC Transit to communicate to the ridership that there concerns are be addressed and that we are taking the issue of missed trips seriously.

3.8 Board Strategic Plan/Priorities Considerations:

Excellence In Service Delivery

Regional District Staff recognize that the current number of missed trips does not align with the Boards priorities regarding excellence in service delivery and are working with our public transit partners to improve upon the current situation.

SECTION 4: OPTIONS & PROS / CONS

None.

SECTION 5: RECOMMENDATIONS

None. For information purposes only

Respectfully submitted,

Tom Dool, Research Analyst

CONCURRENCE

Corporate Officer – Mike Morrison

[Manager's Title] – [Name of Manager]

[Manager's Title] – [Name of Manager]



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**AREA I ADVISORY PLANNING AND HERITAGE
COMMISSION**

OPEN MEETING MINUTES

6:30PM

Thursday, October 24TH, 2022

Remote Meeting via Webex

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=mdb7b3c90cdd5df04edcd33da488efe0f>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2771 450 7196

Meeting Password: AmUt8wkKX48

In-Person Location: N/A

COMMISSION MEMBERS

Commissioner Member	Kelly Poznikoff	Electoral Area I, Secretary
Commissioner Member	Andy Ozeroff	Electoral Area I, Vice-Chair

MEMBERS ABSENT

Commissioner Member	Brian Bebelman	Electoral Area I, Chair
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STAFF

Sadie Chezenko	Planning Assistant
Stephanie Johnson	Planner

GUESTS

Andrew Davidoff	Director, Electoral Area I
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2 out of 3 voting Commission/Committee members were present – quorum was met.

1. DIRECTOR UPDATE

1.1 Official Community Plan (OCP) Advisory Committee

- Director Davidoff presented the idea for a new committee to specifically work in an advisory capacity regarding the OCP update
 - Suggested a diverse committee
 - Representing various locations and backgrounds
 - Suggested about seven people total
 - Director Davidoff suggested that they not be appointed to the APC, but rather that this would be a separate Director appointed group for this specific purpose
- Planner Stephanie Johnson will confirm procedure for establish an advisory committee

2. STAFF REPORTS

2.1 Relaunch of the Area I OCP Project

- Planner Stephanie Johnson presented the engagement plan and updated work plan for the Area I OCP project
 - The project is ready to be relaunched and for engagement to take place
 - Main goal is to obtain meaningful community feedback
 - Proposed an APHC meeting for November to discuss more soon
 - Four phased approach proposed for reintroducing the project: Re-Introduction; Determining a Path Forward; Review and Refinement; and Bylaw Readings
 - Project end date currently targeted for next late spring
- Questions/comments from the Commission
 - Emphasized the need to make sure student feedback is from Area I - possibly Stanley Humphries High School or other youth groups
 - Aim for new OCP by summer
 - Would like to examine where densification will be best supported
 - Densification should be examined through the sustainability lens
 - Questioned whether the site specific rezoning process could be avoided in favor of a plan which could be implemented and equitably in specified areas without any further required application processes other than normal building permit and health approvals.
 - Climate change and disaster planning are important to emphasize in the OCP
 - Stronger wildfire and flood protections are important
 - The commission and Director Davidoff want to emphasize that stronger protections or regulations may be necessary
 - Director Davidoff asked if it is possible to compel a municipality to provide a service to areas without a boundary expansion

2.2 Agricultural Policy Review

- Planner Stephanie Johnson proposed discussing the Agricultural Policy Review
- Director Davidoff and Commission directed staff to add it to the agenda of the next meeting

3. NEXT MEETING

The next Electoral Area I Advisory Planning and Heritage Commission meeting is scheduled for Monday, November 14th at 6:30pm.

Approved by

Acting Chair, _____



REGIONAL DISTRICT OF CENTRAL KOOTENAY

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

6:30PM

Monday, November 14TH, 2022

Remote Meeting via Webex

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=meaf567a40bafc2a15f9a13e498d28b9b>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2772 371 3755

Meeting Password: jkUmtCVa328

In-Person Location: N/A

COMMISSION MEMBERS

Commissioner Member	Kelly Poznikoff	Electoral Area I, Secretary
Commissioner Member	Andy Ozeroff	Electoral Area I, Vice-Chair
Commissioner Member	Brian Bebelman	Electoral Area I, Chair

STAFF

Sadie Chezenko	Planning Assistant
Stephanie Johnson	Planner

GUESTS

Andrew Davidoff	Director, Electoral Area I
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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 6:40 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 14, 2022 Electoral Area I Advisory Planning and Heritage Commission meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The October 24, 2022 Electoral Area I Advisory Planning and Heritage Commission minutes, have been received.

5. DELEGATE

5.1 No delegations

6. STAFF REPORTS

6.1 Agricultural Policy Review

- Planner Stephanie Johnson presented an overview of the Staff Report dated June 23rd, 2022 on the Agricultural Policy Review
- The following was discussed:
 - Animal units and animal concentration concerns were raised
 - Large parcels may allow lots of animals to be concentrated onto small portions of the property
 - This can create a disturbance to neighbours
 - Noise, odor etc..
 - Is there a way to mitigate for this in the review?
 - Can manure piles/animal waste be regulated or set back?
 - Want to connect number of animals to number of animals that the land can sustain (not just tied to the entire lot size)
 - Some of this may be able to be mitigated by other bylaws (noise/nuisance)
 - Animal units measure is a best practice from the Ministry of Agriculture (MOA)
 - Difference between Agricultural Land Reserve (ALR)/Non-ALR lands in terms of ability to limit conflicts
 - ALR is more difficult to regulate in this way because of *Right to Farm Act*
 - Apply the lens of making these changes more neighbour friendly
 - Secondary residences
 - Allowances for secondary residences in line with ALR changes are subject to planning criteria and regulations
 - Secondary residences will be limited
 - The size of secondary residence will be restricted

- Approval from regional health authority for sewage disposal and water supply will be required
- Allowance of secondary dwellings will only be allowed on lots of a certain size
- Residential uses will need to be clustered on one area of the property
- Residential uses will need to be near the front of the property
- Secondary residences will not be limited to landowners and/or their immediate family members
 - To illustrate, they may be used for other purposes such as housing extended family, agri-tourism accommodation, housing for farm labour or as a rental unit for supplemental income
- Secondary residences do not provide a path to subdivision
- Secondary residences could be a manufactured home like previous legislation
- ALR and Non ALR Agricultural (Ag) land will be treated the same for this (Ag1,2,3)
- Possible moratorium for bylaw enforcement on manufactured homes during review of this bylaw
- For “temporary farmworker housing” in the ALR, one needs farm status
- Aligning with ALR changes
- Timeline – Could be April for adoption

7. NEW BUSINESS

7.1 Official Community Plan Review Status Update

- Planner Stephanie Johnson gave a brief update, said more direction to come from Senior Management

7.2 Potential Kalesnikoff Lumber Land Use Amendment Application

- Many community concerns expressed about possible expansion
- A neighbour friendly approach ideal to be sought

8. PUBLIC TIME

No public present.

9. NEXT MEETING

The next Electoral Area I Advisory Planning and Heritage Commission meeting is scheduled on Monday, November 28th at 6:30pm and the following meeting would be on December 12th at 6:30pm.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Electoral Area I Advisory Planning and Heritage Commission meeting be adjourned at 8:11 p.m.

Carried

Brian Bebelman
Brian Bebelman, Chair



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**ELECTORAL AREA J ADVISORY PLANNING AND
HERITAGE COMMISSION
OPEN MEETING MINUTES**

Time: 5:00pm

Date: November 16, 2022

Location: Hybrid Model – In-Person and Remote

COMMISSION/COMMITTEE MEMBERS

Commissioner W. Penner	Electoral Area J	In-Person
Commissioner A. Repin	Electoral Area J	In-Person
Commissioner J. Grant	Electoral Area J	In-Person

MEMBERS ABSENT

Commissioner D. Ackney	Electoral Area J
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STAFF

Sadie Chezenko	Planning Assistant
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3 out of 4 voting Commission members were present – quorum was met.

1. CALL TO ORDER

Chair Penner called the meeting to order at 5:25 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 16th, 2022 Electoral Area J Advisory Planning and Heritage Commission meeting, be adopted as circulated.

4. DELEGATIONS

4.1 No delegations

5. STAFF REPORTS - APPLICATIONS

5.1 Bylaw Amendments - Horkoff

File No. Z2209J

1010 Columbia Road, Ootischenia

The Revised Referral Package dated September 26th, 2022 from Eileen Senyk, Planner, re: OCP and Zoning Bylaw Amendment application, has been received.

The following was discussed:

- Concerns expressed over increased water use
 - Only want to support applications in line with water availability
 - Currently the Ootischenia Improvement District (OID) has a moratorium on new connections
 - Why would they allow this application but not other applications historically?
 - Neighbor concerns over giving OID the power to determine who gets to densify
 - Concern that additional density could put additional pressure on OID to expand at the ratepayers expense
 - Does the bylaw indicate that the applicant must pay the additional connection fee?
 - If the applicant is required to get two connections from the OID for each unit the APHC would support it, provided that the septic capacity was also demonstrated
 - If these septic and water goals can't be met, the APHC would not want to support this application

Moved and seconded,
AND Resolved:

That the Area J Advisory Planning Commission SUPPORT an amended Zoning Bylaw Amendment and Official Community Plan Amendment to Carlin Horkoff for the property located at 1010 Columbia Road, Ootischenia and legally described as Lot 2 District Lot 4598 Kootenay Land District EPP75763 to allow the addition of a suite provided that a separate water connection is approved by the OID for the additional dwelling unit and the septic capacity is demonstrated and approved by IHA and that the current zoning is amended accordingly.

Carried

6. PUBLIC TIME

No public present.

7. NEXT MEETING

The next Electoral Area J Advisory Planning and Heritage Commission meeting is scheduled for December 21st, 2022 at 5:00 p.m.

8. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Electoral Area J Advisory Planning and Heritage Commission meeting be adjourned at 6:15 p.m.

Carried

Approved by

Wally Penner, Chair

THESE ITEMS ARE PROVIDED FOR INFORMATION ONLY AND WILL BE ADDED TO THE ASSOCIATED REPORTS TO BE PRESENTED AT FUTURE MEETINGS BY PLANNING STAFF

1. That the Area J Advisory Planning Commission SUPPORT an amended Zoning Bylaw Amendment and Official Community Plan Amendment to Carlin Horkoff for the property located at 1010 Columbia Road, Ootischenia and legally described as Lot 2 District Lot 4598 Kootenay Land District EPP75763 to allow the addition of a suite provided that a separate water connection is approved by the OID for the additional dwelling unit and the septic capacity is demonstrated and approved by IHA and that the current zoning is amended accordingly.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

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

1:00PM

Friday, November 18th

Remote Meeting via Webex

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=mae3443d1b317cf95918ff5293e9ebdb6>

Join by Phone:

604-449-3026 (Vancouver)

1-844-426-4405 (Canada Toll Free)

Meeting Number (access code): 2774 709 2380

Meeting Password: 2Rwz9XxMpy5

In-Person Location: N/A

COMMISSION/COMMITTEE MEMBERS

Commissioner Charlwood	Electoral Area E
Commissioner Doyle	Electoral Area E
Commissioner Fellowes	Electoral Area E
Commissioner Gatto	Electoral Area E

DIRECTOR

Director Graham	Electoral Area E
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STAFF

Sadie Chezenko	Planning Assistant
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4 out of 4 voting Commission members were present – quorum was met.

1. CALL TO ORDER

Planning Assistant Sadie Chezenko called the meeting to order at 1:07 p.m

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS

Commissioner Fellows nominated Commissioner Doyle

None others nominated

DECLARATION OF ACCLAIMED CHAIR

Planning Assistant Sadie Chezenko ratifies the appointed Commissioner Doyle as Chair of the Area E Advisory Planning and Heritage Commission 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 November 18, 2022 Electoral Area E Advisory Planning and Heritage Commission meeting, be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The October 31, 2022 Electoral Area E Advisory Planning and Heritage Commission minutes, have been received.

6. DELEGATE

5.1 No delegations

6 STAFF REPORTS – REFERRALS

6.1 Accretion Referral R2243E– Agnew

The Accretion referral dated October 25, 2022 from Douglas Harry Agnew and Melanie Joy Agnew c/o Peter Ward, Ward Engineering and Land Surveying has been received.

The following was discussed:

- APHC would like to see consistent application materials provided by the applicants in the future including:
 - Application overview
 - Site photos
 - Survey plans with elevation points
- Consensus that the application could be supported with the minor variation of the accretion natural boundary so that it follows the natural boundary as it does in the properties to the east of the applicant’s lot, noting lot 7606 immediately to the east has no accreted boundary. This is opposed to simply connecting to PNB1 (survey Point) via a straight-line approach. This would move the western most accretion boundary closer to the shore than it is drawn in the application.

Moved and seconded,

AND Resolved:

That the Area E Advisory Planning Commission SUPPORT the accretion application to Douglas and Melanie Agnew for the property located 7598 Highway 3A and legally described as DISTRICT LOT 337, KOOTENAY LAND DISTRICT, PT OUTLINED RED ON REF PL 63675I LYING SOUTHERLY OF THE TRANS-PROVINCIAL HWY OUTLINED RED ON PL R 157 to allow the accretion with the minor variation that the boundary on the western side follows the natural contour rather than a straight line

Carried

7 NEW BUSINESS

7.1 COMMISSIONER TERMS

Call for expression of interest to serve on APHC after the present term expires.

- APHC members willing to stand for another term
 - Commissioner Charlwood
 - Commissioner Doyle
 - Commissioner Gatto
- APHC members suggested advertising to the public to solicit new APHC members

8 PUBLIC TIME

No public present.

9 NEXT MEETING

The next Electoral Area E Advisory Planning and Heritage Commission meeting is scheduled for December 29, 2022 at 5:00pm.

10 ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Electoral Area E Advisory Planning and Heritage Commission meeting be adjourned at 1:41 p.m.

John Doyle

John Doyle, Area E APHC Chair



Regional District of Central Kootenay CRESTON VALLEY SERVICES COMMITTEE Open Meeting Minutes

Thursday, December 1, 2022

9:00 a.m.

Hybrid Model – In-person and Remote

Creston & District Community Complex – Creston Erickson Room
312 19th Avenue North, Creston, BC

COMMITTEE MEMBERS PRESENT

Mayor Arnold DeBoon	Town of Creston – 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

STAFF PRESENT

S. Horn	Chief Administrative Officer – RDCK
M. Moore	Chief Administrative Officer - Creston
J. Chirico	General Manager of Community Services
C. Stanley	Manager of Recreation - Creston and District Community Complex
M. Crowe	Parks Planning
J. Rafuse	Meeting Coordinator

GUESTS PRESENT

S. Itkonen	Library Director – Creston Valley Public Library
Justine Keirn	Executive Director – Valley Community Services

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=m522596e2fc23c9e1526d7fd6e33afc64>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2772 857 6562

Meeting Password: EsvcQhyw989

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

1. CALL TO ORDER

Joe Chirico, General Manager of Community Services, called the meeting to order at 9:03 a.m.

2. ELECTION OF CHAIR

CALL FOR NOMATIONS (3 Times)

Director Jackman nominated Mayor DeBoon.

Mayor DeBoon accepted nomination.

DECLARATION OF ELECTED CHAIR

Director Jackman ratifies the appointed Mayor DeBoon as Chair of the Creston Valley Services Committee for 2023.

3. REGULAR AGENDA RESUMED

Chair DeBoon took over the meeting.

4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

5. ADOPTION OF AGENDA

MOVED and seconded,

AND Resolved:

The Agenda for the December 1, 2022 Creston Valley Services Committee meeting, be adopted as circulated.

Carried

6. RECEIPT OF MINUTES

The October 4, 2022 Creston Valley Services Committee minutes, have been received.

7. DELEGATE

7.1 Valley Community Services

Justine Keirn, Executive Director, from Valley Community Services, presented to the Committee regarding the Valley Services Committee programs and services as listed in the brochure provided. Justine Keirn answered the Committees questions.

8. STAFF REPORTS

8.1 Creston & District Community Complex (CDCC)

Craig Stanley, Regional Manager of Operations and Asset Management provided reports to the Committee regarding Operations and Financial Q2 and Q3 for Recreation Facility – Creston and Areas A, B and C Service S224.

Manager Stanley answered the Committee’s questions.

Craig Stanley, Regional Manager of Operations and Asset Management provided a presentation to the Committee regarding S224 2022 Q3 Report that included an overview of the tenants and renters at the CDCC and the status of the contracts.

Manager Stanley answered the Committee’s questions.

8.2 Traditional Use Study Update

Craig Stanley, Regional Manager of Operations and Asset Management and Mark Crowe, Parks Planner, gave a verbal presentation to the Committee regarding the Traditional Use Study.

Manager Stanley and Mark Crowe answered the Committees questions.

9. NEW BUSINESS

9.1 Valley Community Services – Amendment Request to Taps Rotocrest Lease

The letter dated November 4, 2022 from Justine Keirn, Executive Director, Valley Community Services, re: Valley Services Committee – amendment to the current TAPS Rotocrest Lease, has been received.

Craig Stanley, Regional Manager of Operations and Asset Management provided the Committee with an overview of the lease amendment request from the Valley Community Services.

Staff Direction: That this Item 9.1 be deferred to the January 5, 2023 meeting for further discussion and amendment of the contract.

9.2 Yahk Kingsgate Recreation Society

The Committee discussed the Funding Request from the Board Members for the Yahk Kingsgate Recreation Society.

Staff Direction: That RDCK prepare a letter to the Yahk Kingsgate Recreation Society advising that the Committee is reviewing the funding request and outline further information needed to support the request (a project outline and a project plan).

9.3 Creston Valley Public Library Update

The Committee Report dated October 2022 from Saara Itkonen, Library Director, re: Creston Valley Public Library (CVPL) Operations Report, Finance Report, and Library Usage Report, have been received.

Saara Itkonen, Library Director, was available to answer the Committees questions.

9.4 Future Delegations to Creston Valley Services Committee

The Committee had a discussion regarding future delegations and reporting as requested by Director Jackman.

Future delegations included:

- Creston Valley Regional Airport,
- Creston Museum & Archives, Imagine Kootenay,
- Creston Valley Kootenay Lake Economic Action Partnership,
- Kootenay Employment Services,
- Creston Valley Tourism Society,
- Trails for Creston Valley Society, and
- Cemeteries and community halls.

There was a discussion around the financial reporting and annual reports that should be required prior to giving the delegates funding. This reporting includes a project outline and a project plan.

Staff Direction: Put a call out to the Creston Valley Regional Airport and the Creston Museum of Archives to appear as delegates at the January 5, 2023 Creston Valley Services Committee meeting. Request that the delegates prepare a project outline and a project plan for the meeting.

9.5 2023 Meeting Schedule

The Committee discussed the proposed 2023 Creston Valley Services Committee meeting dates with a start time of 9:00 a.m.:

- Thursday, January 5, 2023
- Thursday, February 2, 2023
- Thursday, March 2, 2023
- Thursday, April 6, 2023
- Thursday, May 4, 2023
- Thursday, June 1, 2023
- Thursday, July 6, 2023

- Thursday, August 3, 2023
- Thursday, September 7, 2023
- Thursday, October 5, 2023
- Thursday, November 2, 2023
- Thursday, December 7, 2023

The Committee agreed to keep the proposed meeting dates for 2023. Meetings will occur the first Thursday of each month with a start time of 9:00 a.m. MST. There was a discussion that the June 1, 2023 meeting may have to be rescheduled due to the Federation of Canadian Municipalities Conference. The Committee will look at it closer to the date and ask for suggestions with regards to a new date.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:22 a.m.

- A member of the public asked Craig Stanley, Regional Manager of Operations and Asset Management, questions about the Traditional Use Study. Manager Stanley answered the member of the public's questions.

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:

(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;

Carried

11.2 RECESS OF OPEN MEETING

Moved and seconded,
And resolved:

The Open Meeting be recessed at 11:23 a.m. in order to conduct the Closed in Camera meeting.

Carried

12. NEXT MEETING

The next Creston Valley Services Committee meeting is scheduled for January 5, 2023 at 9:00 a.m.

13. ADJOURNMENT

Moved and seconded,
And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:22 p.m.

Carried

Approved by

Arnold DeBoon, Chair

Digitally signed by

Julie Rafuse, Meeting Coordinator



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**Recreation Commission No.6
Area H, New Denver & Silverton
OPEN MEETING MINUTES**

6:00 p.m.

Friday, November 25, 2022

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). The RDCK will provide the location for the in-person meeting once determined.

COMMISSION MEMBERS:

Director W. Popoff	Area H
Director C. Ferguson	Village of Silverton
Commissioner R. Johnson	Area H
Commissioner E. McKeil	Area H
Commissioner T. Barkowsky	Village of New Denver
Commissioner C. Law	Village of New Denver
Commissioner P. Yakachuk	Village of Silverton
Alternate Director J. Fyke	Village of New Denver
Alternate Commissioner A. Simpson	Area H
Commissioner D. Sumrall	Lucerne School Student Council

MEMBERS ABSENT:

Director L. Casley	Village of New Denver
Commissioner N. Graves	Lucerne School

STAFF

Joe Chirico	General Manager of Community Services
Melainie Loutit	Administrative Coordinator
Pearl Anderson	Community Meeting Coordinator

DELEGATE

Gary Wright

1. CALL TO ORDER

Chair Richard Johnson called the meeting to order at 6:00 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 25, 2022 Recreation Commission No.6 meeting, be adopted with the inclusion of Item 6.2.5 - BC Emergency Services Personnel and Item 7 - Commission Reappointments..

Carried

4. RECEIPT OF MINUTES

The April 5, 2022 Recreation Commission No. 6 minutes have been received.

5. DELEGATE

Gary Wright, former Mayor of New Denver, and former RDCK Chair, presented an historical perspective on the New Denver Community Gym.

6. NEW BUSINESS

6.1 Bylaw No. 2791

Commissioner Johnson provided a verbal report regarding Bylaw No. 2791, a bylaw to establish a commission to make recommendations on the Villages of New Denver and Silverton, and a portion of Electoral Area H Recreational Program Local Service.

Bylaw No. 2791 has been received as information.

6.2 New Denver Community Gym

6.2.1 Correspondence – New Denver Community Gym

Correspondence received from multiple community members regarding the New Denver Community Gym has been received as information.

6.2.2 New Denver Community Gym Survey

Commissioner Johnson presented a verbal report regarding the New Denver Community Gym survey.

The 2022 New Denver Community Gym survey has been received as information.

6.2.3 RDCK Fitness Centre/Gymnasium in New Denver

The Commission report dated November 18, 2022 from Joe Chirico, General Manager of Community Services, re: RDCK Fitness Centre/Gymnasium located in New Denver has been received as information.

6.2.4 Motion Regarding New Denver Recreation Facility

Discussion regarding the recommendations for the New Denver Recreation Facility were addressed.

Moved and seconded,
AND Resolved that it be recommended to the Board

That the New Denver Fitness Centre remain a multi-use facility, with a full open-floor gymnasium dedicated for group activity, sport activity, or multipurpose use, and that the equipment currently in the gymnasium be removed from the gymnasium space by December 16, 2022 to be stored temporarily and to be reassigned or relocated or sold as deemed appropriate by staff, in consultation with the user members

Carried

Moved and seconded,
AND Resolved that it be recommended to the Board:

That staff be directed to arrange a Lucerne School gym usage agreement between RDCK and School District No. 10 for the period of October 1, 2022 to April 30, 2023; and further, that the Village of New Denver administer the RDCK New Denver gym key fob system with appropriate RDCK waiver procedures in place.

Carried

Moved and seconded,
AND Resolved that it be recommended to the Board:

That the RDCK hire a part time employee to oversee New Denver Recreation No. 6 activities and venues as necessary.

Carried

6.2.5 BC Emergency Services Personnel – Use of New Denver Community Gym

Moved and seconded,
AND Resolved that it be recommended to the Board:

That BC Emergency Services personnel be granted free use of the New Denver Community Gym when they are in New Denver.

Carried

6.3 Grant Deliberations

Commissioner Johnson declared a conflict of interest as he submitted the grant application for Slocan Solutions Society and left the meeting at 7:35 p.m.

Alternate Commissioner Fyke assumed the Chair.

Commissioner Fyke presented a verbal report regarding the request for the following grants from the Recreation Commission No. 6 – New Denver, Silverton and Area H Service No. S229, 2022 budget:

Fall 2022 Grant Applications

Organization	Amount
Hills Recreation Society	\$ 800.00
Slocan Solutions Society	\$1,800.00
Dark Dragons Society	\$ 530.00
Silverton Community Club	\$ 400.00
Lucerne Elementary Secondary School	\$2,000.00
Provincial Bluebird Volunteers	\$ 550.92
New Denver Lantern Festival	\$ 600.00

The Commission then deliberated and each commissioner provided input into the final grant amounts. During the discussion, it was noted that the Dark Dragons Society had submitted a final report not a new request for funding.

Moved and seconded,
 AND Resolved that it be recommended to the Board:

That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton, and Area H Service S229 2022 budget:

Organization	Amount
Hills Recreation Society	\$ 700.00
Slocan Solutions Society	\$ 880.00
Silverton Community Club	\$ 250.00
Lucerne Elementary Secondary School	\$2,000.00
Pavilion Bluebird Volunteers	\$ 400.00
New Denver Lantern Festival	\$ 210.00
Total	\$4,440.00

Carried

Commissioner Johnson rejoined the meeting at 8:05 p.m. and assumed the Chair.

7. COMMISSION REAPPOINTMENTS

Moved and seconded,
 AND Resolved that it be recommended to the Board:

That the Board appoint the following individuals to the Recreation Commission No. 6 for a term to end December 31, 2024:

Erika McKeil
 Richard Johnson

Carried.

8. Proposed 2023 Meeting Dates

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.

DATE	TIME A.M/P.M	HYBRID MEETING LOCATION
March 1, 2023	7:00 p.m.	
May 31, 2023	7:00 p.m.	
August 31, 2023	7:00 p.m.	
November 1, 2023	7:00 p.m.	

9. PUBLIC TIME

The Chair called for questions from the public at 8:15 p.m.

Members of the public asked the following questions regarding the New Denver Community Facility:

- timing of the next Recreation Commission No. meeting in relations to the opening of the facility;
- who is responsible for the equipment (owned and leased);
- part-time gym manager;
- whether all gym users would be given a key fob;
- memberships; and
- liability.

Joe Chirico and Commissioner Fyke responded to their questions.

10. ADJOURNMENT

MOVED and seconded,
 AND Resolved:

The Recreation Commission No. 6 meeting be adjourned at 8:23 p.m.

Carried

Digitally Approved

Richard Johnson, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the New Denver Fitness Centre remain a multi-use facility, with a full open-floor gymnasium dedicated for group activity, sport activity, or multipurpose use, and that the equipment currently in the gymnasium be removed from the gymnasium space by December 16, 2022 to be stored temporarily and to be reassigned or relocated or sold as deemed appropriate by staff, in consultation with the user members

2. That staff be directed to arrange a Lucerne School gym usage agreement between RDCK and School District No. 10 for the period of October 1, 2022 to April 30, 2023; and further, that the Village of New Denver administer the RDCK New Denver gym key fob system with appropriate RDCK waiver procedures in place.
3. That the RDCK hire a part time employee to oversee New Denver Recreation 6 activities and venues as necessary.
4. That BC Emergency Services personnel be granted free use of the New Denver Community Gym when they are in New Denver
5. That the Board approve the payment of the following grants from the Recreation Commission No. 6 – New Denver, Silverton, and Area H Service S229 2022 budget:

Organization	Amount
Hills Recreation Society	\$ 700.00
Slocan Solutions Society	\$ 880.00
Silverton Community Club	\$ 250.00
Lucerne Elementary Secondary School	\$2000.00
Pavilion Bluebird Volunteers	\$ 400.00
New Denver Lantern Festival	\$ 210.00
Total	\$4440.00

6. That the Board appoint the following individuals to the Recreation Commission No. 6 for a term to end December 31, 2024:

Erika McKeil
 Richard Johnson



Regional District of Central Kootenay COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE

Open Meeting Minutes

Tuesday, November 29, 2022 at 9:00 a.m.

RDCK Hybrid Meeting

COMMISSION MEMBERS PRESENT

Director W. Popoff	Electoral Area H	In-person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	
Director K. Vandenberghe	Electoral Area C	
Director A. Watson	Electoral Area D	
Director C. Graham	Electoral Area E	
Director H. Cunningham	Electoral Area G	
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	
Director T. Weatherhead	Electoral Area K	
Director S. Hewat	Village of Kaslo	
Director C. Ferguson	Village of Silverton	
Director D. Lockwood	Village of Salmo	

COMMISSION MEMBERS ABSENT

Director T. Newell	Electoral Area F
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GUESTS

Director A. McLaren-Caux	Village of Nakusp
Director K. Page	City of Nelson

STAFF PRESENT

S. Sudan	General Manager of Development and Community Sustainability Services
C. Johnson	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).

Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m2404454060315f315c2dc4849f3ad3ab>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2460 367 4612

Meeting Password: EVdYHK6mu38

In-Person Location:

202 Lakeside Drive, Nelson, BC RDCK Boardroom

2. CALL TO ORDER

RDCK General Manager of Development and Community Sustainability Services, Sangita Sudan assumes the chair at 9:00 a.m.

3. ELECTION OF THE CSLAC CHAIR**3.1 CALL FOR NOMINATION (3 times)**

General Manager Sudan announced the nominations submitted for Director Hewat and Director Popoff.

General Manager Sudan called for nominations the first time.

General Manager Sudan called for further nominations the second and third time.

There being none, General Manager Sudan declared an election.

3.2 OPPORTUNITY FOR CANDIDATES TO ADDRESS THE COMMITTEE

General Manager Sudan gave two minutes to each Director to speak.

Directors Hewat and Popoff each gave a two-minute address.

3.3 VOTE BY SECRET BALLOT**Electronic Voting RDCK Procedure Bylaw No. 2576, 2019)**

General Manager Sudan provided the Committee with the instructions to conduct an electronic vote and distributed the secret ballots to the two Committee Members

present. After collecting the electronic votes, General Manager Sudan and Sustainability Planner Paris Marshall Smith exited the room and counted votes.

3.4 DECLARATION OF ELECTED OR ACCLAIMED CHAIR

General Manager Sudan declared Director Popoff the Community Sustainable Living Advisory Committee Chair.

Moved and seconded,
And Resolved:

That the ballots used in the election of the Community Sustainable Living Advisory Committee Chair be destroyed.

Carried

4. CHAIR'S ADDRESS

Chair Popoff thanked the Committee for their support.

5. COMMENCEMENT OF REGULAR MEETING

Chair Popoff assumed the Chair.

6. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

7. ADOPTION OF AGENDA

Moved and seconded,
And Resolved:

The Agenda for the November 29, 2022 Community Sustainable Living Advisory Committee meeting be adopted as circulated.

Carried

8. RECEIPT OF MINUTES

The October 11, 2022 Community Sustainable Living Advisory Committee minutes, have been received.

Director K. Page and Director A. McLaren-Caux have freedom of the floor.

Carried

9. DELEGATES

9.1 Living lakes Canada

Kayla Harris from Living Lakes Canada gave a presentation to the Committee regarding the Columbia Basin Groundwater Monitoring Program to the Committee.

Ms. Harris answered the Committee's questions and Chair Popoff thanked Ms. Harris for her presentation.

9.2 Friends of Kootenay Lake

Kayla Tillapaugh from Friends of Kootenay Lake gave a presentation to the Committee regarding the Kootenay Lake Watershed Monitoring Program to the Committee.

Ms. Tillapaugh answered the Committee's questions and Chair Popoff thanked Ms. Tillapaugh for her presentation.

10. STAFF REPORTS

10.1 STAFF REPORT

The Staff Report dated November 29, 2022 from Paris Marshall Smith, Sustainability Planner, has been received.

11. OLD BUSINESS

11.1 FOR DISCUSSION: WATERSHED GOVERNANCE INITIATIVE UPDATE

The Committee Report dated November 7, 2022 from Paris Marshall Smith, Sustainability Planner, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

That the RDCK Board include funding up to \$45,000 in the 2023 draft Financial Plan, from Local Government Climate Action Program (LGCAP) Reserve Fund held in General Administration Service S100, for the 2023 Watershed Governance Initiative GIS Assistant.

Carried

12. NEW BUSINESS

12.1 CSLAC 2023 WORK PLAN AND BUDGET

The CSLAC Budget and Work Plan presentation from Chris Johnson, Manager of Community Sustainability and Paris Marshall Smith, Sustainability Planner, has been received.

**DIRECTOR
ABSENT**

Director Tierney left the meeting at 10:26 a.m.

12.2 FOR DISCUSSION: NAKUSP FOOD SYSTEM ENHANCEMENT PLAN

The Committee Report dated November 10, 2022 from Paris Marshall Smith, Sustainability Planner, has been received.

Moved and seconded,
And Resolved:

That the following recommendation **BE REFERRED** to the February 14, 2023 CSLAC Meeting.

That the Board direct staff to complete Step 2 Community Sustainable Living Advisory Committee Project Evaluation for the Nakusp Food System Enhancement project.

Carried

12.3 FOR DISCUSSION: LIVING LAKES GROUND WATER MONITORING

The Committee Report dated November 10, 2022 from Paris Marshall Smith, Sustainability Planner, has been received.

Moved and seconded,
And Resolved:

That the following recommendation **BE REFERRED** to the February 14, 2023 CSLAC Meeting.

That the Board direct staff to defer the Living Lakes Canada 2023 Columbia Basin Groundwater Monitoring application to August 2023 for consideration as part of the 2024 CSLAC budget.

Carried

12.4 FOR DISCUSSION: CABIN MONITORING

The Committee Report dated November 10, 2022 from Paris Marshall Smith, Sustainability Planner, has been received.

Moved and seconded,
And Resolved:

That the following recommendation **BE REFERRED** to the February 14, 2023 CSLAC Meeting.

That the Board direct staff to defer the Friends of Kootenay Lake CABIN Monitoring application to August 2023 for consideration as part of the 2024 CSLAC budget.

Carried

12.5 FOR DISCUSSION: CONFIRM 2023 CSLAC MEETING DATES

The Committee confirmed the following dates for 2023:

- February 14, 2023
- April 18, 2023
- June 13, 2023
- August 15, 2023
- October 17, 2023
- December 12, 2023

13. PUBLIC TIME

The Chair will call for questions from the public and members of the media at 11:07 a.m.

14. NEXT MEETING

The next Community Sustainable Living Advisory Committee meeting is scheduled for February 14, 2023 at 1:00 p.m.

15. ADJOURNMENT

Moved and seconded,
And Resolved:

The Community Sustainable Living Advisory Committee meeting be adjourned at 11:09 a.m.

Carried

Digitally approved by

Walter Popoff, Chair

Digitally signed by

Shelly Kindred, Secretary



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Recreation Commission No. 4 OPEN MEETING AGENDA

7:00 p.m.

Wednesday, November 30, 2022

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

Commissioner C. Hughes (Chair)	Village of Nakusp
Commissioner S. Sanders	Area K
Commissioner M. Scott	Area K
Teresa Weatherhead	By Virtue of Office
Aidan McLaren-Caux	By Virtue of Office

STAFF PRESENT

Joe Chirico	General Manager of Community Services
Tara Paczowski	Village of Nakusp Recreation Coordinator
Melanie Loutit	Administrative Coordinator
Pearl Anderson	Community Meeting Coordinator

ALSO:

Chelsea Hanet
Tina Knooihuizen

1. CALL TO ORDER

Chair Hughes called the meeting to order at 7:05 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 30, 2022 Recreation Commission No. 4 meeting be adopted with the inclusion of 5.2 - Village of Nakusp Recreation Coordinator Report, 5.3 - Canadian Swim to Survive Program and 5.4 - Financial Report.

Carried

4. RECEIPT OF MINUTES

The June 8, 2022 Recreation 4 Area K and Village of Nakusp minutes, have been received.

5. NEW BUSINESS

5.1 Commission Appointments

Chair Hughes provided the Commission with a verbal update re: Commission Appointments.

Moved and seconded,
And Resolved:

That the Board appoint the following individuals to the Area K & Village of Nakusp Recreation Commission No. 4 for a term to end December 31, 2025:

Chelsea Hanet
Tina Knooihuizen

Carried

5.2 Village of Nakusp Recreation Coordinator Report

Tara Paczowski, Village of Nakusp Recreation Coordinator, presented a report outlining existing and upcoming recreational programs including theatre and art that will be offered by the Village of Nakusp.

5.3 Canadian Swim to Survive Program

Joe Chirico, General Manager of Community Services, provided information regarding the Canadian Swim to Survive Program. The program teaches children the essentials needed to survive an unexpected fall into deep water.

5.4 Financial Report

Joe Chirico, General Manager of Community Services, presented an overview of the Recreation Commission No. 4 budget including:

- the grant budget is divided into two areas - Lower Arrow and Nakusp and area
- Lower Arrow grant applications are to the same groups and funding has been stable
- there were three grants approved by Commission for Nakusp and area in 2022
- the Village of Nakusp Recreation Coordinator Contract is a two year trial. We are entering the 2nd year of the trial.
- RDCK grants \$10,000 to the Village of Nakusp for expenses for the Village of Nakusp Recreation Coordinator Contract. The Village contributes \$10,000 in addition to the Recreation Coordinator Contract.
- there is an additional RDCK contribution service for the Nakusp Arena. The arena is managed by the Village of Nakusp, not the Commission.

6. Proposed 2023 Meeting Dates

Chair Hughes advised that the proposed 2023 meeting dates will be moved forward for discussion at the January 2023 Recreation Commission No. 4 meeting.

7. PUBLIC TIME

The Chair will call for questions from the public at 7:45 p.m. There were no questions from the public.

8. NEXT MEETING

The next Recreation Commission No. 4 meeting is scheduled for Wednesday, January 11, 2023 at 6:30 p.m.

9. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Recreation Commission No. 4 meeting be adjourned at 8:08 p.m.

Carried/Defeated/Referred

Digitally Approved

Carlee Hughes, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board appoint the following individuals to the Area K & Village of Nakusp Recreation Commission No. 4 for a term to end December 31, 2025:

Chelsea Hanet
Tina Knooihuizen



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Salmo & Area G Recreation Commission OPEN MEETING MINUTES

7:00 pm

Monday, December 5, 2022

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

Director D. Lockwood	Village of Salmo
Commissioner M. MacDonald	Village of Salmo
Commissioner J. Huser	Village of Salmo
Commissioner I. McInnes	Area G
Commissioner S. Chew	School District No. 8

MEMBERS ABSENT

Director H. Cunningham	Area G
Commissioner C Hango	Area G

STAFF

Joe Chirico	General Manager, Community Services
Pearl Anderson	Community Meeting Coordinator

ALSO

Marlo Roberts

1. CALL TO ORDER

Joe Chirico, General Manager of Community Services, called the meeting to order at 7:19 p.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS

Director McInnes nominated Director Lockwood.

Director Lockwood accepted the nomination.

DECLARATION OF ACCLAIMED CHAIR

Joe Chirico, General Manager of Community Services, ratified the appointed Director Lockwood as Chair of the Salmo and Area G Recreation Commission for December 2022 and the year 2023.

Director Lockwood assumed the Chair.

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:

THAT the Agenda for the Monday, December 5, 2022 Salmo & Area G Recreation Commission meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The May 16, 2022 Recreation Commission No. 6 minutes, have been received.

6. NEW BUSINESS

6.1 Salmo Pool Upgrades

Joe Chirico, General Manager of Community Services, presented the Commission Report dated November 29, 2022 from AJ Everson, Senior Project Manager, re: Salmo Pool Upgrades, including the following:

- Salmo Pool upgrades project is ready to go pending consent from School District No. 8 for the building permit.
- Commissioner Chew advised of the name of School District No. 8's Director of Operations as the contact person regarding the building permit.
- A Memorandum of Understanding between School District No.8 and the RDCK is needed to allow the RDCK to own and operate the pool on the School District No. 8 property.
- Commissioner Chew will investigate through Trustee Inquiry with School District No. 8 Superintendent and advise the RDCK if further information is required.

Moved and seconded,
AND Resolved that it be recommended to the Board:

That the Board direct staff to create a Memorandum of Understanding with School District No. 8 to allow the Regional District of Central Kootenay to own and operate a pool on school district property where the pool is currently located at 303 7th Street, Salmo, BC.

Carried

6.2 Grant Deliberations

Fall 2022 Grant Application

Commissioner Chew declared a conflict of interest as she is the President of the Salmo Valley Youth and Community Centre and left the meeting at 7:40 p.m.

Organization	Amount
Salmo Valley Youth and Community Centre (Salmo Snowboard Club)	\$1227.32

Moved and seconded,
AND Resolved:

THAT Marlo Roberts, Administrator of the Salmo Snowboard Club, be allowed to address members of the Commission regarding the Club's 2022 Grant Application.

Carried.

Marlo Roberts, Administrator of the Salmo Snowboard Club, presented the Salmo Snowboard Club's grant application advising:

- If the grant application is approved, the funds will go to the Salmo Valley Youth and Community Centre to administer for the Salmo Snowboard Club.
- The grant funds are going to be used for Salmo Snowboard Club's start-up costs and operational expenses.

Moved and seconded,
AND Resolved that it be recommended to the Board:

That the Board approve the payment of the following grant from the Recreation Commission No. 7– Salmo and Area G Service S230:

Organization	Amount
Salmo Valley Youth and Community Centre (Salmo Snowboard Club)	\$1227.32

Carried

Commissioner Chew rejoined the meeting at 7:46 p.m.

Marlo Roberts left the meeting at 7:47 p.m.

6.3 Recreation Commission No. 7 Appointments

Chair Lockwood provided the Commission with a verbal update re: Commission Appointments.

Moved and seconded,
And Resolved:

That the Board appoint the following individuals to the Salmo and Area G Recreation Commission for a term to end December 31, 2024; and further, That the Board send a letter to outgoing Commissioner Huser to thank her for her service to the Salmo and Area G Recreation Commission No. 7.

Margaret MacDonald (Salmo)
Marissa Cain (Salmo)

Carried

6.4 Basketball Court Update (Salmo Community Courts)

Commissioner Chew provided a verbal update regarding the Salmo Community Courts including the following:

- The basketball courts new infrastructure has been completed
- Contractor will complete hoops and lined areas
- Upgrades are needed to the full size basketball court as the existing hoops must be moved to provide a three foot clearance for safety reasons
- Cost to move posts to have three foot clearance is approximately \$5000 for each post

Moved and seconded,

AND Resolved that it be recommended to the Board:

That the Board approve payment of a grant in the amount of \$5000 from the Recreation Commission No. 7– Salmo and Area G Service S230 to School District No. 8 for the purchase and installation of upgrades to the basketball courts at the Salmo Community Courts.

Carried

7. PUBLIC TIME

The Chair called for questions from the public at 8:05 p.m.

8. Proposed 2023 Meeting Dates

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 discussed the 2023 meeting schedule and selected dates and times as follows. If a suitable location cannot be determined, staff will assist in finding a location.

DATE	TIME A.M/P.M	HYBRID MEETING LOCATION
February 13, 2023	7:00 p.m.	
May 8, 2023	7:00 p.m.	
September 11, 2023	7:00 p.m.	
November 27, 2023	7:00 p.m.	

9. ADJOURNMENT

MOVED and seconded,

AND Resolved:

The Salmo Area G Recreation Commission meeting be adjourned at 8:20 p.m.

Carried

Digitally Approved

Diana Lockwood, Chair

RECOMMENDATIONS TO THE BOARD OF DIRECTORS

1. That the Board direct staff to create a Memorandum of Understanding with School District No. 8 to allow the Regional District of Central Kootenay to own and operate a pool on school district property where the pool is currently located at 303 7th Street, Salmo, BC.
2. That the Board approve the payment of the following grant from the Recreation Commission No. 7– Salmo and Area G Service S230:

Organization	Amount
Salmo Valley Youth and Community Centre (Salmo Snowboard Club)	\$1227.32

3. That the Board appoint the following individuals to the Salmo and Area G Recreation Commission for a term to end December 31, 2024; and further, That the Board send a letter to outgoing Commissioner Huser to thank her for her service to the Salmo and Area G Recreation Commission No. 7.
Margaret MacDonald (Salmo)
Marissa Cain (Salmo)
4. That the Board approve payment of a grant in the amount of \$5000 from the Recreation Commission No. 7 – Salmo and Area G Service S230 to School District No. 8 for the purchase and installation of upgrades to the basketball courts at the Salmo Community Courts.



Regional District of Central Kootenay
JOINT RESOURCE RECOVERY COMMITTEE MEETING
Open Meeting Minutes

A Joint Resource Recovery Committee meeting was held on Wednesday, December 7, 2022 at 1:00 pm (PST) / 2:00 pm (MST) by remote meeting due to Novel Coronavirus 2019 (COVID-19).

ELECTED OFFICIALS PRESENT	Director W. Popoff	Electoral Area H (Chair)	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 A. Watson	Electoral Area D	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 A. Davidoff	Electoral Area I	
	Director H. Hanegraaf	Electoral Area J	In-person
	Director T. Weatherhead	Electoral Area K	In-person
	Director M. McFaddin	City of Castlegar	In-person
	Councillor A. Mondia	Town of Creston	
	Alt. Director R. Lang	Village of Kaslo	
	Director T. Zeleznik	Village of Nakusp	
	Alt. Director K. Page	City of Nelson	
	Alt. Director J. Fyke	Village of New Denver	
	Director D. Lockwood	Village of Salmo	
	Director C. Ferguson	Village of Silverton	
	Director J. Lunn	Village of Slocan	
STAFF PRESENT	S. Horn	Chief Administrative Officer	
	U. Wolf	GM of Environmental Services	In-person
	Y. Malloff	GM of Finance, IT, ED	
	A. Wilson	Resource Recovery Manager	In-person
	A. Hamilton	Environmental Projects Lead	
	M. Morrison	Organics Coordinator	
	T. Barrington	Resource Recovery Technician	In-person
	S. Eckman	Meeting Coordinator	In-person

1. WEBEX REMOTE MEETING INFO

Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=md000a7fc48b8ec52152f456978575618>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2464 622 8955

Meeting Password: aGrVuVXU722

In-Person Location:

Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER

Director Popoff assumed the chair and called the meeting to order at 1:09 pm (PST) / 2:09 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 7, 2022 Joint Resource Recovery Committee meeting be adopted with inclusion of the following:

- Agenda Item No. 8: Resource Recovery Plan Review by Ministry of Environment
- Agenda Item No. 9: 2023 Sub-regional Resource Recovery Committee Budget Meetings

before circulation.

Carried

2.3 RECEIPT OF MINUTES

The October 12, 2022 Joint Resource Recovery Committee Minutes have been received.

3. RURAL ORGANICS ALTERNATIVE TECHNOLOGY ASSESSMENT

The December 1, 2022 Committee Report from Alayne Hamilton, Environmental Projects Lead, presenting the preliminary findings of a high-level cost comparison, a greenhouse reduction comparison, and diversion estimates for rural organics programs that could utilize in-home foodwaste processing systems, traditional curbside, or a combination thereof, has been received.

Director Lunn joined the meeting at 1:15 pm PST / 2:15 pm MST

Director Watson joined the meeting at 1:28 pm PST / 2:28 pm MST

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board direct staff to take no further steps investigating at-home food dehydrators/grinders or other at-home systems at this time for rural areas deemed feasible to receive conventional curbside collection services.

Carried

4. HB TAILINGS FACILITY REMEDIATION & CLOSURE PROJECT: PROJECT UPDATE & FINANCIAL PLAN AMENDMENT

The December 1, 2022 Committee Report from Alayne Hamilton, Environmental Projects Lead, providing an update on the HB Closure and Remediation project including cost increases, and to request approval for a financial plan amendment for additional tasks related to completion of the project, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board direct staff to amend the 2022 Financial Plan for Service 5187 Central Resource Recovery to increase the Capital Expenses Account 60000 by an additional \$714,084 for the HB Tailings Facility Remediation and Closure Project, and increase Account 43100 Proceeds from Borrowing by \$543,834, and increase Contribution from Central Resource Recovery Regular Reserve by \$170,250.

Carried

5. RURAL CURBSIDE CONSULTATION / NEW SERVICE APPROVAL PROCESS

The December 1, 2022 Committee Report from Matt Morrison, Organics Coordinator, providing a framework of tools staff are planning to use as part of the Phase 2 Consultation with identified Electoral Area residents, and seek direction on the planning for a method of obtaining Service Establishment Bylaw approval for the proposed curbside collection services, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board direct staff to proceed with the framework of tools presented for the Phase 2 Consultation with Electoral Area residents, with the final consultation package to be brought back to the Committee for review in January 2023 and an additional \$992 for consultation costs be incorporated into the Draft 2023 Financial Plan in Service A102 Resource Recovery;

AND FURTHER that, the Board direct staff to plan for adoption of the future service establishment bylaw for waste collection services using the Assent Voting Process and that \$60,000 be added to the Draft 2023 Financial Plan for Service A102 Resource Recovery.

Carried

6. RECYCLE BC DRAFT PLAN CONSULTATION & FEEDBACK LETTER

The November 25, 2022 Committee Report from Travis Barrington, Resource Recovery Technician, presenting a brief background on the history of the Recycle BC (RBC) extended producer responsibility (EPR) program, its role in recycling in the RDCK, and an analysis of the proposed changes to RBC's EPR plan, has been received.

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board direct staff to make adjustments to the letter of feedback to Recycle BC regarding their Packaging and Paper Product Extended Producer Responsibility Draft Plan incorporating comments from Directors before gaining final approval from the Chair to sign on behalf of the Board and submit to Recycle BC.

Carried

Moved and seconded,
And resolved that it be **recommended** to the Board:

That the Board direct staff to prepare a letter to Minister George Heyman, Ministry of Environment and Climate Change, identifying concerns regarding the shift in Recycle BC's proposed plans and the harmful effects to rural communities.

Carried

Director Newell left the meeting at 3:10 pm.

7. CRESTON LANDFILL PHASE 1E CLOSURE FUNDING

Uli Wolf, General Manager of Environmental Services, provided a verbal report on the Creston Landfill Phase 1E Closure Funding.

8. RESOURCE RECOVERY PLAN REVIEW BY MINISTRY OF ENVIRONMENT

Amy Wilson, Resource Recovery Manager, provided a verbal report on the timeline for the review of the Resource Recovery Plan by the Ministry of Environment. The DRAFT letter requesting to expedite the review by the Ministry, has been received.

Moved and seconded,

And resolved that it be **recommended** to the Board:

That the Board direct staff to prepare a letter to the Minister George Heyman, Ministry of Environment and Climate Change for signature by the RDCK Board Chair requesting the Ministry expedite the review of the RDCK's Resource Recovery Plan.

Carried

9. 2023 SUB-REGIONAL RESOURCE RECOVERY COMMITTEE BUDGET MEETINGS

Amy Wilson, Resource Recovery Manager, provided a verbal update on the 2023 Sub-regional Resource Recovery Committee Budget meetings.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 3:29 pm (PST) / 4:29 pm (MST).

11. ADJOURNMENT

Moved and seconded,

And resolved:

The December 7, 2022 Joint Resource Recovery Committee meeting adjourn at 3:31 pm (PST) / 4:31 pm (MST).

Carried

CERTIFIED CORRECT

Digitally signed by

Director W. Popoff
Chair, December 7, 2022 Joint Resource Recovery Committee meeting

BOARD RESOLUTIONS AS ADOPTED AT THE DECEMBER 7, 2022 JOINT RESOURCE RECOVERY COMMITTEE MEETING

RECOMMENDATION #1

That the Board direct staff to take no further steps investigating at-home food dehydrators/grinders or other at-home systems at this time for rural areas deemed feasible to receive conventional curbside collection services.

RECOMMENDATION #2

That the Board direct staff to amend the 2022 Financial Plan for Service S187 Central Resource Recovery to increase the Capital Expenses Account 60000 by an additional \$714,084 for the HB Tailings Facility Remediation and Closure Project, and increase Account 43100 Proceeds from Borrowing by \$543,834, and increase Contribution from Central Resource Recovery Regular Reserve by \$170,250.

RECOMMENDATION #3

That the Board direct staff to proceed with the framework of tools presented for the Phase 2 Consultation with Electoral Area residents, with the final consultation package to be brought back to the Committee for review in January 2023 and an additional \$992 for consultation costs be incorporated into the Draft 2023 Financial Plan in Service A102 Resource Recovery;

AND FURTHER that, the Board direct staff to plan for adoption of the future service establishment bylaw for waste collection services using the Assent Voting Process and that \$60,000 be added to the Draft 2023 Financial Plan for Service A102 Resource Recovery.

RECOMMENDATION #4

That the Board direct staff to make adjustments to the letter of feedback to Recycle BC regarding their Packaging and Paper Product Extended Producer Responsibility Draft Plan incorporating comments from Directors before gaining final approval from the Chair to sign on behalf of the Board and submit to Recycle BC.

RECOMMENDATION #5

That the Board direct staff to prepare a letter to Minister George Heyman, Ministry of Environment and Climate Change, identifying concerns regarding the shift in Recycle BC's proposed plans and the harmful effects to rural communities.

RECOMMENDATION #6

That the Board direct staff to prepare a letter to the Minister George Heyman, Ministry of Environment and Climate Change for signature by the RDCK Board Chair requesting the Ministry expedite the review of the RDCK's Resource Recovery Plan.

November 29, 2022

Joe Chirico, General Manager, Community Services, RDCK
Email: JChirico@rdck.bc.ca

Re: Village of Nakusp Council Appointments

THAT Councillor Knooihuizen be appointed to the Recreation Commission #4 Nakusp and Area K, and Councillor Hough be appointed the Alternate.

R295/22

If you require any further information, please reach out to myself, Wayne Robinson, CAO.

Sincerely,



Wayne Robinson
Chief Administrative Officer



THE VILLAGE OF
NAKUSP

November 29, 2022

Shanna Eckman, Administration Coordinator, Environmental Services, RDCK
Email: SEckman@rdck.bc.ca

Re: Village of Nakusp Council Appointments

THAT Mayor Zeleznik be appointed to the RDCK Joint Resource Recovery Committee and Rural Affairs, and Councillor McLaren-Caux be appointed the Alternate for the 2022- 2026 Council term.

R297/22

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.

R298/22

If you require any further information, please reach out to myself, Wayne Robinson, CAO.

Sincerely,

Wayne Robinson
Chief Administrative Officer



NEW DENVER VILLAGE
115 Slocan Avenue , New Denver , BC , V0G 1S0
Tel: 250 358 2316
<https://newdenver.ca/>

November 7, 2022

RESOLUTION

Resolution # 2022-0223

Agenda Item # 5.6 Inaugural Meeting

Moved By : John Fyke

Seconded By : Casey Law

That Councillor Moss be appointed as the Recreation Commission #6 Alternate Council Representative for the Village of New Denver.

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 be "Lisa Scott", is written over a horizontal line.

Lisa Scott, Corporate Officer



NEW DENVER VILLAGE

115 Slocan Avenue , New Denver , BC , V0G 1S0
Tel: 250 358 2316
<https://newdenver.ca/>

November 7, 2022

RESOLUTION

Resolution # 2022-0227

Agenda Item # 5.10 Inaugural Meeting

Moved By : Casey Law

Seconded By : John Fyke

That Councillor Hammond be appointed as the Village of New Denver alternate representative to Rosebery Parklands & Trails Commission.

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 be "Lisa Scott", is written over a horizontal line.

Lisa Scott, Corporate Officer



NEW DENVER VILLAGE
115 Slocan Avenue , New Denver , BC , V0G 1S0
Tel: 250 358 2316
<https://newdenver.ca/>

November 7, 2022

RESOLUTION

Resolution # 2022-0225

Agenda Item # 5.8 Inaugural Meeting

Moved By : Danika Hammond

Seconded By : John Fyke

That Councillor Moss be appointed as the Village of New Denver alternate representative to the Slocan Valley Economic Development Commission.

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 be "Lisa Scott", is written above a horizontal line.

Lisa Scott, Corporate Officer



TOWN OF CRESTON

PO Box 1339, 238-10th Avenue North, Creston, BC V0B 1G0
Phone: 250-428-2214 * Fax: 250-428-9164
email: info@creston.ca



File: 0400-40-01

December 7, 2022

Via Email: alund@rdck.bc.ca

Angela Lund
Deputy Corporate Officer
202 Lakeside Drive
Nelson, BC

Dear Angela Lund:

Re: Town of Creston Council Appointment – East Resource Recovery Commission and Joint Resource Recovery Commission

At the Town of Creston's Regular Council Meeting held December 6, 2022, Council appointed Councillor Anthony Mondia as the Representative for the East Resource Recovery Commission and Joint Resource Recovery Commission with Mayor DeBoon being appointed as the Alternate.

Resolution #: 466-22

THAT Council APPOINTS Councillor Mondia as the representative for the Town of Creston on the East Resource Recovery Commission and Joint Resource Recovery Commission; AND FURTHER, THAT Council APPOINTS Mayor DeBoon as the alternate representative on the East Resource Recovery Commission and Joint Resource Recovery Commission.

MOTION CARRIED

The contact information for the appointed elected officials follows:

Mayor DeBoon	Arnold.DeBoon@creston.ca
Councillor Mondia	Anthony.Mondia@creston.ca

If you have any questions regarding this matter, please do not hesitate to contact me at kirsten.dunbar@creston.ca or by phone 250 428-2214 (210).

Yours truly,

Kirsten Dunbar

Kirsten Dunbar
Corporate Officer
c: Mayor DeBoon, Councillor Mondia

City of Nelson – Committee and Commission Appointments
2022-2023

BOARD External Boards and Committees VOTING MEMBERSHIP	APPOINTEE	ALTERNATE /OTHER APPOINTEES
RDCK:		
RDCK Board Director	Councillor Page	Councillor Logtenberg
Recreation Commission	Councillor Tait, Councillor Page, & Mayor Morrison	
Central Resource Recovery	Councillor Woodward	Councillor Page
West Kootenay Boundary Regional Hospital Board	Councillor Page	Councillor Logtenberg
Regional Parks	Councillor Page	Councillor Pineiro
West Kootenay Transit	Councillor Logtenberg	Councillor Page
Library Board	Councillor Pineiro	Councillor Payne
Police Board	Mayor Morrison	
NAEDP	Advisory (quarterly) - Councillor Tait Coordinating (monthly) – Councillor Page	
Municipal Partnerships (Sandpoint, Izu-Shi, District of Kaoma Zambia)	As needed	
COUNCIL COMMITTEES Internal Committees VOTING MEMBERSHIP	APPOINTEE	ALTERNATE
Cultural Development Committee	Councillor Payne	Councillor Page
Emergency Management Planning Committee	Councillor Woodward	Councillor Pineiro
Nelson Housing Committee	Councillor Payne	Councillor Page
Nelson Farmers Market Advisory Committee	Councillor Woodward	Councillor Page
COUNCIL COMMISSION NON-VOTING	APPOINTEE	
Advisory Planning Commission	Councillor Logtenberg	
STANDING COMMITTEE	APPOINTEE	
Grievance Committee	Councillor Tait	Councillor Pineiro
REGIONAL LIAISONS	APPOINTEE	ALTERNATE
Tri Cities	Mayor Morrison	
Treaty Advisory	Stand-alone resolution Councillor Payne	
West Kootenay Regional Airport Advisory Committee	Councillor Logtenberg	Councillor Woodward
OPTIONAL COMMUNITY COMMITTEE APPOINTMENTS	APPOINTEE	

City of Nelson – Committee and Commission Appointments
2022-2023

NON-VOTING	
Chamber of Commerce	Councillor Woodward

POLICY MANUAL



Version 3
July 2018

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1.0 INTRODUCTION

1.1 Purpose of Manual

This Manual gives general and specific information regarding the role and responsibilities of the Central Kootenay Food Policy Council as a whole and of its individual Council members. It is intended to be used as both an introduction for new members and as an ongoing reference to assist in day-to-day functioning of the Council.

As a living document, the various components of this Manual will be reviewed, elaborated, revised and adopted by the Board of Directors as appropriate. Additional policies may be developed over time to address areas of Council functions that have not yet been covered.

This Manual will be regularly maintained, with at least annual reviews of the policies and other components of the Manual to ensure that they are still relevant.

1.2 Background

Numerous reports from various sources in the region from the early 2000's on have identified a Regional Food Policy Council as an important means to provide a coherent, strategic and pro-active vehicle for supporting farmers and food producers as well as the resiliency of the region's food systems and residents. Two strategic meetings held in 2015 with key actors in the region, including funders and policy makers, launched a funding initiative for a regional food policy council as a means to reduce ad hoc and redundant investments of financial and social capital in food systems initiatives across the Central Kootenay.

The Central Kootenay Food Policy Council was formed in December 2016 and consists of up to 26 individuals. Council members who endorse the purpose and vision of the Council and have skills or expertise in at least one related area. The Council reflects the diverse regions and population of the Central Kootenay. In February 2017, the Council became a Society registered with the province of British Columbia.

Each member of the Council serves as a vital conduit for information exchange between their respective sector and communities and the Food Policy Council. We explore issues related to hunger, food waste, land and water, distribution and production. With Council members that reside across the region and that are engaged in many facets of our food systems, our collective relationships, knowledge and experience will help to identify and create solutions that are not possible alone.

Through formal ties with local government, the Central Kootenay Food Policy Council provides strategic direction to planning activities of local government, at the level of the

RDCK and sub-governmental (electoral areas and municipalities). Because the Council is representative of implicated sectors and stakeholders in the Central Kootenay, it enables the co-ordination of initiatives across the region, reducing redundancy and enhancing the impact of human and financial resources invested in food systems and communities in the RDCK.

1.3 Vision & Mission

Vision

- The Council provides a formal bridge between civil society, industry organizations and local government
- The agricultural capability of the area is realized and, along with our watersheds, is protected as part of a secure food supply for the region.
- All residents of the Central Kootenay are well nourished through access to culturally appropriate food of sufficient quantity and quality, acquired in a dignified manner.

Mission

The Central Kootenay Food Policy Council builds a just, sustainable and prosperous food system in our region by identifying challenges and opportunities and by advocating for effective policy.

1.4 Purposes of the Society

1. To serve as a forum for discussing food issues and opportunities;
2. To foster co-ordination between sectors implicated in food systems;
3. To evaluate and influence policy,
4. To discern food systems priorities and;
5. To launch or support programs and services that address local needs and that are not in competition with existing or pending food sector or civil society initiatives.

1.5 Scope of Activities of the Society

The Central Kootenay Food Policy Council is an independent, community-based non-profit organization, formally linked to local government but at arms length.

The Council geographical scope includes both municipal and rural areas within the Regional District of Central Kootenay. The regional scope is especially important in food-systems related research and decision-making, as there are a number of stakeholders that are working at a local, corridor, or sub-regional level.

The Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

A food system is the place, relationships and activities that connect people to their food. The activities of a food system include production (fishing, farming, gardening and hunting), processing (personal or commercial), distribution, access (generally through grocers, markets, direct from the producer, emergency food providers), consumption and food waste. The full spectrum of food systems activities and needs are within the scope of the Central Kootenay Food Policy Council.

2.0 BYLAWS OF THE SOCIETY

See Appendix D - this key document is registered with the province of British Columbia. It is the responsibility of each Council member to familiarize themselves with the content of the Society Bylaws.

3.0 POLICIES

3.1 Policies pertaining to the Council, Committees & Working Groups

Title: CODE OF CONDUCT

Adoption Date:

Revision Date:

PURPOSE:

The purpose of the Code of Conduct is as follows:

- to provide guidance to Council Members and Staff so as to ensure that all are accorded reasonable and fair treatment;
- to assist the Council Members in avoiding problems relating to role clarity and behaviour;
- to preserve the integrity of the CKFPC;
- to protect the rights of Council Members and Staff as individuals.

SCOPE:

The Code of Conduct shall be a policy of the COUNCIL and apply to Directors of the CKFPC, when acting in the capacity of a Council Members/representing the CKFPC.

DEFINITIONS:

"Council" – means the elected members of the Central Kootenay Food Policy Council, commonly known as a Board.

"Council Executive" – means the President, Vice-President, Secretary, and Treasurer of the Council.

"Confidential Information" – includes but is not limited to information:

(a) in the possession of the CKFPC that is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the Freedom of Information and Protection of Privacy Act or other legislation; and

(b) concerning matters that are permitted to be discussed in an in camera meeting pursuant to the Community Charter.

"Council Member" – Directors representing the CKFPC Board/Council.

"RDCK" – Regional District of Central Kootenay.

"Staff" – an employee or contract employee of the CKFPC.

POLICY:

The Council of the CKFPC commits itself and its members to conduct that meets the highest ethical standards. In turn, adherence to these standards will protect and maintain the CKFPC's reputation, credibility and integrity.

The Food Policy Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

GUIDELINES

It is the purpose of this policy to outline certain basic guidelines for Council Members so that they may carry out their duties and functions with impartiality and dignity.

These guidelines are additional to any requirements at law and do not excuse any member from complying with the common law or an applicable statute, act or other enactment.

These guidelines are as follows:

A. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in the Council's ability to provide good representation and to provide services, facilities or other things that, in the opinion of the Council, are necessary or desirable for all of or part of the RDCK. Council Members must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity.

Council Members shall perform the functions of their position truly, faithfully and impartially to the best of their knowledge and ability exhibiting the personal values of integrity – giving the region's interests priority over private individual interests; honesty – being truthful and open; objectivity – making decisions based on a careful and fair analysis of the facts; accountability – being accountable to each other and to the public for decisions taken; and leadership – confronting challenges and providing direction on the issues of the day.

B. Accountability

Council Members themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the CKFPC.

C. Respect

The CKFPC promotes and expects respectful and responsible behavior when interacting with each other, with Staff, with the public and with all other stakeholders during the course of CKFPC business. All Council Members and Staff of the CKFPC have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Council Members shall support the maintenance of a positive and constructive environment for the Council, Staff, public, and all other stakeholders and shall refrain from abusive conduct, bullying, harassment, discrimination, personal charges or verbal attacks upon the character, reputation or motive of employees, other members of the Board, commissions, committees, Staff, the public or any other stakeholder group.

Council Members shall promote respectful meetings and working groups that are collaborative and inclusive, that encourage diversity, and that encourage open and robust communication at all times.

D. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit

to one person over another for improper reasons. Council Members shall perform their duties that promote public confidence.

E. Meetings

Council Members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.

Council Members shall make every effort to participate diligently in the activities of the Council and any other committees, or organizations.

Council Members shall treat with respect the Executive, colleagues, Staff and members of the public present during Council meetings. They shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Council.

F. Communications

Members of the Council will accurately and adequately communicate the attitudes, positions and decisions of the Council, even if they disagree with the majority decision of the Council. The Council Member may state that he/she voted against a decision but will refrain from making disparaging comments about other Council Members or the Council's decision and by doing so will affirm the respect for and integrity in the decision-making process of the Council.

When presenting their individual opinions and positions, Council Members shall expressly state that the views are their own and do not represent the views of the CKFPC.

G. Conflict of Interest

All Council Members shall be aware of their responsibilities under Part 5, Division 4 of the Societies Act and shall and shall fulfill the requirements of the legislation to ensure the decision making process is not compromised by a conflict of interest.

Council Members will not act in such a way as to constitute a conflict of interest. Any decisions on matters of pecuniary interest (either direct or indirect) which impact family members of Council may be considered a conflict of interest. See also the Conflict of Interest Policy.

H. Confidentiality

Council Members must use the Council information which is not available to the public, in accordance with any relevant Council policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Council Members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the CKFPC. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

After leaving office, Council Members shall continue to keep confidential information acquired as a member of Council confidential.

I. Implementation

The Central Kootenay Food Policy Council's Code of Conduct is intended to be self-enforcing. Council Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Council Members are thoroughly familiar with the Code, understand it, and embrace its provisions. Members are expected to formally and informally review their adherence to the provisions of this Code of Conduct on a regular basis.

- a) Upon adoption of this Code of Conduct and thereafter at the beginning of each Council Member's term, the Council Member will be required to sign a copy of the Code of Conduct to convey to each other and all stakeholders that they have read, understand, and accept it;
- b) The Code of Conduct will be provided to candidates during the selection process.
- c) A copy of the Code of Conduct will be included as part of the orientation workshop for all Council Members.

J. Enforcement

a) Alleged breaches of this Code of Conduct by Council Members shall be reported in writing to the Council Executive. The Council Executive shall then investigate the breach and speak to the parties involved. If it is determined that the Council Member has breached the Code of Conduct, the Council Executive will then address the Council at an in camera meeting to take one or more of the following actions:

- require the Council Member to apologize for the misbehaviour;
- counsel the Council Member;
- implement such other measures as the Council deems appropriate.

If a resolution cannot be reached, the Council Executive will meet with the Council at in-camera meeting to discuss other such measures as the Council deems appropriate.

SCHEDULE A- CONCURRENCE

I affirm that I have read and understood the Regional District of Central Kootenay Code of Conduct.

Name (please print)

Signature

Director _____

Director _____

Director _____

Director _____

Director _____

Director _____

Director _____

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Director _____

Director _____

Dated at _____BC, in the Province of British Columbia, this__day of_____,__.

Title: CONFLICT OF INTEREST

Adoption Date:

Revision Date:

PURPOSE:

The purpose of the Conflict of Interest Policy is as follows:

- to provide guidance to Council Members and Staff so as to ensure deliberate, thoughtful and unbiased decision making; and
- to recognize that the ability to make wise decisions for the Central Kootenay Food Policy Council is strengthened by each individual's personal and professional interests.

POLICY:

Council Members and Staff have the duty of complete, undivided allegiance to the CKFPC mission when acting on behalf of the Council. This duty requires that Council Members and Staff recognize and respond appropriately to any real or perceived conflict of interest. A conflict may exist when a Council Member or Staff member participates in the deliberation and resolution of an issue on behalf of the CKFPC while the individual has or previously had other professional, business or volunteer responsibilities outside the CKFPC that could cause such individuals to address the issue with less than complete, undivided allegiance to the CKFPC.

It is the CKFPC's policy to deal with such conflicts in an open and direct manner. In accord with this policy, all Council Members and Staff are required to disclose any actual or perceived conflict (to be recorded in minutes) and to remove themselves from participation in any related discussions or decision-making by the CKFPC.

However, a Council Member or Staff may, if requested by the Council or a committee of the Council, provide factual information that may assist the Council or committee in its deliberations. A Council Member or Staff may seek guidance from the Council or a Committee of the Council as to whether a particular activity or relationship constitutes an actual or perceived conflict of interest.

A copy of this policy shall be provided to all prospective Council Members and Staff. By accepting appointment as a Council Member or employment as Staff, an individual agrees to strictly adhere to this policy.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

- Granting funds to a charitable nonprofit organization on which a Council Member or Staff or their families are serving as staff, board members or volunteers;
- Participating on fund raising committees or in fund raising efforts for an organization seeking a grant or service from the CKFPC;
- Hiring vendors or consultants for the CKFPC;
- Employing a Council Member or a relative of a Council Member or Staff as Staff or as a Consultant for a project;
- Divestiture of prohibited financial interests;
- Disclosure of financial interests;
- Outside activities; and
- Awards.

SCHEDULE A – DISCLOSURE
Central Kootenay Food Policy Council

Council Member/Staff Acknowledgement of Conflict of
Interest Policy and Disclosure Statement

Name: _____

CKFPC Position: _____

Please list all affiliations (personal, professional or a vocational) with charitable or community organizations for yourself or immediate family members. Please list positions held currently or within the last three years.

Organization Name	Position Held	Name	Family Relationship

Signed: _____

Date: _____

Title: DISPUTE RESOLUTION

Adoption Date:

Revision Date:

POLICY:

Should an organization or individual wish to lodge a complaint about a decision or process used regarding the administration of the Central Kootenay Food Policy Council (CKFPC), the CKFPC offers a dispute resolution process.

PROCESS:

- 1) A written complaint containing the complainant's name and contact information, as well as a detailed description of the issue, must be submitted to the CKFPC Council Executive.
- 2) The CKFP Council will consider the complaint at its next open meeting.
- 3) The Council Executive shall make a report and recommendation to the Council regarding the process.
- 4) The Council will make a decision regarding the review of the decision or process.
- 5) If the complainant is a Council Member then the Council Executive will make a decision regarding the review of the decision or process, consulting outside counsel as necessary.

Title: WORKING GROUPS & COMMITTEES

Adoption Date:

Revision Date:

POLICY

The core activities of the Council will be attended to by Council staff and members. However, specific and special tasks may require and benefit from committees or working groups that may or may not include members of the broader community.

Examples include the Selection Committee that will function each year to fill any Council openings. Working Groups may be struck to assist the Council Co-ordinator in developing or implementing a specific project identified by the Council as a priority action. Working Groups and Committees may be ad hoc or ongoing, depending on need.

Working Groups and Committees of the Council are:

- Selection Committee
- Governance Working Group
- Project Working Group
- Policy Working Group
- Communications Working Group

Council members are encouraged to participate in at least one Working Group or on the Executive of the Council. The Terms of Reference for the Working Groups is in Appendix A.

3.2 Policies pertaining to Finances, Planning and Authority

Title: FINANCIAL PLANNING & CONTROL

Adoption Date: 10 July 2018

Revision Date:

PURPOSE:

- To provide guidance to Council Members and Staff so as to ensure that all funds are managed with accountability and transparency; and
- To support Staff to act efficiently and prudently.

POLICY:

Budget

The Central Kootenay Food Policy Council's (CKFPC) annual budget is prepared and approved annually for the Council. The budget is prepared by the Coordinator in conjunction with the Council Executive. The budget is to be approved by the Council prior to the start of each fiscal year. The budget is revised during the year only if approved by the Council.

Reporting

The Coordinator will track income and expenses and will work with the Treasurer to provide quarterly financial updates to the Executive Committee. The full Council will receive a financial report semi-annually, at the spring and autumn in-person meetings.

Purchasing, bids & postings

The Coordinator may make such purchases as are necessary for the normal operations of the Council, including the in-person meetings, as per the approved budget.

Any expenditure in excess of \$2000 for the purchase of a single item should have bids from three (3) suppliers. Bids will be reviewed by the Council Executive and the bid award must be approved by both the Coordinator and Council Executive.

Any hire in excess of \$2000 for a single individual or organization should be posted. Applicants will be reviewed according to the recruitment/hiring policy. Any member of the Council who chooses to submit a bid or apply for a position must withdraw from both the discussion and decision on the award.

Credit Union account

The Food Policy Council will open and maintain a chequing account with a credit union based in the Central Kootenay. All cheques drawn on the amount will require

two signatures. The authorized signatories on the cheques are members of the Executive Committee in addition to the Council Coordinator. An automated teller machine (ATM) card will be made available to the Coordinator for cash withdrawals and debit payments up to \$100. Petty cash shall not exceed \$100.

Title: DECISIONS & AUTHORITY

Adoption Date: 10 July 2018

Revision Date:

PURPOSE:

- To provide clarity on when formal decisions need to be made and by whom (Executive, full Council, or staff). This policy compliments the Financial Planning and Purchasing Policy, covering non-financial matters.

POLICY:

The Executive guides the work of the Council staff between meetings of the Council and is empowered to make decisions on behalf of the Council as long as they do not involve

- public advocacy / positions not already determined by the full Council;
- any significant shift in direction of the Council; or
- the launch of new projects or programs that are not included in the approved annual Work Plan.

It is understood that sometimes new policy or project opportunities may arise that could not be foreseen in the annual work plan. Under such circumstances, the Executive of the Council can make a proposal by special meeting or email notice to the full Council to render a decision within a reasonable time frame that factors in the opportunity constraints as well as sufficient time for Council members to participate in the decision.

All contracts undertaken by the Food Policy Council will be approved by the full Council. Those authorized to sign contracts on behalf of the Council are the Council Chair and one other member of the Executive Committee.

3.3 Policies pertaining to Staff

Title: RECRUITMENT

Adoption Date:

Revision Date:

PURPOSE:

The provisions of this policy are intended to:

1. promote equal employment opportunities for all prospective applicants irrespective of race, colour, religion, sexual orientation, national origin, ancestry, place of origin, age, physical or mental disability, marital status and gender;
2. be fair and impartial; and
3. facilitate the Central Kootenay Food Policy Council's objective to recruit, screen, hire and retain employees who are most capable and qualified to do the job.

POLICY:

The Central Kootenay Food Policy Council is committed to

- recruiting and maintaining competent, qualified, enthusiastic workforce for the organization; and
- maintaining consistent and non-discriminatory hiring practices.

PROCESS & RESPONSIBILITIES:

1. Council

- Approves staffing levels on an annual basis through the budget process.
- Participates, through the Council Executive, in the interviewing and hiring of staff.
- Approves the hiring of the Coordinator.

2. Coordinator

- Establishes appropriate staffing levels on an annual basis through the budget process, with the approval of the Council;
- Identifies the organizational need and objectives for the subordinate position;
- Authorizes new or replacement hiring and the initiation of the hiring process
- Works with Selection Committee throughout the hiring process;
- At her/his discretion, the Coordinator may participate as a member of the interview/ selection committee; and
- At her/his discretion, the Coordinator will either make the final hiring decision, in consultation with the Selection Committee, or, delegate the authority to the Selection Committee to make the final hiring decision.

HIRING COMMITTEES:

The Coordinator is authorized and responsible for appointing Hiring Committees, as required, to shortlist and interview candidates for employment opportunities with the CKFPC. The Council Executive, at their discretion, may participate on the Hiring Committee or appoint a designate to participate on any Hiring Committee for the purpose of selecting staff.

The Coordinator is responsible for the ultimate selection of the successful candidate.

Title: COORDINATOR RESPONSIBILITIES

Adoption Date:

Revision Date:

PURPOSE:

To provide clarity on the scope of the Council Coordinator's responsibilities.

POLICY:

A Council Co-ordinator is responsible for the administration of the Council and its functions as well as fulfilling the annual Work Plan determined by the Council. This position requires considerable community engagement, food systems, and policy expertise. The core functions of the Co-ordinator require 2 days / week; additional hours may be required based on work plan expansion, project funding or as otherwise determined by the Council.

The Co-ordinator will perform the administrative duties for the Council, supporting the Executive of the Council in arranging Council meetings and note taking. Additional duties include creating funding proposals and implementing grants, and writing reports and public communications.

A performance review of the Coordinator will be administered by the Executive of the Council annually.

A full job description for the Coordinator is found in Appendix B.

Appendix A: Working Group Terms of Reference

Central Kootenay Food Policy Council Working Groups
Terms of Reference
Version 2: July 2018

The Council has Working Groups to support the work of the Council. The Working Groups are initiated as needed and include: Policy, Governance (internal), Fundraising, Communications / Engagement, Writing (technical), Youth, and Projects. This Terms of Reference Document outlines how these Groups function.

Purpose: The purpose of the Working Groups is to provide an outlet for the specific skills and interests of Council members and to help move forward the work of the Council.

Membership: Working Groups are populated by members of the Council and are also open to anyone in the general public who is interested and wants to contribute. However, the membership of the Group will be a majority Council members.

Governance: A decision, by consensus amongst the members of the Working Group, will determine the Chair of the Group. If need be, a ballot process can be used.

Responsibilities of Chair: The Working Group Chair will set the meetings dates, monitor progress against their work plan, solicit the necessary support from the Coordinator, and report to the Council and to the Executive on progress and outcomes.

Mandate and Activities: The Council will determine the priorities of the Working Groups, though this may be delegated to the Executive of the Council if desirable or necessary. The Working Group's work plan will be developed with support from the Council Coordinator. Tasks and responsibilities will be delegated according to interest, skill and availability of the members of the Working Group. The intent, however, is that the work of the Group will be collective effort involving all everyone in the Group to the degree that they are able to participate.

Support: The Council Coordinator will provide support to the Working Group that may include attending meetings, taking notes, arranging teleconferences or venues, research and other activities as necessary and that can be reasonably expected of the Coordinator.

Meeting frequency and venue: The Working Group will determine the meeting schedule. They can be preset or ad hoc, as determined by the Working Group and necessitated by the work plan and any deadlines. The Working Group will determine when meetings will take place in person, by teleconference or virtual meeting platform.

Appendix B: Coordinator Job Description

The Central Kootenay Food Policy Council Coordinator is responsible for the day-to-day activities of the Council, including fulfilling the obligations of a registered Society. The Coordinator supports the Executive Committee of the Council, Working Groups and Committees.

The Coordinator is responsible for the following:

1. Establish Council reputation and role in the Central Kootenay
2. Determine 1 – 3 joint initiatives
3. Influence local government policy on food systems
4. Secure core and project funding
5. Share lessons learned

Duties and Responsibilities

Administration: The Coordinator will

- maintain and monitor the financials of Council
- attend to Society administrative requirements, including filing annual report and updates of Directors.
- in collaboration with the Executive Committee, create and adhere to an annual Budget
- maintain the Council website, and any other communications platforms as developed and necessary
- provide monthly activity reports
- in collaboration with the Executive Committee, determine and fulfill any staffing needs
- monitor and fulfill reporting requirements of funders
- collaborate with other initiatives under the RDCK Sustainability Service, as appropriate

Council Activities & Support: The Coordinator will

- support the work of the Executive Committee and attend all meetings of the Executive
- support the Executive in establishing the agendas and schedule of Council meetings
- maintain regular communication with the Council
- develop materials to support the function and enhance the policy capacity of Council members

Community Engagement: The Coordinator will

- monitor, promote to the Council members, and participate in meetings and events of relevance to the Council mandate
- promote the Council to local governments within the RDCK
- support Council members to engage with local government as appropriate
- develop and maintain a communications plan

- seek out opportunities for sharing lessons learned by the Council; support Council members to participate as appropriate

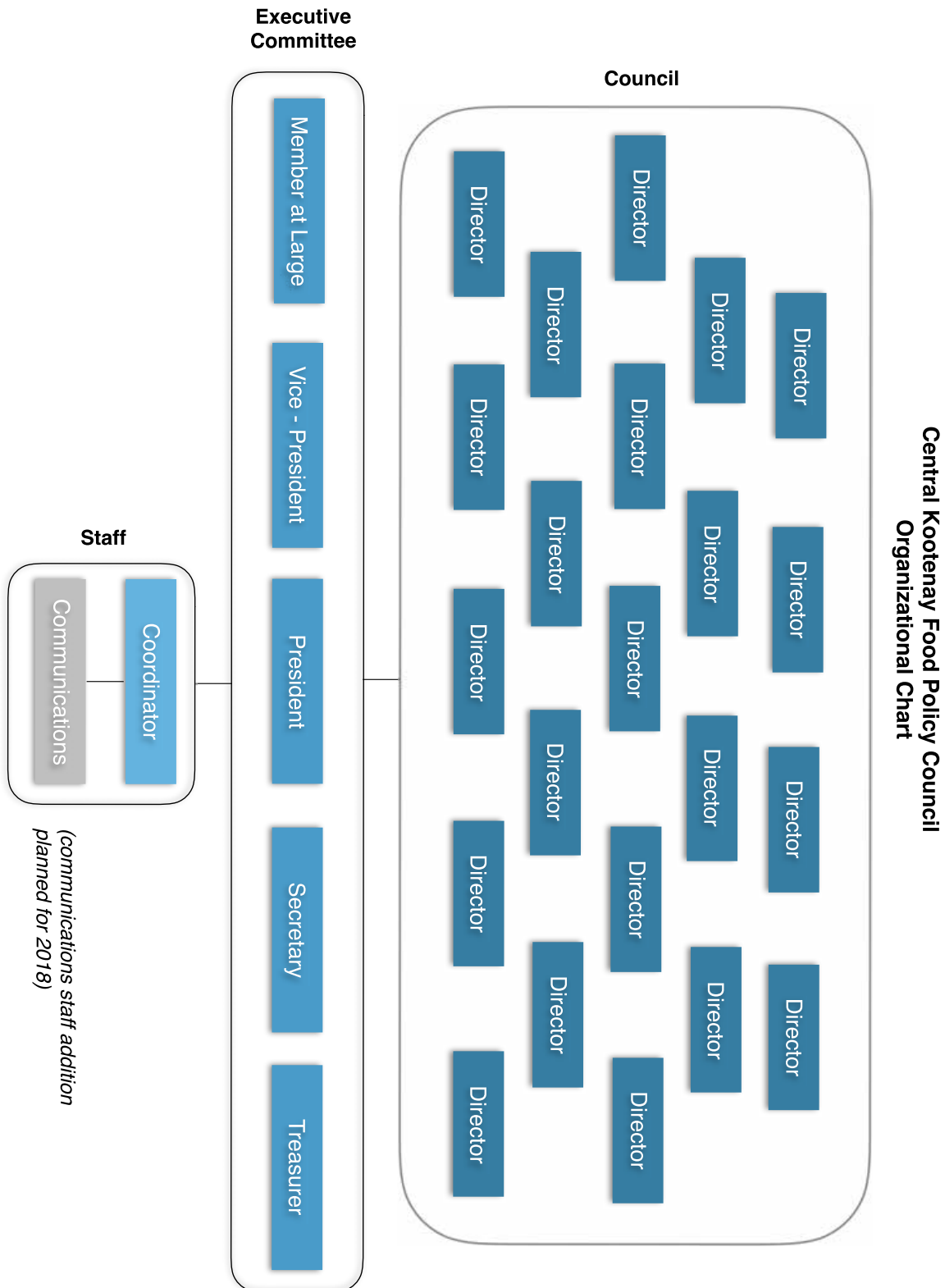
Food Policy: The Coordinator will

- monitor local government policy opportunities of relevance to the Council
- support the Policy Working Group
- develop training materials on engaging with local government on food policy

Projects: The Coordinator will

- drawing on the Regional Goals analysis of food systems-related reports created within the RDCK, identify project concepts
- identify funding opportunities
- present to and obtain direction from the Council on project opportunities
- seek out and engage with relevant partners on projects
- be responsible for ensuring that all project deliverables are fulfilled

Appendix C: Organizational Chart



Appendix D: Work Plan 2017 - 2018

The Goals and activities described below will guide the work of the Food Policy Council Coordinator and the broader Council.

Year 2 Goals

1. Establish Council reputation and role in the Central Kootenay
2. Determine 1 – 3 joint initiatives
3. Influence local government policy on food systems
4. Secure core and project funding
5. Share lessons learned

The Year 2 Goals will be addressed through the following activities.

1. Administration

- Communications Plan implementation
 - Website (ongoing maintenance, dynamic content)
 - Newsletter (create template, determine dissemination schedule and platforms, create)
 - Emails / phone calls
- Report generation and circulation
 - Funders (Sustainability Service, IHA, Osprey, others as funding confirmed)
 - Council members
 - Broader public
- Pursue charitable status
 - Refine Council purposes to comply with CRA requirements
 - Notify MP of intent to submit
 - Draft and collate necessary materials for a submission
- Track deadline and apply for Intern through the Canada Summer Jobs program

2. Engagement / Networking

- Develop activities / outreach that target specific audiences: consumer, producers, government, schools
- Explore options and partners for a harvest celebration or other such event
- Develop materials to support the participation of Council members and the general public on why and how to engage in policy processes (OCP, Bylaw revisions etc.)
- Explore collaboration opportunities for initiatives, funding and implement as appropriate.

3. Fundraising

- Continue to develop relationships with municipalities that do not contribute to the Sustainability Service of the RDCK (core funding source).
- Continue to engage with the CBT, create project concept and submit for funding.
- Research other funding opportunities; submit applications
- Collaborate with partners on funding applications for joint initiatives identified through networking and engagement

4. Policy

- Establish and maintain relationships with public servants in municipalities and at the RDCK who work in policy that impacts food systems
- Review and analyze existing policy
- Develop schedule of planned policy updates (OCPs, bylaws etc.) and ensure that the Council and Councilors are engaged

5. Sharing Lessons Learned

- Capture lessons learned in year 1 and ongoing.
- Create educational materials on our process, post on website and social media and share widely
- Participate in the BCFSN Community of Practice of civil society engaged in food policy work
- Monitor opportunities at relevant events and conferences at which to present.

6. Strengthen Council

- Activate evaluation framework by determining which indicators to track, set baseline
- Using March 2017 results as baseline, determine changes in community engagement by the Council members
- Support the ongoing activities / engagement of the Council members
- Provide educational materials and opportunities to deepen Council members understanding of their roles and that of the Council
- Facilitate regular meetings of the Council
- Organize extra-curricular activities for Council, involving broader community in events distributed across the region

Appendix E: Bylaws

The Central Kootenay Food Policy Council Society appended here are registered with the province of British Columbia

Bylaws of *The Central Kootenay Food Policy Council Society* (the "Society")

As amended at the July 10th, 2018 Annual General Meeting of the Society and submitted to the British Columbia Registrar of Societies, 16 July 2018

Part 1 – Definitions and Interpretation

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Council**” means the Board of Directors of the Society, which also constitutes the Central Kootenay Food Policy Council.

“**Director**” for the purposes of these Bylaws is synonymous with “Councillor”

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Members

Application for membership

2.1 A person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application. Members of the Society must endorse the Purpose and Vision of the Council and be a resident of, a civil servant functioning within, or the proprietor of a business that operates within the Regional District of Central Kootenay.

2.1.1 Civil servants within the BC provincial government or local governments of the Regional District of Central Kootenay who sit as Ex Officio members of the Food Policy Council may choose to not also hold the position of Director of the Society.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.4 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid. A member is not in good standing if they fail to comply with the Council's Code of Conduct.

Member not in good standing may not vote

2.5 A voting member who is not in good standing

- (a) may not vote at a general meeting, and
- (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

2.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months, is no longer on the Council nor a resident of the Central Kootenay Regional District.

Part 3 – General Meetings of Members

Time and place of general meeting

3.1 A general meeting must be held at the time and place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 9 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

(b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

3.13 Consensus is the preferred decision-making process. At meetings of the Council, if consensus cannot be attained, the matter will be put before the Council for a vote, where each Council member is entitled to one vote. A vote will be decided by a majority of those present and voting.

At a general meeting, consensus is also the preferred decision-making process. If a vote is necessary, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 – Directors

Number of directors on Board

4.1 The Society must have no fewer than 15 and no more than 26 directors.

Election or appointment of directors

4.2 Directors will be appointed from within the membership at annual general meetings following an application and selection process. The Council staff will put out a call for prospective Councillors by March 1st each year with applications due by April 15th. The call will include information on the positions available as well as the application and selection process. A paper and on-line application form will be available to applicants.

A three to five-member Selection Committee of the Council, supported by Council staff, will be responsible for reviewing applications, undertaking interviews and reference checks as necessary, and recommending candidates for Council approval. The selection criteria will be determined by the positions to be filled as well as the individual's relevant expertise and willingness to commit to the time commitment and work of the Council. Both the selection criteria and decision-making process will be publicly available. A slate of prospective Councillors who are suitable to fill the vacant positions on the Council will be presented at the Annual General Meeting for approval.

Directors represent Food Policy Council

4.3 The board of directors functions as the Food Policy Council and will consist of a minimum of 15 and a maximum of 26 directors, seeking a balance of geography across the Central Kootenay Regional District and the following perspectives:

- Local Government (elected and civil servant)

- Min of Agriculture
- Health
- Education
- Commercial Farming
- Homesteading
- Processing
- Retailer
- Restaurant
- Distributors
- Waste management
- Social Services / food access & hunger
- Community Food Initiatives
- Youth
- Indigenous
- Environment
- Community Foundation
- Economic Development
- Real Estate

Directors may fill casual vacancy on Board

4.4 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office. The Board shall adhere to the criteria and selection process as outlined in 4.2.

Term of appointment of director filling casual vacancy

4.5 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Term limits

4.6 All Councillors will serve 2-year terms. This will be waived for the inaugural Council, whose members will self-select for a 1, 2 or 3 year term, in order to

have a mix of term endings to ensure that there will be sufficient continuity on the Council at all times. A Term will commence on November 1st and end October 31st. Terms will begin and end at the Annual General Meeting of the Society.

Part 5 – Directors’ Meetings

Calling directors’ meeting

5.1 A directors’ meeting may be called by the president or by any 2 other directors.

Notice of directors’ meeting

5.2 At least 2 days’ notice of a directors’ meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

5.3 The accidental omission to give notice of a directors’ meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors’ meetings

5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

5.5 The quorum for the transaction of business at a directors’ meeting is a majority of the directors.

Part 6 – Board Positions

Election or appointment to Board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;

(d) making the Society's filings respecting taxes.

Part 7 – Remuneration of Directors and Signing Authority

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director,
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

7.3 All cheques drawn on the Society's bank account shall be signed by two individuals. The following positions are authorized to sign cheques:

- President
- Vice-President
- Treasurer
- Secretary, or
- As per financial policy.

Central Kootenay Food Policy Council
Terms of Reference: Version 3
February 2017

This was a founding document for the Food Policy Council and formed the basis for the development of the Policy Manual drafted in early 2018. The Policy Manual is a living document that will continue to evolve as needed.

Preamble

Numerous reports over the past decade from various sources in the region have identified a Regional Food Policy Council as an important means to provide a coherent, strategic and pro-active vehicle for improving capacity for farmers and food producers as well as the resiliency of the region's food systems and residents. Two strategic meetings held in 2015 with key actors in the region, including funders and policy makers, launched a funding initiative for a regional food policy council as a means to reduce ad hoc and redundant investments of financial and social capital in food systems initiatives across the Central Kootenays.

Purpose

Through formal ties with local government, the Central Kootenay Food Policy Council will provide strategic direction to planning activities of local government, at the level of the RDCK and sub-governmental (electoral areas and municipalities). Because the Council will be representative of implicated sectors and stakeholders in the Central Kootenays, it will enable the co-ordination of initiatives across the region, reducing redundancy and enhancing the impact of human and financial resources invested in food systems and communities in the RDCK.

The primary functions of the Food Policy Council are:

1. To serve as a forum for discussing food issues and opportunities;
2. To foster co-ordination between sectors implicated in food systems;
3. To evaluate and influence policy,
4. To discern food systems priorities and;
5. To launch or support programs and services that address local needs and that are not in competition with existing or pending food sector or civil society initiatives.

Vision

- The Council provides a formal bridge between civil society, industry organizations and local government
- The agricultural capability of the area is realized and, along with our watersheds, is protected as part of a secure food supply for the region.

- All residents of the Central Kootenay are well nourished through access to culturally appropriate food of sufficient quantity and quality, acquired in a dignified manner.

Scope of Activities

The Central Kootenay Food Policy Council is an independent, community-based non-profit organization, formally linked to local government but at arms length.

The Council geographical scope includes both municipal and rural areas within the Regional District of Central Kootenay. The regional scope is especially important in food-systems related research and decision- making, as there are a number of stakeholders that are working at a local, corridor, or sub-regional level.

The Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

A food system is the place, relationships and activities that connect people to their food. The activities of a food system include production (fishing, farming, gardening and hunting), processing (personal or commercial), distribution, access (generally through grocers, markets, direct from the producer, emergency food providers), consumption and food waste. The full spectrum of food systems activities and needs are within the scope of the Central Kootenay Food Policy Council.

Membership

Council members must endorse the Purpose, Vision and Values of the Council and have skills or expertise in at least one area of food systems issues. The Council will reflect the diverse regions and population of the Central Kootenay

The Central Kootenay Food Policy Council is made up of up to 26 individuals who must reside within the boundaries of the RDCK. The Council must include residents from throughout the region. This geographic requirement will be factored into the selection of representatives from these key sectors:

Governmental

- Local Government – elected (2)**
- Civil Servant (2)
- Min of Ag (1)*
- Health (1)
- Education (2)

Food Sector

- Commercial Farming (2)
- Homesteading (1)
- Processing (1)

- Retailer (1)
- Restaurant (1)
- Distributors (1)
- Waste management (1)

Stakeholders / Community

- Social Services (1)**
- Community Food Initiative(2)
- Youth (1)
- Indigenous (1)
- Environment (1)
- Community Foundation (1)
- Economic Development (1)
- Real Estate (1)

* The Ministry of Agriculture staff who serves the Kootenays.

** Representative member (see following section)

Representation

Where a sector or stakeholder category has some form of umbrella agency, the agency will be responsible for proposing representative(s) on the Council according to their standard practice. It will be expected of that representative that s/he will function as a communication bridge between the Council and the respective sector.

Application

Where no umbrella organization exists, individuals will apply to fill specific positions on the Council and will be eligible depending on their qualifications and ability to represent that sector's perspective and needs.

Alternate

Each Councillor may have an alternate who will be determined through the same process as the lead Councillor (by appointment from the sector or through application).

Application Process

The Council staff will put out a call for prospective Councillors by July 31st each year with applications due by September 15th. The call will include information on the positions available as well as the application and selection process. A paper and on-line application form will be available to applicants.

A five-member Selection Committee of the Council, supported by Council staff, will be responsible for reviewing applications, undertaking interviews and reference checks, and recommending candidates for Council approval. The selection criteria will be determined by the positions to be filled as well as the individual's relevant expertise and willingness to commit to the time commitment and work of the Council. Both the selection criteria and decision-making process will be publicly available.

Terms

All Councillors will serve 2-year terms. This will be waived for the inaugural Council, whose members will self-select for a 1, 2 or 3 year term, in order to have a mix of term endings to ensure that there will be sufficient continuity on the Council at all times. A Term will commence on November 1st and end October 31st. Should an opening occur between those dates, the remaining Councillors may choose to fill it, following the standard procedure to do so. Terms may be renewed once.

Absenteeism

While it is not expected that every member of the Council will attend each meeting, Councillors are encouraged to make every effort to do so. Missing three meetings over the course of a year without prior notification of the Council Co-ordinator or Chair will be deemed equivalent to a resignation.

Staff Support

A Council Co-ordinator is responsible for the administration of the Council and its functions as well as fulfilling the annual Work Plan determined by the Council. This position requires considerable community engagement, food systems, and policy expertise. The core functions of the Co-ordinator require 2 days / week; additional hours may be required based on workplan expansion, project funding or as otherwise determined by the Council.

The Co-ordinator will perform the administrative duties for the Council, including arranging Council meetings and note taking, creating funding proposals and implementing grants, and writing reports and public communications.

Council Procedures

Council Executive

The Council will have an Executive made up of a Council President, Vice President and Treasurer. These positions will be elected annually by the Council membership. The Executive guides the work of the Council Co-ordinator between meetings of the Council and is empowered to make decisions on behalf of the Council that do not involve public advocacy / positions or any significant shift in direction or new projects / programs.

The President will, with the Council Co-ordinator, act as spokesperson for the Council. The President will collaborate with the Co-ordinator to draft Council meeting agendas. The President will preside over the meetings, ensuring that the meetings run smoothly, that everyone is able to contribute, and that decision-making procedures are adhered to.

In the President's absence, the Vice- President will assume their duties.

The Treasurer will work with the Co-ordinator to monitor, manage and report on the Council's finances.

Meeting Frequency

The Council will meet up to 8 times per year. Special meetings may be called as necessary.

Quorum

A quorum of the Council is 50% plus 3. Quorum is necessary for public advocacy or new program decisions and can be met through electronic means as necessary.

Decision-Making

Consensus is the preferred decision-making process. If consensus cannot be attained, the matter will be put before the Council for a vote, where each Council member is entitled to one vote. A vote will be decided by a majority of those present and voting.

Compensation

Council participation is on a voluntary basis, with no remuneration for services rendered. However, where and as the Council budget allows, costs directly associated with the performance of Council duties and which are not otherwise covered shall be reimbursed upon submission of an expense claim to the Council Co-ordinator. Examples of covered costs include travel and accommodations.

Committees & Working Groups

The core activities of the Council will be attended to by Council staff and members. However, specific and special tasks may require and benefit from committees or working groups that may or may not include members of the broader community.

Examples include the Selection Committee that will function each year to fill any Council openings. A special Working Group may be struck to assist the Council Co-ordinator in developing or implementing a specific project identified by the Council as a priority action.

Public Access

Meetings of the Council are open to the public when they are held in person. It is expected, given the large geography of the Central Kootenays, that some meetings of the Council will be held by teleconference or virtual meeting platforms. A minimum of 2 meetings / year will be held in different parts of the Central Kootenays, and well-publicized, to allow the public to engage with the Council.

Outreach & Accountability



The Council Co-ordinator will create an annual report, including financial details, that will be reviewed and adopted by the Council. Once adopted, this report will be posted on the Council's website and disseminated widely through the Council membership and relevant organizations and media in the Central Kootenays, and beyond as relevant.

The timing of the Annual report will coincide with the term anniversary of members of the Council so that it is approved prior to the new Council in November of each year. The Annual Work Plan will also be presented to and approved by the Council before 1 November each year.



To: Stuart Horn, CAO/CFO, Regional District of Central Kootenay
Mark Andison, CAO, Regional District of Kootenay Boundary
Shawn Tomlin, CAO, Regional District of East Kootenay
CAO, Columbia Shuswap Regional District
Eric Depenau, CAO, Village of Valemount

Date: October 17, 2022

From: Linda Worley, Chair
Columbia River Treaty Local Governments' Committee

Subject: Appointments to the Columbia River Treaty Local Governments Committee and the Columbia Basin Regional Advisory Committee

In the weeks to come your Regional District (RD) and the Village of Valemount will make appointments to the [Columbia River Treaty Local Governments Committee](#) (LGC) and the [Columbia Basin Regional Advisory Committee](#) (CBRAC). We look forward to learning about these appointments as soon as possible so these committees can continue to work effectively during this important time while the Columbia River Treaty (CRT) is being negotiated.

The LGC asked that I provide the following information about the committees to you to share with your newly elected Regional District (RD) and Village officials as they consider these appointments.

1. LGC

The LGC was created in 2011 to provide a coordinated venue to:

- ensure local governments of the region are actively engaged in CRT related issues;
- create opportunities for dialogue and consultation with provincial and federal agencies around CRT related issues;
- work with CBT to create education and awareness activities in the Region to increase Local Government and Basin Residents understanding around CRT related issues;
- work to help Canadian Provincial and Federal agencies to understand regional views, values and interests with respect to the CRT; and
- create mechanisms that consider Basin Residents' views in any discussions related to the future of the CRT and where appropriate, advocate for specific interests of the region.

The 10 Committee members include two appointees from each of the four RDs and one from each of the Village of Valemount and the Association of Kootenay Boundary Local Governments. If an appointing organization is not able to appoint a currently elected official, the organization may appoint an individual who has been a Committee member in the past and who can meet the Membership Commitment requirements.

The LGC chooses its Chair and Vice Chair. A contracted, part-time Executive Director supports the LGC.

During 2011-2013 the Committee partnered with CBT and then the provincial CRT Review Team on community education and consultation sessions. Since 2014 the Committee has continued to work with the province on community education and consultation.

The LGC provided Recommendations on the future of the Treaty and domestic issues to the provincial and federal governments in December 2013 based on these consultations. These [Recommendations](#) were updated 2021.

Since 2014 the LGC has worked with the province and BC Hydro to create and support CBRAC and to resolve domestic issues.

More information about the LGC, including the [Terms of Reference](#) is available at our [website](#).

Currently the Committee meets up to twice a month for 1.5 hour Zoom calls. As well, the Committee has verbal updates with CRT Negotiating Team members after each negotiating session, for up to an hour. A one day, ideally face-to-face strategy session is held annually in late winter. Between meetings LGC members receive regular updates, with background reading materials. As well, annually there are a number of public events, which have been virtual in recent years, that members are expected to attend.

In addition, Committee members must invest substantial time outside of these meetings to become knowledgeable about the CRT and regional hydro operations, which is a complex and extensive topic. This background knowledge is especially important now that CRT negotiations are well underway and have advanced to the exchange of proposals. It is critical that new appointees are either already very knowledgeable about the CRT and regional hydro operations or are able to set aside ample time immediately to quickly come up to speed on these topics so they are able to effectively contribute to LGC decisions. The LGC will provide substantial background reading, links to important sources (currently 13 pages long) and several orientation webinars, however new members must devote many hours of their own time to absorb and understand this material.

The Committee's [Terms of Reference](#) provides more information, including outlining the Member Commitments; Conflict of Interest and Confidentiality Policy; and Code of Conduct.

2. CBRAC

CBRAC was created in 2014 by the Ministry of Energy, Mines and Low Carbon Innovation in cooperation with the LGC and BC Hydro to address community interests for:

- Improved understanding of and information sharing with respect to Columbia Basin hydroelectric operations with the goal of better informed operations planning, and
- Continued engagement of First Nations and communities throughout any future Columbia River Treaty negotiation process.

The membership includes:

- 20 individuals who responded to calls for Expressions of Interest and create balanced representation of the geography, interests, age and genders of Basin residents;

- two appointees from each of the four RDs;
- two appointees from each of the three First Nations claiming traditional territory in the Basin;
- one appointee from the Village of Valemount; and
- representatives from the government of Canada, Columbia Basin Trust, Fortis, and Columbia Power Corporation.

Local government appointees do not have to be elected officials.

The CBRAC Steering Committee includes two representatives from the Ministry; the LGC Chair, Vice Chair and Executive Director; and two representatives from BC Hydro. The Ministry provides secretariat services.

CBRAC has received extensive information about the CRT, the provincial hydroelectricity system and a range of topics that CBRAC identified as information priorities. Input has been provided to the Ministry on a range of CRT related topics.

There is more information about CBRAC's activities on its [webpage](#).

CBRAC's [Terms of Reference and Code of Conduct](#) calls for two day face-to-face meetings at locations around the Basin twice a year with webinars held intermittently as needed between these meetings. During the pandemic meetings have been mainly virtual, with one face-to-face meeting recently. This trend may continue for some time. A significant amount of pre-reading is expected of CBRAC members.

3. Links between LGC and CBRAC

The LGC strongly supports Regional Districts and the Village of Valemount appointing the same individuals to both Committees to maximize the links between the committees.

The LGC provides regular updates at CBRAC meetings and invites input from CBRAC members on their substantive work, including the Recommendations. Currently the LGC is working closely with CBRAC members on providing information to integrate [socio-economic interests](#) in the current CRT scenario modelling.

For more information, please contact me at 250-231-1300 or lworley@rdkb.com, or Cindy Pearce, LGC Executive Director at 250-837-8505 or cindypearce@telus.net.

Warm regards,

On behalf of the CRT Local Governments Committee



Linda Worley
Chair, CRT Local Government Committee
Chair, Regional District of Kootenay-Boundary

- c.c. LGC and CBRAC members appointed by RDs and Village of Valemount
Brooke McMurchy, CBRAC Secretariat, BC CRT Team

Columbia Basin Regional Advisory Committee

Terms of Reference

Updated: May 18, 2021

Background and Purpose

Community involvement in activities that affect the Columbia River Basin has been a long standing tradition for Columbia Basin residents. During Columbia River Treaty (CRT) community engagement activities hosted by Columbia Basin Trust (CBT) in 2011 and early 2012, and Columbia River Treaty Review consultation meetings hosted by the Province's Columbia River Treaty Review Team and the Columbia River Treaty Local Governments' Committee (LGC) in 2012 and 2013, participating Basin residents identified two areas of community interest:

1. Improved understanding of and information sharing with respect to Columbia Basin hydroelectric operations with the goal of better informed operations planning, and
2. Continued engagement of Indigenous Nations on a without prejudice basis, and communities throughout any future Columbia River Treaty negotiation process.

Principles

The Local Governments' Committee (LGC), Ministry of Energy, Mines and Low Carbon Innovation (EMLI), and BC Hydro¹ agreed to work together to address the two interests by establishing a Columbia Basin Regional Advisory Committee (CBRAC), a Basin-wide cross-sectoral group, representing a broad range of perspectives, interests and geography. This agreement is based on the following principles:

- **Steering Committee Collaboration** – The LGC, EMLI and BC Hydro will work openly and collaboratively together, with distinct and clearly defined roles and responsibilities.
- **CBRAC Collaboration** – CBRAC members will utilize their knowledge and expertise of the Columbia Basin and Basin interests to collaborate in a constructive and productive way to share and disseminate information with the goals of informing the modernization of the CRT, CRT-related community interest projects and Columbia Basin hydroelectric operations planning, and working toward strengthening related community awareness and knowledge.
- **Advice** – CBRAC members will provide advice on modernization of the CRT to federal and provincial negotiators involved in Canada-U.S. CRT negotiations, and to BC Hydro on matters that are regionally important and that should be taken into consideration in BC Hydro's operation planning. Subject to confidentiality requirements, negotiators will provide updates, feedback and dialogue with CBRAC

¹ See Roles and Responsibilities on page 4.

during the CRT negotiation process. BC Hydro will take this advice under consideration when balancing multiple interests in operations planning and provide feedback on its ability to accommodate the advice in operations.

- **Recognition of Aboriginal rights** – CBRAC members will be mindful of federal and provincial commitments to the United Nations Declaration on the Rights of Indigenous Peoples², and to reconciliation.
- **Reasonable commitment of time and resources** – Information sharing and engagement mechanisms will be selected that do not unreasonably burden the resources, or make unrealistic demands on participants.
- **Realistic expectations** – The activities of the CBRAC will respect and not alter the responsibilities, rights and obligations of BC Hydro and other hydroelectric facility operators to make planning and operational decisions, considering the advice and input provided.
- **Adaptive approach** – This initiative will start small and build on activities as and when needed, based on learning which activities are most effective.

Membership

Members are expected to be able to take a broad perspective and work collectively to contribute positively and constructively to discussions on Columbia Basin issues and concerns, including the future of the Columbia River Treaty and Columbia Basin hydroelectric operations planning. Members will have interest in, knowledge and/or experience with hydroelectric operations planning and/or will be recognized in Columbia Basin communities (of interest or geography) as knowledgeable in one or more key areas of interest identified by Basin residents during the CBT, LGC or the Province’s Columbia River Treaty Review processes. The goal is to involve representatives from each of eight to ten impacted areas who collectively span the range of interests.

Membership will consist of 30-35 members who include, but are not limited to, geographically and interest balanced representation from:

- A wide range of Columbia River Basin municipalities and regional districts;
- Columbia River Basin Indigenous Nations;
- Basin businesses and economic development agents;
- Basin recreation, environmental, tourism, business, agricultural or community organizations;
- Columbia Basin Trust;
- Ministry of Energy, Mines and Low Carbon Innovation;
- BC Hydro and other Columbia Basin hydroelectric facility owners³.

² <https://www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html>

³ Other Basin-based hydro owners including FortisBC, Columbia Power Corporation, Teck, and Nelson City Hydro could also be involved.

In order to develop a legacy of knowledge about the CRT and hydroelectric operations and planning in the Columbia Basin, younger representatives are encouraged to become members of the CBRAC. To further enable youth participation, CBRAC will offer opportunities for young people to attend meetings in full or in part, and to connect with CBRAC members outside of a meeting environment to learn more about the CRT and/or hydro operations, as well as local and regional interests and the impacts of hydro operations on those interests.

Member selection will be conducted as follows:

- Each of the four regional districts in the Basin will designate two local government representatives from impacted areas. The Village of Valemount will designate one representative.
- Each Basin Indigenous Nation is invited to designate two representatives.
- A public invitation will be made for interested citizen representatives from business, Chambers of Commerce, economic development, recreation, environmental, tourism, agriculture and community organizations, to apply to become a CBRAC member. EMLI and the LGC will evaluate applications and select CBRAC members based on clearly defined criteria.
- Agencies will appoint their representatives.

A minimum two year commitment is suggested of members selected to the CBRAC. At the discretion of EMLI and the LGC, members will normally be appointed to serve for an unspecified term. Replacement of members will be from an expression of interest list and will be selected by EMLI and LGC to ensure equitable representation of geographical and other interests within the region covered by the CBRAC. The CBRAC Steering Committee will conduct a membership review on an annual basis to explore gaps in membership and ensure member requirements are being met.

CBRAC is an ongoing group and will remain operational as long as its members and the CBRAC Steering Committee see value in doing so, and there are resources to support it.

Member Code of Conduct

CBRAC members commit to following the CBRAC Code of Conduct, approved by CBRAC on March 12, 2015. See Appendix A.

Duties

The CBRAC will:

- a) Serve as a forum for dialogue between the participants, provincial and federal representatives responsible for the CRT, hydroelectric facility owners and community interests;
- b) Complement BC Hydro's public engagement in the Columbia Basin region;

- c) Gain community insight and input regarding current and future hydroelectric operational issues, including their impacts on residents, customers, and the environment;
- d) Identify positive ways for responding to community needs and concerns;
- e) Become familiar enough with the realities of BC Hydro and other Columbia Basin hydroelectric facilities owners;
- f) Become familiar with the federal and provincial governments' commitments to the United Nations Declaration on the Rights of Indigenous Peoples and to reconciliation;
- g) Advise BC Hydro on matters that are regionally important and that should be taken into consideration in BC Hydro's operation planning. BC Hydro will take this advice under consideration when balancing multiple interests and provide feedback on its ability to accommodate the advice in operations; and
- h) Become familiar with the Columbia River Treaty and related activities in Canada and the U.S. and provide input and advice on potential future changes and improvements to the CRT.

Meeting Frequency and Compensation

CBRAC is expected to meet two times a year in person and an additional two times (or as needed) via webinar or conference call. Members are expected to attend the equivalent of two out of three activities per year, except in extenuating circumstances. Members are encouraged to attend BC Hydro's and other owner's public operational update meetings and teleconferences.

Meeting agendas will be set 14 days in advance of any meeting. The CBRAC Steering Committee, participants and the Secretariat⁴ will jointly propose the content of the agenda, which will be based on priorities set by CBRAC, and circulate for input prior to the meeting.

Meetings will be held at varying locations in communities in the Columbia Basin. Mileage, accommodations and meals for committee members will be funded by EMLI. Reasonable child care expenses will also be reimbursed when such expenses are incurred for the purpose of participating in a meeting. Where appropriate and feasible, video-conferencing and teleconferences will be utilized to minimize time commitments and travel costs for members.

CBRAC Member Responsibilities

CBRAC members are responsible for:

- a) Regularly attending scheduled meetings and preparing for meetings;
- b) Actively participating in CBRAC discussions and activities;

⁴ See Secretariat Roles and Responsibilities on page 5.

- c) Developing a clear understanding of the:
 - I. Principles, purpose and objectives of the CBRAC – it must be clear from the beginning what issues are, or are not, on the table; and
 - II. Member Code of Conduct and Duties;
- d) Seeking input and opinion from their communities and/or interested parties and reporting to each meeting of the Committee on relevant issues;
- e) Reporting back to their community or interested parties on Committee discussions and activities;
- f) Developing practical and workable input for Local Governments, EMLI, Global Affairs Canada and BC Hydro’s consideration;
- g) Respecting confidentiality of certain information as may be required from time to time;
- h) Participating in training that may enhance their abilities to serve on the Committee; and
- i) Submitting an expense claim form, together with applicable receipts, detailing all expenses claimed in support of Committee activities.

Roles and Responsibilities

The CBRAC Steering Committee, which consists of representatives from EMLI, LGC and BC Hydro, will provide direction to the CBRAC Secretariat. This includes proposing CBRAC meeting dates; assessing CBRAC meeting frequency; drafting agendas based on priority topics identified by CBRAC; determining how to address action items raised at CBRAC meetings; and identifying materials and resources to help support CBRAC’s learning and ability to provide informed advice regarding the Columbia River Treaty and hydro operations. The Steering Committee meets every 1 – 2 months.

EMLI and LGC will oversee CBRAC membership to ensure broad representation and sufficient attendance. This includes conducting an annual membership review, developing plans for addressing low attendance and filling vacant positions, and evaluating expressions of interests to fill vacant citizen member positions.

EMLI will provide resources for a Secretariat for CBRAC to convene and facilitate activities as agreed by the Steering Committee.

BC Hydro and EMLI will provide staff expertise and actively participate in CBRAC meetings.

The LGC will liaise with local governments when appropriate.

EMLI will liaise with federal and other provincial government agencies when appropriate.

Roles and responsibilities may be revised as needed.

Secretariat Roles and Responsibilities

The Secretariat is responsible for:

- a) Providing CBRAC with adequate background and timely information on relevant issues;
- b) Scheduling regular meetings and ensuring appropriate representatives are present;
- c) Arranging response in a timely manner to CBRAC questions and advice;
- d) Paying all reasonable travel, meals, child care and incidental expenses of the members;
- e) Paying an honorarium to CBRAC members who incur lost income to attend meetings: and
- f) Providing administrative support as required.

Review

These terms of reference will be reviewed annually, consistent with the principle of implementing an adaptive approach to Columbia Basin initiatives.

Appendix A

Columbia Basin Regional Advisory Committee Code of Conduct

Updated: May 18, 2021

1. PURPOSE OF CODE OF CONDUCT

The purpose of this Code of Conduct is to ensure that members of the Columbia Basin Regional Advisory Committee (“the Committee”) have a clear understanding of proper practices, and appropriate individual and collective behavior for the Committee.

Further details on the Committee, including background, purpose, and member roles and responsibilities can be found in the Committee’s Terms of Reference.

2. PRINCIPLES OF THE COMMITTEE PROCESS

The Committee process will be guided by the following principles:

- Recognition of multiple interests: Consistent with sustainable development, a clear statement of all interests and the full range of environmental, community, Indigenous Nations, recreation and economic management objectives will be incorporated into the Committee process.
- Respect for purpose and scope: Issues and interests concerning topics that are outside of the scope of the process will be documented separately (e.g., ‘parking lot’) and forwarded to the relevant body (e.g. EMLI, BC Hydro).
- Strive for consensus: The Committee process will strive for consensus among participants. Every effort will be made to explore, understand and accommodate the interests of dissenting viewpoints. If consensus is not achieved, differences in opinion amongst committee members will be included in the Committee meeting summary.
- Recognition of existing legal and constitutional rights and responsibilities: The process recognizes existing legal and constitutional rights and responsibilities. These include existing rights and responsibilities under current licenses; constitutionally protected treaty rights, aboriginal rights and title and environmental regulations.
- Use the best available information from all sources: The best available information will be sought to support the Committee process.

3. CODE OF CONDUCT

All Members of the Committee will endeavor to:

- Treat others with courtesy and respect;
- Listen attentively with an aim to understand other interests;
- Speak in terms of interests instead of positions;
- Be concise in making your point;
- Challenge ideas not people;
- Let opposing views co-exist;
- Use the “parking lot” for issues that fall outside the day’s agenda;
- Act in “good faith” in all aspects of the process;
- Avoid disruption of meetings (e.g. use of cell phones, caucusing at the table, etc.); and
- Keep in mind that some Members represent a larger organization or constituency that may itself have divergent views and interests.

4. CONFLICT OF INTEREST

A conflict of interest occurs when a CBRAC member’s private affairs or financial interests are in conflict, or could result in a perception of conflict, with the member’s CBRAC duties or responsibilities.

CBRAC members who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to the CBRAC Steering Committee. The Steering Committee will consider the situation and determine whether a conflict exists.

5. DECISION RULE FOR THE COMMITTEE

Consensus is a goal, but not a requirement of the Committee. Consensus is viewed as a decision that all Committee Members can accept, even if the total outcome, or smaller elements of the outcome, are not supported enthusiastically by every Member. A non-consensus outcome is one that does not meet the minimum needs of some of the members.

On topics or items where no consensus is reached, differences of opinion and reasons for disagreement will be documented without assigning names to the various positions taken.

6. ROLE OF THE FACILITATOR

The Facilitator of Committee Meetings is responsible for:

- Assisting the Members in achieving their purpose, tasks and deliverables as outlined in this Terms of Reference and Code of Conduct.
- Ensuring that the information and methods used during the process support the Committee.

- Making every endeavor to ensure that all parties are heard and that all differences are resolved fairly.
- Making every endeavor to be, and remain, completely impartial and accord equal attention and courtesy to all persons involved.
- Ensuring that the Code of Conduct is followed by all Members.

7. CHANGES TO THE CODE OF CONDUCT

The Code of Conduct may be amended at any time based on a consensus decision of the Committee.



To: Stuart Horn, CAO/CFO, Regional District of Central Kootenay
Mark Andison, CAO, Regional District of Kootenay Boundary
Shawn Tomlin, CAO, Regional District of East Kootenay
CAO, Columbia Shuswap Regional District
Eric Depenau, CAO, Village of Valemount

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- work to help Canadian Provincial and Federal agencies to understand regional views, values and interests with respect to the CRT; and
- create mechanisms that consider Basin Residents' views in any discussions related to the future of the CRT and where appropriate, advocate for specific interests of the region.

The 10 Committee members include two appointees from each of the four RDs and one from each of the Village of Valemount and the Association of Kootenay Boundary Local Governments. If an appointing organization is not able to appoint a currently elected official, the organization may appoint an individual who has been a Committee member in the past and who can meet the Membership Commitment requirements.

The LGC chooses its Chair and Vice Chair. A contracted, part-time Executive Director supports the LGC.

During 2011-2013 the Committee partnered with CBT and then the provincial CRT Review Team on community education and consultation sessions. Since 2014 the Committee has continued to work with the province on community education and consultation.

The LGC provided Recommendations on the future of the Treaty and domestic issues to the provincial and federal governments in December 2013 based on these consultations. These [Recommendations](#) were updated 2021.

Since 2014 the LGC has worked with the province and BC Hydro to create and support CBRAC and to resolve domestic issues.

More information about the LGC, including the [Terms of Reference](#) is available at our [website](#).

Currently the Committee meets up to twice a month for 1.5 hour Zoom calls. As well, the Committee has verbal updates with CRT Negotiating Team members after each negotiating session, for up to an hour. A one day, ideally face-to-face strategy session is held annually in late winter. Between meetings LGC members receive regular updates, with background reading materials. As well, annually there are a number of public events, which have been virtual in recent years, that members are expected to attend.

In addition, Committee members must invest substantial time outside of these meetings to become knowledgeable about the CRT and regional hydro operations, which is a complex and extensive topic. This background knowledge is especially important now that CRT negotiations are well underway and have advanced to the exchange of proposals. It is critical that new appointees are either already very knowledgeable about the CRT and regional hydro operations or are able to set aside ample time immediately to quickly come up to speed on these topics so they are able to effectively contribute to LGC decisions. The LGC will provide substantial background reading, links to important sources (currently 13 pages long) and several orientation webinars, however new members must devote many hours of their own time to absorb and understand this material.

The Committee's [Terms of Reference](#) provides more information, including outlining the Member Commitments; Conflict of Interest and Confidentiality Policy; and Code of Conduct.

2. CBRAC

CBRAC was created in 2014 by the Ministry of Energy, Mines and Low Carbon Innovation in cooperation with the LGC and BC Hydro to address community interests for:

- Improved understanding of and information sharing with respect to Columbia Basin hydroelectric operations with the goal of better informed operations planning, and
- Continued engagement of First Nations and communities throughout any future Columbia River Treaty negotiation process.

The membership includes:

- 20 individuals who responded to calls for Expressions of Interest and create balanced representation of the geography, interests, age and genders of Basin residents;

- two appointees from each of the four RDs;
- two appointees from each of the three First Nations claiming traditional territory in the Basin;
- one appointee from the Village of Valemount; and
- representatives from the government of Canada, Columbia Basin Trust, Fortis, and Columbia Power Corporation.

Local government appointees do not have to be elected officials.

The CBRAC Steering Committee includes two representatives from the Ministry; the LGC Chair, Vice Chair and Executive Director; and two representatives from BC Hydro. The Ministry provides secretariat services.

CBRAC has received extensive information about the CRT, the provincial hydroelectricity system and a range of topics that CBRAC identified as information priorities. Input has been provided to the Ministry on a range of CRT related topics.

There is more information about CBRAC's activities on its [webpage](#).

CBRAC's [Terms of Reference and Code of Conduct](#) calls for two day face-to-face meetings at locations around the Basin twice a year with webinars held intermittently as needed between these meetings. During the pandemic meetings have been mainly virtual, with one face-to-face meeting recently. This trend may continue for some time. A significant amount of pre-reading is expected of CBRAC members.

3. Links between LGC and CBRAC

The LGC strongly supports Regional Districts and the Village of Valemount appointing the same individuals to both Committees to maximize the links between the committees.

The LGC provides regular updates at CBRAC meetings and invites input from CBRAC members on their substantive work, including the Recommendations. Currently the LGC is working closely with CBRAC members on providing information to integrate [socio-economic interests](#) in the current CRT scenario modelling.

For more information, please contact me at 250-231-1300 or lworley@rdkb.com, or Cindy Pearce, LGC Executive Director at 250-837-8505 or cindypearce@telus.net.

Warm regards,

On behalf of the CRT Local Governments Committee



Linda Worley
Chair, CRT Local Government Committee
Chair, Regional District of Kootenay-Boundary

- c.c. LGC and CBRAC members appointed by RDs and Village of Valemount
Brooke McMurchy, CBRAC Secretariat, BC CRT Team

Columbia River Treaty Local Governments Committee
Terms of Reference
August 2022

Background

Whereas:

1. The Columbia River Treaty (CRT) ratified by Canada and the USA in 1964 provided benefits for Pacific Northwest region as a whole but has specific regional and local impacts to the area known as the Canadian Columbia Basin (the Region).
2. The USA and Canada initiated negotiations to modernize the Treaty in 2018. These negotiations have the potential to create further regional and local benefits and/or impacts to the Region. .
3. Local governments within the Region (Local Governments) have expressed a desire to actively and meaningfully engage in decisions around the future of the CRT on behalf of the residents of the Region (Basin Residents).

Therefore:

Local Governments have agreed to work together in creating the **Columbia River Treaty Committee** (CRT Committee) to assist Local Governments and Region residents to engage in decisions around the future of the CRT and work collaboratively with Columbia Basin Trust (CBT) on this issue.

1. Role:

The CRT Committee will provide a coordinated venue to:

- Ensure Local Governments of the region are actively engaged in CRT related issues.
- Create opportunities for dialogue and consultation with Canadian Provincial and Federal agencies around CRT related issues
- Work with CBT to create education and awareness activities in the Region to increase Local Government and Basin Residents understanding around CRT related issues.
- Work to help Canadian Provincial and Federal agencies to understand regional views, values and interests with respect to the CRT.
- Create mechanisms that consider Basin Residents' views in any discussions related to the future of the CRT and where appropriate, advocate for specific interests of the region.

CBT will provide support and expert advice to the Committee as required and agreed to between CBT and the Committee.

2. Responsibility:

- a) The CRT Committee will be responsible for developing a workplan that identifies specific actions to address the items identified in section 1 above.

- b) Local government members of the CRT Committee will be responsible for reporting back to the Local Government that appointed them to the Committee. The CRT Committee Chair will be responsible for reporting back to the Association of Kootenay Boundary Local Governments.
- c) Participation by Local Government representatives on the Committee does not preclude any Local Government from taking independent action with respect to any CRT matter.

3. Authority:

The CRT Committee's authority is limited to the roles identified in section 1 above and the tasks and projects outlined in the CRT Committee workplan that is to be developed.

The CRT Committee, and members of the Committee, will not represent the interests of the individual Local Governments unless explicit authority is provided by these entities.

4. Membership:

Initial CRTC membership (Members) will consist of 10 Members appointed as follows:

- 2 by Regional District of Central Kootenay
- 2 by Regional District of East Kootenays
- 2 by Regional District of Kootenay Boundary
- 2 by Columbia Shuswap Regional District
- 1 by the Village of Valemout
- 1 by the Association of Kootenay Boundary Local Government (AKBLG). An individual who is appointed by one of the Regional Districts may also be appointed by the Association.

Membership may be expanded to include other Local Governments, including First Nations, as and when determined by the Committee.

The Committee will select its own Chair and Vice Chair. Terms will coincide with local government election terms.

The Committee may decide to invite the Past Chair to serve as a non-voting member for 1 year who is called-upon to support the Committee as and when needed.

If an appointing organization is not able to appoint a currently elected official, the organization may appoint an individual who has been a Committee member in the past and who can meet the Membership Commitment requirements.

5. Appointment and Removal Process

Appointments to the CRTC will be for a term of 4 years and may be renewed by the organization that made the original appointment.

Members may be removed or replaced at the discretion of the organization that made the appointment.

The CRT Committee may request that individual Members be replaced by the organization that made their appointment.

6. Membership Commitment:

Members will be expected to

- a) Attend a minimum of 4 annual meetings in person (generally held in the Region).
- b) Attend teleconferences and other meetings as required and schedule permits.
- c) To the best of their abilities assist in carrying out the roles and responsibilities of the CRT Committee as identified in Sections 1 & 2 above.
- d) Abide by the attached Appendix 1 Conflict of Interest and Confidentiality Policy and Appendix 2 Code of Conduct.

7. Financial Remuneration:

Members will be reimbursed for all travel, accommodation, meal, registration fees and phone/fax expenses incurred while carrying out the work of the CRT Committee by and in accordance with the policies of the organization that appoints the member.

APPENDIX 1

CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY

1. Definition

1.1 A conflict of interest is defined as an actual or perceived interest by a Committee member in an action that results in or has the appearance of resulting in, personal, organizational or professional gain. More generally, conflict of interest can be defined as any situation in which an individual is in a position to exploit a professional or official capacity to advance:

- their personal interests; or
- the interests of a related person; or
- the interests of their business associate, corporation, union or partnership; or
- the interests of a person to whom the individual owes an obligation.

1.2 The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a Committee member(s).

2. Principles

2.1 Committee members shall avoid conflict of interest or the appearance of conflict of interest, either directly or indirectly. Their personal interests must not be in conflict with the interests of the steering committee. For example, Committee members must be alert to such situations as:

- (a) participating in decisions which will substantially influence the probability of obtaining a contract as an administrative agent or a project of interest' being funded through the Committee.
- (b) disclosing Committee information for personal gain; and/or
- (c) advocating personal or organizational interests rather than the broad geographic interests of all of the Basin.

2.2 In addition, Committee members should recognize that their membership on the committee provides them with information, which could be used or seen to be used to the advantage of their own organizations or those they have contact with. The Committee members must respect the confidentiality of any information which could be used or seen to be used for the advantage of some individuals or organizations until that information is made public.

3. Steering Committee Member Conduct Regarding Conflict of interest

3.1 Disclosure:

A Committee member shall declare a possible conflict of interest or the appearance of a conflict of interest as soon as practicable. Committee members are required to maintain a sense of fairness, civility, ethics and personal integrity while making decisions as a Committee member.

3.2 Absent themselves from the discussion:

Following a declaration of a possible conflict of interest by a Committee member, the Committee shall consider the information regarding the conflict and determine if the member in potential conflict should leave the meeting for the duration of the discussion and any related decision-making.

Further, after having declared a conflict of interest and left the discussion, no further information pertaining to that item shall be distributed to the Committee member.

3.3 Failure to Comply:

In the event that a Committee member knowingly fails to declare a conflict of interest, they will be subject to dismissal from the Committee immediately. In addition, the Committee will consider termination of any administrative contract or project of interest awarded or considered with the participation of the Committee member in conflict.

4. Members Conduct Regarding Confidentiality

4.1 Committee members should also avoid the perception that their access to privileged Committee information might give the organizations of which they are part an unfair advantage over others.

4.2 Members can avoid this perception of unfair advantage by:

Ensuring that the information Committee members are privy to by being part of the Committee is kept strictly confidential until such time as it is released to the public.

APPENDIX 2

CODE OF CONDUCT

Approved – February 24, 2021

This Code of Conduct applies to the members of the Columbia River Treaty Local Governments Committee. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, the Executive Director, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the common law and any other legal obligations which apply to members individually or as a collective.

A. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. ***Integrity*** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. ***Respect*** – means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of the committee, and the role of the committee. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the committee.
3. ***Accountability*** – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when members, individually and collectively, accept responsibility for their actions and decisions.
4. ***Leadership and Collaboration*** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

B. STANDARDS OF CONDUCT

1. ***Integrity***: Integrity is demonstrated by the following conduct:
 - Members will be truthful, honest, and open in all dealings, including those with other members, the Executive Director and the public.
 - Members will ensure that their actions are consistent with the shared principles collectively agreed to by the committee.

- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
 - Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
 - Members will behave in a manner that promotes public confidence in all of their dealings.
2. **Respect:** Respect is demonstrated through the following conduct:
- Members will treat every person with dignity, understanding, and respect.
 - Members will show consideration for every person’s values, beliefs, and contributions to discussions.
 - Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
 - Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes bullying, unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.
3. **Accountability:** Accountability is demonstrated through the following conduct:
- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective committee.
 - Members will listen to and consider the opinions and needs of Basin communities in all decision- making, and allow for appropriate opportunities for discourse and feedback. When a member is advocating for their constituents interests, they will check in with neighbouring Indigenous Nations and potentially impacted downstream local governments and share any concerns with their constituents and their local government. If there are concerns, they will advocate for appropriate opportunities for discourse and feedback with regional Indigenous Nations, other potentially impacted governments and the public to seek mutually beneficial solutions.
 - Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.
4. **Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:
- Members will behave in a manner that builds public trust and confidence in the committee both internally and externally.
 - Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the

democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.

- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and the Executive Director to do the same.

Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, the Executive Director, all orders of government, including Indigenous Nations, and the public. Individual Committee members will continue to engage with neighbouring Indigenous Nations on local CRT related topics. Individual members will not engage with Indigenous Nations on sub-regional or Basin-wide CRT related topics.

October 18th, 2022



Re: Invitation to Nominate RDCK Director to CVTS Board of Directors

To the Regional District of Central Kootenays Board of Directors,

The Creston Valley Tourism Society (CVTS) would like to invite the RDCK board of directors to nominate a Director from the Town of Creston or RDCK Electoral Areas B or C to take the permanent seat available to local government on CVTS's own board.

As a member of the CVTS board the Director would be granted full voting rights at all board meetings, which are proposed to be held quarterly for the upcoming term beginning in November.

We also invite the assigned representative to join us for our 2022 Annual General Meeting to be held on Thursday, November 10th from 6:30 to 9:30 PM at the Creston Hotel Banquet Room.

We look forward to hearing back from the RDCK Board of Directors on this matter and continuing to work closely with the Town of Creston & RDCK to support the development of tourism in the Creston Valley area.

Sincerely,

A handwritten signature in black ink that reads "Jesse Willicome".

Jesse Willicome

Executive Director - Creston Valley Tourism Society

jesse@explorecrestonvalley.com

250-402-3030

Kootenay Cannabis Council

Nelson, BC kootenaycannabiscouncil@gmail.com

Board of the Regional District of Central Kootenay
c/o Director Aimee Watson

Re: Request for Director Participation on the Kootenay Cannabis Council

Dear Directors of the RDCK,

Nov 29.22

Thank you for your support of the Kootenays Cannabis Council through both funding and Council participation.

We write to ask for RDCK Director participation on our Council. Since our inception in early 2021, RDCK Directors Aimee Watson and Leah Main have brought valuable perspectives to build cannabis as an economic and community builder for our region.

Our sector, Regional governments, and community planners are still learning how to fit cannabis into our communities. Due to strict and ever-changing regulations, it can be challenging for Regional governments to fully understand and stay up-to-date on industry practices. The more closely we can work together, the better we can provide support for your policy and planning decisions, as well as interactions with the public about cannabis.

The potential of legalization for cannabis producers in our region has been slow to materialize. The challenges for the small-scale operations so prevalent in our region are significant and threaten our ability to sustain the contributions that our sector makes to the economy and culture of our region.

Yet, because of our international reputation for growing high-quality cannabis, we have an advantage for cannabis opportunities to create a more secure future for our region.

To improve our regional success, our Council's mandate is to:

- Bring people together to drive positive change and create a thriving regional sector.
- Strengthen business development and employment opportunities.
- Reduce stigma and misconceptions while celebrating our cannabis history and culture.

Our members represent diverse actors in the Kootenay region who are impacted by the cannabis sector: Regional and Municipal government representatives; economic development and planning staff; local industry leaders; academics; and non-governmental organizations.

Our past activities include:

- Connecting with Regional, Provincial, and Federal government agencies to provide input, policy direction, and information.
- Speaking at the 2022 AKBLG event.
- Meeting with regional business organizations.
- Collaborating with Provincial and Federal industry organizations.

Kootenay Cannabis Council

Nelson, BC kootenaycannabiscouncil@gmail.com

- Attending industry events to learn and share best practices.
- Developing a research paper library on sector risks.
- Meeting with Central Kootenay industry participants to provide business support.

Current and upcoming projects include:

- Providing Regional governments with white papers on cannabis activities and impacts
- On-going support for our sector, including representation to government and ngo's.
- Collaborating with Kootenay Rockies Tourism on industry education for tourism.
- Building regional branding for cannabis products.
- Creating an independent organization with regional membership.
- Developing sustainable funding sources for our organization.
- Holding an in-person community and industry event.

We ask that the RDCK Board appoint a Director to sit on our Council, with an alternate if possible, so we can continue the excellent work we have done together. Each volunteer member of the Council will assume a 2 year term, with web-based meetings 6-8 times per year. The expected workload is approximately 3 hours per month.

Please reach out if you need further information.

Thank you for considering our request!



Velvet Kavanagh

Coordinator
Kootenay Cannabis Council

Cannabis Business Transition Initiative

Cannabis Economic Development Council
Terms of Reference, Version 3

1. INTRODUCTION

The Cannabis Business Transition Initiative (CBTI) of Community Futures Central Kootenay knows that the development of a licit cannabis sector in the Central Kootenay will best succeed through insight and direction from key stakeholders. The Economic Development Council is a vital information exchange and gathering venue for the overall CBTI and the sector generally.

2. MANDATE

2.1 Purpose

The Cannabis Economic Development Council is established to:

- Provide a Kootenay regional strategy for cannabis¹ sector economic development;
- Support advocacy and policy reform;
- Act as a local advisory committee for government (local, provincial and federal) on rural issues related to cannabis.

2.2 The Scope of the Council includes:

- Kootenay region economic development for cannabis sector
- Issues related to land use, consumer / patient access, product quality, market differentiation, legacy growers and transition, public safety
- Providing direction on the development and delivery of a Kootenay appellation
- Providing direction on sustainability issues and resource management

¹ Cannabis, for the purpose of the Council, includes hemp.

Cannabis Business Transition Initiative

- Input into the development of educational programs to provide skilled workforce to industry
- Development of cannabis tourism as a regional strategy
- Advocating for the recognition of cannabis as an agricultural activity, with access to relevant agricultural supports
- Regulatory advocacy on:
 - Farm to Gate (production, processing and sales at one location)
 - Consumption lounges
 - Increased canopy size for outdoor micro cultivation
 - Microbials – testing, thresholds, differentiating pathogenic from beneficial.
- Providing direction for community projects

The Council will not engage in the following:

- Administration of private enterprise
- License consulting
- Provision of funding for private enterprise
- Distribution of cannabis
- Market price manipulation
- Consulting on supply chain agreements

2.3 Goals: The Council shall

- A. Define what a successful transition to a thriving legal recreational cannabis economy looks like:
 - a. Number of career track employment opportunities in the sector
 - b. Number of small, medium, and large enterprises operating in licit trade
- B. Establish sustainability objectives for development of industry
- C. Establish CQA (Cannabis Quality Assurance) Appellation standards for the region
- D. Develop a marketing strategy for the region

Cannabis Business Transition Initiative

- E. Encourage adoption of policy supportive of craft production and processing
- F. Accelerate cannabis technology development and export from region
- G. Support and acknowledge the legacy industry and workers
- H. Increase local market opportunities for Kootenay region cannabis producers

3. STRUCTURE

3.1. Membership

Member recruitment is done strategically in the context of the Council's purpose and goals. The experience, knowledge of the field/topic, and expertise needed to advance the mandate are also considered. The Council will have up to 26 members plus Ex Officio participation and seek to represent the diverse geographies of the Kootenay region. A matrix shall be used to ensure that the desired mix of perspectives and voices is maintained when members' terms end.²

3.2 Composition

The composition of the Council will ideally be as follows:

- 6 Industry representatives actively involved as producers (Micro, Standard cultivators / processors, Medical Growers)
- 2 Retailers
- 2 Industry Organizations
- 3 Local government representatives (RDCK and area Municipal Governments, elected officials and / or civil servants)
- 1 Member of BC's Legislative Assembly (MLA) whose territory includes the Central Kootenay
- 1 Member of Parliament

² The initial focus of the Council membership is on the Central Kootenay. It is expected that the composition scope of the Council shall expand in the future and include positions for provincial and national stakeholders.

Cannabis Business Transition Initiative

- 1 Chamber of Commerce representatives from the Central Kootenay:
- 1 Education Sector Representative (Selkirk College, College of the Rockies, SD8 and SD20)
- 2 Economic Development Agency representatives
- 1 Lower Kootenay Band representative
- 1 Sinixt representative
- 1 Secwepemc representative
- 1 Syilx representative
- 1 Electricity Sector representative
- 1 Financial Institution representative

Ex Officio Members

- 2 members of the Cannabis Business Transition Initiative
- 1 Columbia Basin Trust
- 1 Craft Cannabis Association of BC
- 1 Ministry of Jobs, Trade and Technology
- 1 Ministry of Forests, Lands Natural Resources and Rural Development
- 1 Ministry of Agriculture Sector Development Branch
- 1 Health Canada

3.3 Appointment

Council members are appointed following an application and selection process. Each potential candidate shall complete an application form and submit it by the annual deadline. A call for applications will be posted at least 4 weeks in advance of the deadline. The call will include information on the positions available as well as the application and selection process. A paper and on-line application form will be available to applicants.

Cannabis Business Transition Initiative

A three-member Selection Committee of the Council, supported by staff, will be responsible for reviewing applications, undertaking interviews and reference checks, and recommending candidates for approval. The selection criteria will be determined by the positions to be filled as well as the individual's relevant expertise and willingness to commit to the time commitment and work of the Council. Both the selection criteria and decision-making process will be publicly available.

3.4 Terms

All Council members will serve 2-year terms. This will be waived for the inaugural Council, whose members will self-select for a 1 or 2 year term, in order to have a mix of term endings to ensure that there will be sufficient continuity on the Council at all times.

Terms will commence on October 1st and end September 31st. Should an opening occur between those dates, the Council members may choose to fill it, following the standard procedure to do so. Terms may be renewed once.

3.5 Executive

The Council will have an Executive made up of a President, Vice President and Secretary. These positions will be elected annually by the Council membership. The President will, with the staff, act as spokesperson for the Council. The President will collaborate with the staff to draft Council meeting agendas. The President will preside over the meetings, ensuring that the meetings run smoothly, that everyone is able to contribute, and that decision-making procedures are adhered to. In the President's absence, the Vice-President will assume their duties.

3.6 Staff Support

Cannabis Business Transition Initiative

A Council Coordinator is responsible for the administration of the Council and its functions as well as creating and implementing an annual Work Plan if desired. The Coordinator will perform the administrative duties for the Council, including arranging meetings and note taking, and writing reports and public communications. The Coordinator position is filled by the Policy Advisor to the Community Futures Central Kootenay *Cannabis Business Transition Initiative*. The Council Coordinator will maintain, on behalf of the Council, communications and relationships with all external partners.

4. GOVERNANCE

4.1 Authority

Any public positions or statements taken by the Council will be the result of due process within the Council, including appropriate review, discussion and decision-making by Council members. Where possible, such processes will occur within the regularly scheduled meetings. In the event that there is an urgent need to take a position on an emerging or urgent matter, the process can be undertaken by phone, email or a combination thereof.

4.2 Quorum

A quorum of the Council is 51%.

4.3 Decision-Making

The Council is intended to be a venue for the respectful and constructive exchange of information, advancing knowledge, and identifying options for better addressing the needs of the sector. The broad-based representation within the Council will help to ensure that decisions are the result a robust information exchange and decision-making process.

Cannabis Business Transition Initiative

Consensus is the preferred decision-making process within the Council. If consensus cannot be attained, the matter will be put before the Council for a vote, where each member (other than the Ex Officio members) is entitled to one vote. A vote will be decided by a majority of those present and voting, provided that quorum has been reached.

The Council will not be the sole method by which information is collected and disseminated to regulators from Community Futures Central Kootenay. Community Feedback, comment forms, public input through surveys and other means will also be sought.

4.4 Compensation

Council participation is on a voluntary basis, with no remuneration for services rendered.

4.5 Conduct of Council Members

Members of the Council are expected to:

- Represent the interests of the Kootenay cannabis community;
- Respect confidentiality;
- Exercise good and consistent judgment;
- Report to and from their respective organization, business or community, contributing to fulsome and productive conversations.
- Act with honesty and integrity, communicate with respect;
- Engage consistently and regularly in the activities of the Council;
- Be active participants for voting, phone calls, emails, and at meetings when required;
- Not approve contracts which: violate law, discredit the organization, or break Funders obligations;

5. PROCESS

5.1 Meeting Frequency

Cannabis Business Transition Initiative

The Council will meet 6 times per year. Additional meetings will occur as needed via teleconference, in person, emails and/or phone calls. The Executive will meet 6 times per year, generally in the months that fall between the full Council meetings.

5.2 Evaluation

Ongoing evaluation will help us to course-correct as needed over the life of the Council. Council members will be asked to provide feedback on the meetings, progress towards Goals, public communications as and when appropriate. These may take the form of online surveys, formal or informal reviews, at the discretion of the Council Executive and the Cannabis Business Transition Initiative.



Municipal Finance
Authority of BC

2021
**ANNUAL
REPORT**

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Governance

The Municipal Finance Authority (MFA) continues to enhance its market-leading services, providing sophisticated and cost-effective capital financing and investment products for local governments throughout the province. By pooling the needs and financial strength of British Columbia's local governments, we provide access to the lowest borrowing costs together with a suite of low-cost investment products tailored for municipal reserve managers - helping them continue to build and maintain the communities that result in a strong British Columbia.

As Chair, I was pleased to have worked with Vice-Chair Al Richmond (Cariboo Regional District) and re-elected Trustees Rob Gay (Regional District of East Kootenay), Jonathan Coté, Jack Froese, Brad West (Metro Vancouver), Geoff Young (Capital Regional District), Andy Adams (Strathcona Regional District), and Lyn Hall (Regional District of Fraser-Fort George). I welcomed newly-elected Trustee Janice Morrison (Regional District of Central Kootenay). The meetings of the Board of Trustees have included a review of our business plan and priorities, operating performance, access to financial markets, oversight, and administration. The performance and outlook for our Pooled Investment Funds were also regularly reviewed by the Investment Advisory Committee of the Board.

Vision and Objectives

Our vision is to be recognized as a world-class financial institution for the benefit of taxpayers in British Columbia and to be our clients' preferred choice for financing and investing. We remain committed to maintaining the highest quality products and services to meet the many needs of our local government partners and strive to

increase our value each year. We continue to provide the lowest municipal borrowing rates in Canada for all local governments in British Columbia, regardless of loan or community size.

Credit Ratings

In 2021, our AAA credit ratings, the highest attainable, were once again reaffirmed by three credit rating agencies: Standard and Poor's, Moody's, and Fitch Ratings. The Commercial Paper program was also given the highest attainable rating. Our AAA credit ratings validate our unique model and operational excellence and reflect third-party analysis of the low-risk to bondholders associated with our debentures.

Financial Products and Services

MFA's tradition of being our Members' most important financial partner has continued throughout the pandemic and we are very proud to have improved and enhanced our service offerings for BC's local governments. The MFA provides capital financing for regional districts and member municipalities through the issuance of securities at a low cost in the institutional capital markets. In 2021 we issued over \$1.9 billion of long-term securities and \$3.925 billion of short-term securities in the capital markets.

Over the last 2 years, we have debuted several new pooled fund products including Pooled High Interest Savings Accounts, Fossil Fuel Free options, and a Commercial Mortgage fund. In 2022 our latest offering is a multi-asset class growth fund (The Diversified Multi-Asset Class Fund or "DMAC") that will invest in Canadian and international equities - a first for BC. This new Fund is designed for local governments with substantial long-term reserves not needed for 10 years

or longer. The MFA will be working closely with our Members to help them understand the risks and rewards of participating in this new type of investment product that has a higher expected return but is more volatile. Our combined pooled investment funds at the end of this year were close to \$5.6 billion in assets - up about \$1 billion from 2020.

Education

Part of our mandate is to support education in the public sector, either directly or through our sponsorship of the many high-quality organizations serving the local government sector in BC, including UBCM, GFOA, LGMA and LGLA. In addition to directly contributing over \$149,000 in 2021 to support local government courses, programs, workshops, and conferences throughout the province, trustees and management contribute their time on behalf of the MFA at various local government events to enhance the financial knowledge of our members.

Management and Staff

2021 was an extremely challenging and busy year for the MFA team given the extraordinary experience of a pandemic that continues to impact us here in BC as well as globally. Management and staff have once again produced strong results and I congratulate them for their efficiency, commitment, and professionalism. In the year ahead, we continue to execute on reducing operational risks while providing more capacity to augment our client experience and service delivery, develop new products and services, and create greater value for BC taxpayers.

MALCOLM BRODIE Chair

BOARD OF TRUSTEES*

The Board of Trustees provides oversight of policy, strategy, and business plans, and exercises executive and administrative powers and duties, including the selection of the secretary-treasurer.

MEMBERS OF THE AUTHORITY

The Members of the Authority consist of elected local government officials appointed by the individual boards of each regional district within BC. The number of Members (currently 39) is based on the population of the regional districts. The Members meet twice a year; once at the Annual General Meeting (AGM) held prior to March 31st, and again at the Semi-Annual Meeting held in the fall. At these meetings, the Members review the requests for financing and authorize the issue and sale of securities. At the AGM, in addition to approving both financial statements and external auditors, the Members elect 10 Trustees and a chairperson to govern the Authority until the next AGM. The Board of Trustees must be comprised of four Members from Metro Vancouver, one from the Capital Regional District, and the other five from the remaining regional districts.

Members and Trustees appointed by the Regional Districts of British Columbia

Alberni-Clayoquot
John McNabb

Bulkley-Nechako
Gerry Thiessen

Capital
Ken Williams
Geoff Young*

Cariboo
Al Richmond [Vice Chair]*

Central Coast
Travis Hall

Central Kootenay
Janice Morrison*

Central Okanagan
Gail Given

Columbia Shuswap
Kevin Flynn

Comox Valley
Melanie McCollum

Cowichan Valley
Michael Wilson

East Kootenay
Rob Gay*

Fraser-Fort George
Lyn Hall*

Fraser Valley
Jason Lum
Ross Siemens

Kitimat-Stikine
Gina McKay

Kootenay Boundary
Diane Langman

Metro Vancouver
Mary-Ann Booth
Malcolm Brodie [Chair]*
Linda Buchanan
Jonathan Coté*
Jack Froese*
George Harvie
Mike Hurley
Richard Stewart
Brad West*

Mount Waddington
Dennis Dugas

Nanaimo
Bob Rogers

North Coast
Barry Pages

North Okanagan
Amanda Shatzko

Northern Rockies
Danny Soles

Okanagan-Similkameen
Karla Kozakevich

Peace River
Dan Rose

qathet
Patrick Brabazon

Squamish-Lillooet
Jen Ford

Strathcona
Andy Adams*

Sunshine Coast
Lori Pratt

Thompson-Nicola
Linda Brown

*denotes elected Trustee

Map of BC Regional Districts

REGIONAL DISTRICTS OF BRITISH COLUMBIA

- 1 Alberni-Clayoquot
 - 2 Bulkley-Nechako
 - 3 Capital
 - 4 Cariboo
 - 5 Central Coast
 - 6 Central Kootenay
 - 7 Central Okanagan
 - 8 Columbia Shuswap
 - 9 Comox Valley
 - 10 Cowichan Valley
 - 11 East Kootenay
 - 12 Fraser-Fort George
 - 13 Fraser Valley
 - 14 Kitimat-Stikine
 - 15 Kootenay Boundary
 - 16 Metro Vancouver
 - 17 Mount Waddington
 - 18 Nanaimo
 - 19 North Coast
 - 20 North Okanagan
 - 21 Northern Rockies
 - 22 Okanagan-Similkameen
 - 23 Peace River
 - 24 qathet
 - 25 Squamish-Lillooet
 - 26 Strathcona
 - 27 Sunshine Coast
 - 28 Thompson-Nicola
- * Stikine Region



Message from the Chief Executive Officer Peter Urbanc



2021 marked another year of challenges, collaboration, and success for BC's Local Governments and the Municipal Finance Authority (MFA). We continued to focus on responding to our members' needs as they navigated the impact of the ongoing pandemic and the effects of climate-related disasters in their communities. Throughout the year, the resiliency of our communities big and small was tested as heatwaves, wide-ranging forest fires, and record-breaking floods caused significant damage to our infrastructure, homes, and businesses. Despite these stresses and those related to Covid in 2021, MFA has not had any increased borrowing from our clients - a testament to both the strength of our system and the mandate of MFA as a long-term infrastructure lender.

MFA has continued to showcase our unique strengths and exemplary financial position to the marketplace as we move forward into 2022. Over the course of the year, we launched 3 bonds totaling \$1,975,000,000 into the markets - our largest year of issuance yet. In 2021, we issued 20-year bonds to complement our traditional 5- and 10-year issuance. We expect longer-dated bonds (20- or even 30-year bonds) to become more common for the MFA in the years ahead to support long-lived infrastructure development in BC, such as water and sewer assets.

We have continued to make important investments in our pooled fund product line. At the end of 2021, MFA saw record-breaking investments under management - peaking at nearly \$5.6 billion in assets. This was up about \$1 billion from 2020, and this total has doubled over the last 5 years. Designed specifically for BC

local governments, our investment product line has expanded from 3 options in 2015 to 9 funds as of February 2022 when we launched the new "Diversified Multi-Asset Class" Fund (DMAC), an innovative new fund specifically designed for long-term reserves earmarked for future infrastructure projects. This low-carbon footprint fund has introduced a broad portfolio of global assets to our clients and has been designed to meet a growing desire by BC's local governments to invest in a socially-responsible way. In addition, five of MFA's other pooled fund offerings are strictly fossil-fuel free.

ESG consideration and strategies are a core component of all our investment product offerings, but I am just as proud to present further development of MFA's ESG-related reporting which is increasingly important to those investing in MFA bonds. We are expanding the conversation around Environmental, Social, and Governance (ESG) factors which impact the MFA's lines of business as well as the financial health and goals of local governments. In our 2020 annual report, we shared elements of MFA's ESG impact for the first time, a pillar of which was full disclosure of where MFA's borrowings are being invested by our clients by ESG category. We are refining this disclosure model with more detailed "Use of Proceeds" elements and other enhancements and look forward to launching this framework as a resource in the future. In this year's annual report, we have focussed on the 'E' of 'Environmental' factors in 'ESG', and feature case studies where MFA has provided funding to complete infrastructure projects to protect sensitive habitats and update wastewater treatment systems. MFA now

has among the most robust and transparent Use of Proceeds disclosures in the market. Our long-term goal is to help implement enhancements and pooling of the reporting on the benefits or Key Performance Indicators of the infrastructure built from our loans.

Throughout the year and as we continue our trajectory into 2022, I am extremely proud of the hard work and dedication of the MFA team. Our overarching goal continues to be a relentless focus on what is best for our Members and providing the best products, services, and education to our customers in the most effective way possible. Whether it be expanding our presence across local government organizations and associations, enhancing collaborative models, or developing our technology, the MFA is committed to listening to our clients and improving our products and services.

PETER URBANC *Chief Executive Officer*

MFA By The Numbers

We highly value our partnership with MFABC. MFABC offers several low-cost pooled funds which we are able to effectively utilize for our investment needs. These pooled funds are custom tailored to the specific needs of local governments. In addition, MFABC has been very proactive in bringing forward new pooled investment funds to help meet our needs for long-term reserves.

Kevin Hughes, CA, CPA, Manager,
Corporate Financial Planning, City of Kelowna

MFA funds its lending program by tapping into global fixed-income investor demand for high-quality, safe investments. The most universal indicator of borrower quality that these investors look to are credit ratings issued by internationally recognized credit rating agencies.

The MFA is in an exclusive group of global issuers that carry multiple “AAA” ratings – the highest-quality credit rating achievable. Not only does a AAA rating allow our organization to raise funds at low rates, it also gives

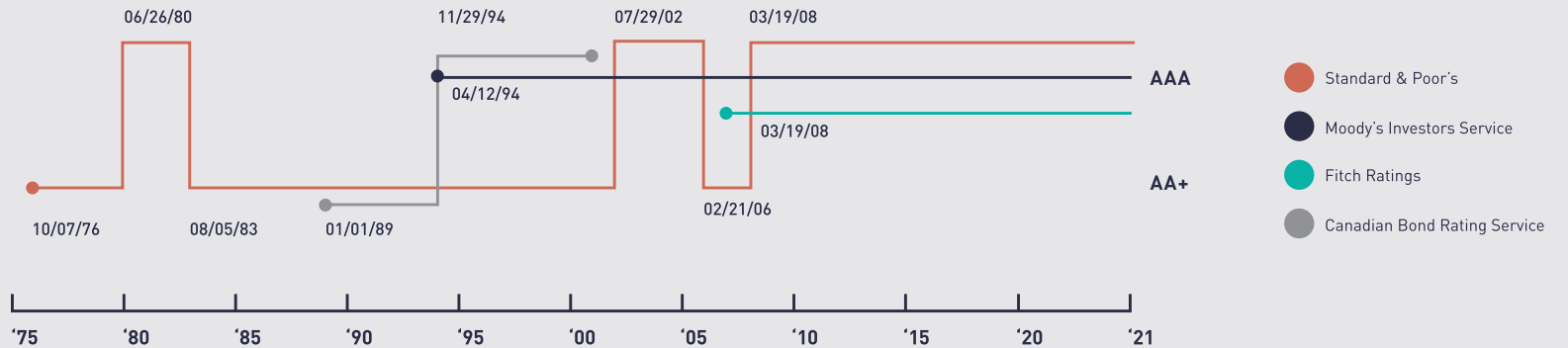
MFA more control and choice with respect to timing, amount, currency, and term of our issuance. The flexibility enabled by our AAA rating status is a critical tool in managing risk, particularly during times of market turmoil. For MFA and other AAA issuers, the capital markets remained open with strong investor demand.

Historically, MFA has never been rated lower than AA+ by a credit rating agency and despite a very challenging 2020/2021, as of early 2022 we remain at the top of all

three rating scales (Standard and Poor’s: AAA; Moody’s: Aaa; and Fitch Ratings: AAA). These ratings are a direct recognition of the collective financial strength and resiliency of the local government system in British Columbia. For over 50 years, the MFA’s leadership team has rightly regarded strong credit ratings as a top priority and will continue to do so well into the future to protect the financial interests of BC local governments.

MFA Credit Ratings Over Time

MFA CREDIT RATINGS OVER TIME



3

NUMBER OF BONDS ISSUED IN 2021

\$1,975,000,000

TOTAL DOLLAR VALUE OF ALL BONDS
ISSUED IN 2021

\$1,975,000,000

LARGEST SINGLE YEAR ISSUANCE [2021]

1.92%

2021 BONDS WEIGHTED AVERAGE INTEREST RATE

\$22,375,000,000

TOTAL DOLLAR VALUE OF ALL BONDS
[ISSUED 1970-2021]

14.00%

HIGHEST EVER
COUPON RATE
[1981]

1.10%

LOWEST EVER
COUPON RATE
[2020]

237,767

LINES OF CODE IN OUR
PROPRIETARY FINANCIAL
MANAGEMENT SYSTEM

**Long-Term and
Short-Term Lending**

Long-Term Lending

as of December 31, 2021

79

NEW LONG-TERM LOANS FUNDED IN 2021

1,587

OUTSTANDING LONG-TERM LOANS

\$5,435,435,039.15

TOTAL OUTSTANDING LONG-TERM LOANS

\$230,723,634

SINGLE LARGEST LONG-TERM LOAN

Short-Term Lending

as of December 31, 2021

202

NEW SHORT-TERM LOANS APPROVED IN 2021

458

OUTSTANDING SHORT-TERM AND
EQUIPMENT FINANCING LOANS

\$182,281,210.78

TOTAL OUTSTANDING SHORT-TERM
AND EQUIPMENT FINANCING LOANS

\$13,000,000

SINGLE LARGEST SHORT-TERM LOAN

Pooled Investment Funds and Pooled High Interest Savings Accounts

as of December 31, 2021

MFA BY THE NUMBERS

\$5,618,000,000

TOTAL ASSETS UNDER MANAGEMENT
IN THE PIF & PHISA

531

TOTAL ACTIVE PIF &
PHISA ACCOUNTS

\$1,019,884,000

TOTAL VALUE OF SUBSCRIPTIONS IN 2021

+ \$1,002,000,000

CHANGE IN ASSETS UNDER MANAGEMENT IN 2021

\$663,368,000

LARGEST SINGLE INVESTMENT
ACCOUNT VALUE

149

TOTAL NUMBER
OF SUBSCRIPTIONS
IN 2021

\$165,000,000

LARGEST SINGLE SUBSCRIPTION IN 2021

\$1,679
million

MONEY
MARKET

\$312
million

GFUS
BOND FUND

\$717
million

BOND
FUND

\$144
million

MORTGAGE
FUND

\$160
million

FFF
BOND FUND

\$957
million

NBC
PHISA

\$663
million

CIBC
PHISA

\$986
million

SCOTIABANK
PHISA

The Value of The MFA Model

We have found the MFA to be responsive to our information requests and helpful in their recommendations. Their expertise and experience with other municipalities and the province makes them a wealth of knowledge adding value to our investment and debt decision making needs.

Corinne Bomben, Chief Financial Officer, Deputy Corporate Administrator, City of Prince Rupert

The MFA's Unique Model

In British Columbia, no local government needs to “go it alone” when it comes to funding infrastructure, short-term bridge financing, or investing important reserves.

Since 1970, the Municipal Finance Authority (“MFABC” or “the MFA”) has been providing tailor-made financial solutions for BC communities and supporting financial excellence in our province in a unique and collaborative way that is a hallmark of how British Columbians achieve big goals.

Who are the Municipal Finance Authority's Clients?

The MFA provides long-term capital financing to all of BC's municipalities*, regional districts, regional hospital districts, ECOMM and CREST. Short-term lending is available to all of these entities, as well as to school districts. Investment options are available to all of the aforementioned, as well as other para-municipal, publicly controlled entities.

Why is it Unique?

In other provinces, and elsewhere in much of the world, municipalities and regional governments must resource

their own borrowing and/or investing activities or participate in a limited Provincial or National program without much insight, choice, or voice. In BC, the Municipal Finance Authority supports all of these functions centrally.

Created over 50 years ago by the MFA Act of the Province of British Columbia, the MFA was designed by, created for, and remains governed by BC Local Governments for the benefit of all our province's communities, regardless of size or location. Thirty-nine Member representatives are appointed from all regional districts each year based on population. From this body, 10 Trustees are elected annually to oversee the activities of the Authority.

MFABC is not profit-seeking, however, any profits it does earn are either kept as capital reserves to bolster the financial strength of the organization or re-invested back into the BC Local Government sector by adding services, reducing costs and lending rates, or by investing in financial education for our clients. This successful model capitalizes on the shared purpose and values of BC's local governments, providing value to all stakeholders:

- Our clients who use and benefit from our programs
- BC residents whose needs are supported and funded by our clients and whose taxes fund our communities
- Investors in our bonds and commercial paper issuance

What Products and Services does the MFA offer?

Long-term lending is funded by the issuance of bonds in the global debt capital markets and may be for terms of 5 to 30 years. Long-term borrowing requests are accepted twice per year and the MFA sells bonds in the capital markets to fund these loans. To achieve the highest possible credit ratings on our bonds and thereby ensure the most stable and lowest-cost funding, the unique MFA model employs several key controls:

- **'Joint and Several' security model** - All municipalities within a regional district guarantee each others' debt. These guarantees have never been required.
- **'Debt Reserve Fund'** - All borrowers contribute a small upfront percentage of each loan to provide additional security and financial supports in the event of a loan default. These deposits, together with any interest earned, are returned to the borrowing Member when the related debt is extinguished. This fund has never been accessed to mitigate a default.
- **Sinking Funds** - An annual principal contribution is collected from all borrowers to create a sinking fund to ultimately pay out the related public market bonds at the end of the term. This fund is invested in high quality securities and reduces the total repayable loan principal for borrowing Members
- **Legislative Controls** - BC local governments are subject to strong legislative controls that limit risk

and exposure for both their own operations and those of the MFA. These include the requirement of balanced budgets, annual completion of audited financial statements, a strict debt limit based on 25% of recurring revenue, regional district borrowing approval, and one of the most transparent public borrowing approval processes in the world. The BC Ministry of Municipal Affairs reviews and certifies all borrowing bylaws and maintains a central database of financial statistics for all BC Local Governments.

- **Direct Taxation Powers** - The MFA has the authority to tax all BC real property without senior-level government approval in the event that the Debt Reserve Fund must be replenished. This power has never needed to be exercised and is a unique feature that is not found with any other public sector infrastructure bank in the world.

Short-term lending is funded by the issuance of commercial paper in the Canadian money markets. These programs offer bridge financing for long-term projects, to meet current expenses when revenue that offsets these costs has not yet been received, or to fund equipment purchases over time. Borrowing rates are extremely low and there are no other fees levied. The MFA completes robust credit analysis on clients' financial positions and maintains close contact with borrowers throughout the terms of the loans.

Pooled Investment options are available for the prudent and effective investment of reserve funds. Allowable investments are dictated by the Local Government Act and Community Charter; however, BC local governments have access to a broader array of options via the MFA's Pooled investment offerings. While local governments in BC can only access the highest quality fixed income instruments directly, our funds include access to unique asset classes including corporately-issued commercial paper, commercial mortgages, equity holdings, and non-Canadian asset classes.

How Does the MFA Create Value for BC Local Governments?

The Municipal Finance Authority of BC is effectively a financial institution for BC Communities. Unlike other financial service providers, our only business is local government finance.

- Centralizing functions to reduce the need for municipalities to hire additional staff, maintain specialized knowledge in-house, source appropriate professional support from banks, brokers, lawyers, or pay higher costs by working alone
- Creating economies of scale by pooling all BC local governments' borrowing needs and deposits to increase bargaining power and reduce costs
- Providing products and services without hidden

fees or embedded commissions, as an unbiased, non-commercial service provider specifically designed to support BC communities

- Offering access to a team of professional, experienced team members with extensive knowledge of the BC local government sector, investing, and financial services
- Funding quality financial education through our support of colleague organizations with opportunities for both municipal staff and elected officials to deepen their financial knowledge and expertise
- Sharing valuable insights and information from our service provider network of organizations and individuals across Canada

The Municipal Finance Authority of BC takes great pride in our long history of service and support to BC's Local Governments. We have funded thousands of infrastructure projects, created opportunities for communities to advance and grow, and upheld the value of BC for more than half a century. As our clients continue to evolve and change, so will the MFA. Our only business is the financial success of our province's communities and people.

** The City of Vancouver does not borrow through the MFA; however, they are still subject to the joint and several guarantee of the Metro Vancouver Regional District on all borrowing within and by the Regional District.*

Investing for BC Local Governments

Shelley and Lauren were a great resource in helping me understand the products and services available through the MFA. They provided one-on-one virtual training and were very knowledgeable in answering all my questions. MFA's team made sure to note they were always available to help with anything our municipality needed. Much appreciated!

Pam Anderson, Director of Finance,
Village of Burns Lake

Investment Challenges, Opportunities, Innovations

Since the financial crisis of 2008, a persistent drop in interest rates coupled with a mix of environmental factors have made investing local government reserves increasingly challenging. This heightened complexity, however, rewards improved and strengthened processes and has resulted in new opportunities. The Municipal Finance Authority has been busy actively navigating this ever changing and complex environment to help local governments with new approaches and tools.

“VUCA”

The continued low-interest rate environment, coupled with market uncertainty due to political, economic, extreme climate events, and Covid-19 concerns has increased the “VUCA” (Volatile-Uncertain-Complex-Ambiguous) nature of the investment world. Inflationary pressures on budgets and investment returns, the widespread implications of asset management and replacement costs, and increased frequency of emergency spending demands are all contributing to pressure on revenues and reserves.

Local Governments are contending with the intricacies and evolving reporting requirements of Public Sector Accounting Board accounting standards for a range of differing investment vehicles, including decisions regarding income recognition, realized and unrealized gains and losses, and the reporting of these holdings at either book or fair market value.

Reporting standards may further evolve to incorporate enhanced data transparency, specifically around climate change impacts, as well as environmental, social, and governance (ESG) matters more broadly. Numerous local governments and other public entities have faced constituent requests to divest from fossil fuel related assets and more than 32 local governments in BC have declared a ‘climate emergency’ or expressed related concerns with similar intent. These factors mean that in addition to ensuring their reserves are invested in legislatively appropriate investment options, municipal finance teams and their councils must also look to accommodate more specific and less straight forward objectives.

Asset managers and financial institutions are responding to an increasing demand for new investment options and introducing a plethora of socially responsible investment (SRI) products in a world where regulators are having difficulty in keeping up with information flow. Greenwashing is increasingly becoming a very real concern. SRI Funds, Green funds, and “Impact GICs”

may purport to invest only in businesses that support ESG goals; however, reporting on these vehicles is not standardized and therefore difficult to assess as accurate or legitimately “impactful”. In many cases, such investments would have been made with or without these labels or the costs associated with this designation.

An already limited universe of direct investment options available to local governments is being compounded by a stated desire for socially responsible investing that often excludes certain asset categories and investment options, creating portfolio concentration risks. In BC, this most often means increasing concentration in financial institution deposits. In particular, Credit Union deposits are both viewed to be socially minded and representing limited credit risk due to deposit insurance schemes that are widely misunderstood.

Institutional Investor Status

Local Governments are considered “institutional investors”. This designation is applied to organizations with in-house investment knowledge and expertise, organizations that trade securities in larger quantities, and/or that invest money on behalf of other people. These entities may qualify for preferential treatment and lower fees, but because they are considered sophisticated, knowledgeable investors who are therefore less likely to make uneducated investments, they are subject to fewer protective regulatory measures.

“

Sound investment policy is a touchstone that helps to guide and explain investment choices.

”

The public purpose of investing municipal reserves requires added diligence and brings heightened scrutiny to investment choices. The planning of appropriate investment timelines, the imperative for financial diversification, and the discernment required with regards to what entities and individuals to partner with for fiscal success mean added work for finance teams. Skill sets and resources available and allocated towards investment disciplines vary among local government finance teams which leads to a variety of approaches to investing. For example, the credit process may be more or less robust, and some smaller local governments do not have access to all the tools necessary to investigate and minimize fees and commissions that are levied by brokers. The large nature of the investments and deposits made by BC's local governments mean that they are valued and sought after as clients, yet the means and investment expertise any given local government possesses to make informed decisions varies significantly.

Opportunities

Despite new complexities and constraints, there are also opportunities to improve local government investment systems and practices, and earn prudent, well-reasoned earnings from municipal deposits.

Completing a review of relevant financial timelines and developing longer term cash flow forecasts is not only useful for budgeting purposes and project planning.

Determining time horizons for when invested reserves will need to be drawn results in optimizing these funds and matching them to suitable investment vehicles. Re-evaluating these choices annually ensures that upcoming financial obligations continue to be most efficiently invested and further creates an opportunity to 'dollar-cost-average' transitions from one investment choice to the next.

The development of clear and comprehensive investment policies that meet best practice standards for public entities ensures that investments are made according to plans, within constraints, and encompass all suitability factors for the organization. These policies support staff and council or board members in understanding their goals, limits, and roles in respect of this most significant municipal issue. Sound investment policy is a touchstone that helps to guide and explain investment choices.

Newly available asset classes and ESG, fossil-fuel-free, or other 'carbon-light' focused investment options allow for enhanced diversification and greater fine-tuning of time horizons, risk tolerance, and investment objectives for both the community and its constituents. Skilled research is needed when pursuing any new tactic for reserve management; however, these new tools may provide for greater connection to big-picture community goals.

MFA Investment Options and Innovations

In 1989, the Municipal Finance Authority of BC launched its first two pooled investment funds. The MFA recognized that in addition to providing long-term infrastructure lending and short-term lending for bridge financing and equipment purchases, our local government clients were looking for opportunities to invest their reserves securely and with greater diversification. The Province of BC amended the MFA Act to allow investing via these professionally managed funds as the MFA is an entity designed with BC local governments' best interests in mind. The list of legislatively appropriate investments was expanded to include MFA Pooled Investment Funds.

These programs have been greatly expanded in the last five years to help our clients meet the increased challenges of investing. Our six pooled funds and three pooled high interest savings accounts are professionally managed, objectively benchmarked, provided by large, secure financial services organizations, and are suitable for our institutional local government investors. There are no hidden fees or commissions in our low-cost and best-in-class investment options. A variety of time horizons and investing goals may be met through these products:

- Pooled High Interest Savings Accounts (PHISAs)
 - CIBC
 - National Bank
 - Scotiabank

- Money Market Fund
- Government-focused Ultra short-term Bond Fund
- Short Term Bond Fund
- Mortgage Fund
- Fossil Fuel Free Short-term Bond Fund
- Diversified Multi-Asset Class Fund

To our original short- and long-term options of the Money Market Fund and Short-Term Bond Fund, we added the PHISAs (2014), the Mortgage Fund (2020), the Fossil Fuel-Free Short-term Bond Fund (2020), the Ultra Short-Government-Focused Bond Fund (2020), and launching in early 2022, the Diversified Multi-Asset Class Fund. These new funds brought asset classes only available to BC Local Governments through the MFA (commercial mortgages, equity investments, global investments) added diversification, and new options to consider that address community goals such as fossil-fuel free or carbon-light options.

In 2019 the MFA created the "Pooled Fund Advisory Committee" with a group of active and skilled local government investment leaders to further understand our client's needs and questions around successful reserve investment. Our organization has added additional team members with institutional investment training and experience and is actively adding technology supports for a growing focus on well-invested reserves.

As a non-commercial service provider, we have assisted our clients in expanding their understanding of investment finance by providing education via quarterly GFOABC webinars, access to professional fund advisors at Phillips, Hager & North, assistance with vendor-neutral investment policy templates, and unbiased credit review insights. The MFA team is always available to speak to staff and/or board and council to provide impartial information that is not tied to commercial profit.

We are here to support our communities in navigating the complexities of investing and reporting. The MFA continues to augment our impact as a not-for-profit local government financial provider and assist our clients in capitalizing on both constraints and opportunities in a principled and professional manner. The MFA's ONLY business is the financial success of BC local governments and our Province's communities and their constituents.

ESG Factors and the MFA

We would like to applaud the MFA for its continued support for both our financing and investing needs. The expertise and guidance we received this past year when exploring Fossil Fuel Free investment options was insightful and greatly appreciated.

Dan Bailey, Manager, Accounting Services,
City of Nanaimo

Environmental, Social, and Governance Issues – An Update

The Municipal Finance Authority of BC’s (MFABC) mandate is to provide centralized, low-cost financial solutions designed specifically for BC’s local governments. As a financial service provider, we pay close attention to the ongoing needs of our clients, changes to the risk landscape for ourselves and our communities, and the emerging demands of our investors. We continue to move forward with increased reporting and transparency around these issues of paramount importance to us all.

A Year of ESG

In the summer of 2021, the Intergovernmental Panel on Climate Change (IPCC), the United Nations (UN) body for assessing the science related to climate change, released its report which clearly demonstrated that human-induced climate change is already affecting weather and creating climate extremes in every region across the globe. In the fall, the 26th UN Climate Change Conference of the Parties (COP26), concluded with the finalization of the Paris Agreement treaty through the Glasgow Climate Pact, signed by all 200 attendee nations,

to limit global warming to 1.5 degrees Celsius. In British Columbia, we saw these impacts firsthand as drought conditions gave way to wide-ranging forest fires to be followed by an atmospheric river that provoked record floods. Social and Governance issues continued to make headlines, with issues of race, religion, and the residential school system that long existed in Canada. Equality, diversity, and inclusion became frequent topics in our governments and around corporate strategic planning sessions.

Taking Action

For these reasons, focusing on sustainable growth and improvement has become much more relevant to our communities, our clients, and our businesses. These concerns and constraints can also lead to new opportunities and enhanced resilience for both local governments and investor portfolios. The Province of BC unveiled its Clean BC: Roadmap 2030 plan with continent-leading new measures and a pledge to reach net zero by 2050. Local governments are uniquely placed to make an impact on these goals.

In 2020, MFABC outlined our own commitment to taking action in four main areas:

1. Augmenting long-term loan and related bond issuance
ESG-related data collection, classification, and reporting around the projects the bonds support
2. Reviewing our investment products to increase

information on ESG factors, and adding additional investment products for clients seeking options that meet their ESG-related investment plans

3. Reviewing and reporting on our own in-house sustainability
4. Thought leadership, education, and collaboration with the BC local government sector to promote standardized definitions, reporting, and the collection of ESG-related data

As we return to more normal working conditions, in 2022 we will review our own operational ‘footprint’ and practices with an ESG lens.

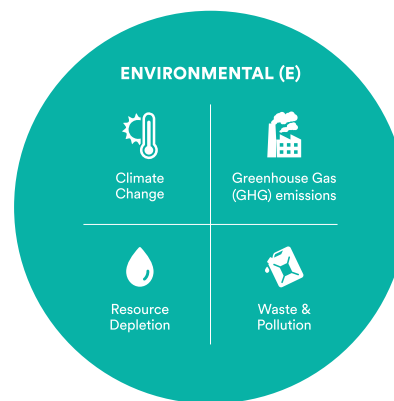
In the past two years, MFABC brought several innovative new options to our investment product lineup that reflect a growing demand for ESG-related or Socially Responsible alternatives. We now offer several products that meet the needs of local governments who have strict fossil-fuel-free (FFF) investment requirements: three pooled high interest account offerings, an ultra-short government focussed bond fund, and a fossil fuel free bond fund. Our new Diversified Multi-Asset Class Fund introduced in early 2022 is a ‘carbon-light’ socially responsible fund. Additional offerings are continuously considered for introduction. Our policy is to apply an ESG lens in selecting any external asset manager for MFABC pooled funds, with a strict policy to only engage with UNPRI Signatories.

In general, MFABC issues bonds to fund BC local government long-term infrastructure borrowing twice annually. This aggregation results in lower costs and the concentration of needed market expertise in one centralized entity. The projects MFABC funds are not single purpose nor homogeneous. We serve all of our clients' infrastructure borrowing regardless of their location, size, or the specific project being funded. By the very nature of the mandate of local governments, however, we assert that all projects we fund can be considered as social or green (or both) in nature – such as providing new services like recreation centres, adding enhanced water treatment facilities, or upgrading to solar street lighting. Segregating our borrowing needs and issuing a narrowly-focused “Green” or “Social” Bond would raise the cost to our community clients, reduce liquidity of our bond portfolio, create more complexity, and require more staff time. Our approach has therefore been to aggregate our borrowing needs as much as possible.

During 2021, our team completed significant review of all areas of the ‘sustainable bond’ space in the markets, including data collection, reporting standards, various ESG-related bond labels, and spent considerable time evaluating the nature of investor needs served by all these elements. It is becoming apparent for most market participants that the social finance space will only truly become valuable as a tool to help address our significant societal, social, and environmental challenges if stan-

dardization of ESG-related disclosures occurs. Until standardization happens, many investors have asked us to focus on augmenting our “Use of Proceeds” disclosures.

We developed a methodology and mapping tool, consistent with International Capital Market Association (ICMA)



ENVIRONMENTAL ISSUES stewardship of our natural environment

- Climate change
- Water use
- Sustainable land use
- Fracking
- Methane
- Plastics
- Animal agriculture
- Waste and pollution
- Resource depletion/observation
- Greenhouse gas emissions
- Deforestation
- Compliance with environmental regulations

principles, for ESG Use of Proceeds data collection and reporting. Prior to each of our bond issues, we can now map a complete account of our Use of Proceeds to the 17 UN Sustainable Development Goals (SDGs) as well as Social Bond Principles and/or Green Bond Principles. This inaugural tool was published in our 2020 50th Anniversary Annual Report along with our initial overview of how our 2020 long-term lending linked to the UNSDGs. In 2021, we enhanced our Use of Proceeds reporting to not only include disclosures in aggregate, but also on a more detailed, loan-by-loan basis, so that investors can see the mapping for themselves ahead of any new bond issue. After reviewing our mapping process and related reporting, Bloomberg began tagging MFABC bonds in 2021 as Sustainability Bonds in their database based on the comprehensiveness of our Use of Proceeds reporting.

MFABC's Use of Proceeds reporting is enshrined in legislation

It is important to note that MFABC does not issue bonds to create a pool of available capital to later on-lend, but rather issues bonds on a “back-to-back” basis to directly fund specific infrastructure projects or pools of projects. There is no delay in providing funds to our Members once our bonds are issued. Prior to being funded, these loan requests are vetted through one of the most robust and transparent approval systems in the world. By legislation, funds are borrowed for a specific purpose and time, and these requests are vetted at the local, regional district, and provincial Ministry levels,

before final review and approval by the MFABC team and our Trustees and Members. In other words, all our capital market borrowing can be associated with specific projects, that allocation is pre-defined and investors can be confident their funds will be used to support those projects.

The Community Charter lays out the statutory authorities granted to all local governments that borrow from MFABC. Section 190 of the Charter outlines the only purposes for which borrowed money may be used by law. Section 1 speaks to Borrowed monies that “must not be used for a purpose other than that specified in the bylaw or agreement authorizing the borrowing”. As clearly codified in this law, MFABC’s disclosures regarding Use of Proceeds and our mapping to UN SDGs are all related to specific infrastructure projects (or a series of projects within a given ESG category) that have been set by bylaw. In most circumstances, projects have already started before MFABC disburses funds and the related borrowing is used to finish said projects or to pay out short-term borrowing for those specific projects. In some rare instances, a local government may borrow more than is needed to complete the project. In this unusual eventuality, investors can take comfort in the fact that section 190 limits what can be done with this excess borrowing to: paying back MFABC, retire, purchase, or cancel debentures issued for that purpose, or to invest in a temporary reserve fund which must be spent on a similar service. i.e. if funds were originally borrowed for sewer replacement, they must be retained for future similar capital-related expenditures.

A Roadmap for KPI Reporting

The particular challenges faced by MFABC with respect to reporting back to investors on ESG-related Key Performance Indicators (KPIs), is due to varying resources and capacity within local governments to report, as well as the wide range of potential projects that we fund. The existing system of approvals does not currently

incorporate ESG factors and there is currently no requirement for this type of reporting when bylaws are submitted to the Province. A lack of standardization for sustainability frameworks and the abundance of approaches to ESG disclosure and measurement increases this complexity, making our desire to share more information with stakeholders more challenging.

To mitigate this constraint, MFABC has committed to partnering with some of our largest Members and other BC agencies to become a conduit and resource center to help standardize reporting on KPIs and other ESG-related matters for all of BC’s local governments, large and small. As investors’ needs evolve and standardization occurs, we will inform our Members on best practices and data collection that will be critical in furthering the usefulness of social finance. This will, of course, take time, but we are committed to doing all we can. We will be announcing more about this initiative in 2022 and look forward to comments and feedback from all stakeholders.



SOCIAL ISSUES treatment of people and impact on societal issues

- Human rights, labour standards, working conditions, including child labour and slavery
- Community support
- Diversity and representation
- Health and safety
- Consumer protection
- Animal welfare
- Employee relations
- Poverty
- Conflict zones

Sustainability Bond Framework

Our Use of Proceeds disclosures and approach has been very well received and regarded by the investment community, many of whom are incorporating MFABC’s bonds into SRI portfolios. However, some investors do not yet possess the internal capacity to do their own ESG analysis and/or prefer the comfort provided by a vetted “Framework”. As such, in 2022 we will be formulating and disclosing a Sustainability Bond Framework in

alignment with the ICMA Sustainability Bond Guidelines (2021). This framework will be a natural extension of our current approach introduced last year, outline in a more detailed fashion our existing legislated and internal processes for selecting projects, management of proceeds practices, and Use of Proceeds mapping. We will also create a formal plan to enhance KPI reporting. Over time, MFABC's goal is to enhance and begin aggregating follow-up reporting by BC's local governments on the success of projects we have funded, centred on the most relevant and descriptive key performance indicators (KPIs) that illustrate their sustainability impact and furthering of the UNSDGs.

We should note that beginning in 2022, we have formally added several ESG elements to our internal governance of loan approvals and credit analysis which is the responsibility of our Business Committee. The Business Committee is now becoming our Business and Sustainability Committee and is comprised of the leadership of our three functional areas including loan origination, accounting, and technology and strategic planning. The added responsibility for that Committee will include a formal review of the mapping of our loans proceeds as well as developing an ESG lens that incorporates ESG-related risk data into our loan and portfolio credit analysis functions.

An Optimistic Future

In addition to continued work with investors on

ESG-related topics, the MFABC team has been actively meeting with our largest Members, various Provincial ministries, and other stakeholders to map out an effective approach to ESG reporting that can best meet the needs of BC's businesses and residents who are increasingly focused on tracking progress towards ESG goals.



GOVERNANCE ISSUES organizational controls and oversight

- Internal controls
- Accounting practices and audits
- Executive compensation
- Corruption
- Board diversity and structure, director nominations
- Cybersecurity
- Management structure
- Employee relations
- Donations and political lobbying

Our CEO, Peter Urbanc, sits on the Canadian Bond Investors Association (CBIA) ESG Committee and has connected with the Canadian Urban Sustainability Practitioners (CUSP) Network and others to discuss many issues including recommendations from the Task Force on Climate-Related Financial Disclosures. We have reviewed the current data collection and reporting done by entities such as the CDP, a not-for-profit that runs a global disclosure system for investors, companies, cities, states, and regions to manage their environmental impacts. We are intently focused on how we can best leverage outside resources to collect and share standardized data on our clients' infrastructure projects and simplify reporting to their constituents, as well as to our investors.

We are committed to working with our clients and partners, the Province of BC, investors, and industry leaders in sustainability disclosure to enhance reporting, standardize measurement, and improve disclosures of BC local government projects. We will continue to innovate around investment products that offer clear ESG benefits to help our clients invest their reserves and we will expand our review of our own ESG stance. MFABC has demonstrated that through centralizing financial functionality, concentrating expertise, funding quality financial education, and working collaboratively, we can deliver excellent products and services to all stakeholders. Our organization continues to bring people together to solve problems and reduce risks in BC.

Internationally Recognized ESG Categories

The MFA has developed an ESG mapping approach which endeavours to provide Environmental, Social, and Governance disclosure by which investors, bond market participants, and other interested stakeholders can better understand how proceeds from our funding program are used. We view each of our bonds as a ‘sustainable bond’, used to support and advance various ESG initiatives throughout the province.

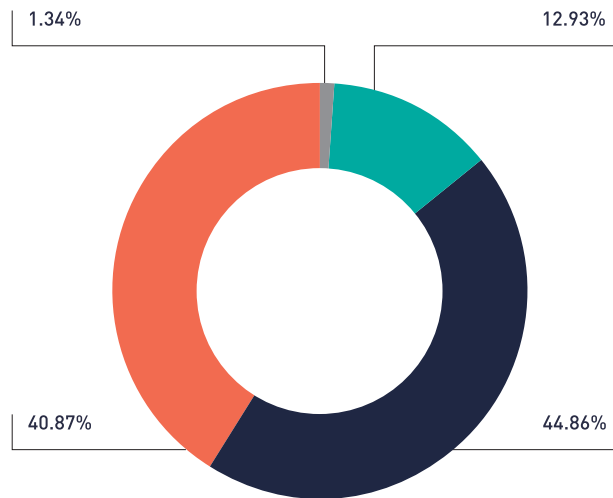
Using our new ESG mapping approach, the MFA aims to provide stakeholders with insight into how the capital projects we fund align to not only specific UN Sustainable Development Goals but also recognized Green Bond Principles and Social Bond Principles. These principles have been used to help guide our project mapping approach but should not be construed as a formal framework where explicit impacts are measured at this time. We encourage stakeholders to reach out and dialogue with us as we continue to improve our ESG approach and disclosures.



The MFA 'Purpose of Borrowing' may align with and benefit multiple UN SDG goals. For practicality, we have chosen to map each project to its primary objective, where we believe the project will have the most significant impact.

UN SDG Alignment	Green Bond Principles	Social Bond Principles	MFA Purpose of Borrowing	Project Examples In This Category
3 GOOD HEALTH & WELLBEING	-	Access to Essential Services	Health/Social Services	Hospitals, hospital equipment, day cares
6 CLEAN WATER & SANITATION	Sustainable Water & Wastewater Management	Affordable Basic Infrastructure	Water	Water treatment, distribution, storage, water metering
	Sustainable Water & Wastewater Management	Affordable Basic Infrastructure	Sewer/Drainage	Sewage treatment, distribution, storage, storm drainage systems, dikes, flood protection
7 AFFORDABLE & CLEAN ENERGY	Energy Efficiency	Affordable Basic Infrastructure	Renewable Energy Systems	Solar, hydro electric, heat recapture, energy efficiency retrofits
	Renewable Energy	Affordable Basic Infrastructure	Renewable Energy Systems	Solar, hydro electric, heat recapture, energy efficiency retrofits
11 SUSTAINABLE CITIES & COMMUNITIES	Clean Transportation	Affordable Basic Infrastructure	Transportation/Transit	Airports, public transit, cycling and walking infrastructure
	-	Affordable Basic Infrastructure	Roads	Paving, new roads, road safety improvements, bridges, interchanges, street lighting
	Green Buildings	Affordable Basic Infrastructure	Public Safety	Public safety buildings, fire halls, fire trucks
	Green Buildings	Affordable Basic Infrastructure	Local Government Land & Buildings	Land acquisition, City hall, public works buildings, animal shelters, other Local Government owned facilities
		Affordable Basic Infrastructure	Communications Utilities	Fibre optic network, TV rebroadcasting, phone network
	Green Buildings	Affordable Basic Infrastructure	Parks/Recreation/Culture	Parkland, park improvements, recreational facilities, libraries, community halls, theaters, museums
	Environmentally sustainable management of natural resources and land use	Affordable Basic Infrastructure	Parks/Recreation/Culture	Parkland, park improvements, recreational facilities, libraries, community halls, theaters, museums
	-	Affordable Basic Infrastructure	Other	Cemetery improvements, cruise ship dock
Green Buildings	Affordable Housing	Affordable Housing	Social/supportive housing	
12 RESPONSIBLE CONSUMPTION & PRODUCTION	Pollution Prevention & Control	-	Solid Waste Management/Recycling	Landfills, landfill closure, recycling facilities, composting facilities, vehicles for these purposes
13 CLIMATE ACTION	Climate Change Adaptation	-	Environmental Conservation/Remediation	Brownfield remediation, habitat restoration
14 LIFE BELOW WATER	Terrestrial & Aquatic Biodiversity Conservation	-	Environmental Conservation/Remediation	Brownfield remediation, habitat restoration
15 LIFE ON LAND	Terrestrial & Aquatic Biodiversity Conservation	-	Environmental Conservation/Remediation	Brownfield remediation, habitat restoration

Total 2021 Debt Issuance by UN Sustainable Development Goal



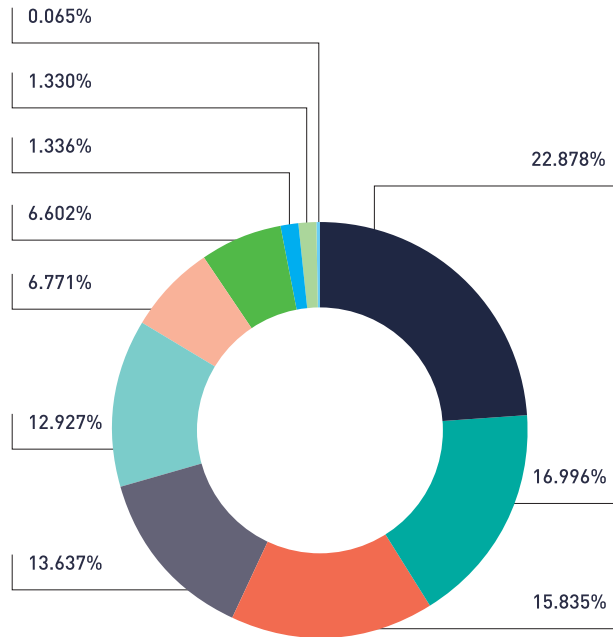
Total 2021 Debt Issuance by UN Sustainable Development Goal

3 - Good Health & Wellbeing	\$	257,898,126
6 - Clean Water & Sanitation		815,443,109
11 - Sustainable Cities & Communities		894,950,154
12 - Responsible Consumption & Production		26,644,910
15 - Life on Land		63,701
	\$	<u>1,995,000,000*</u>

* includes \$20,000,000 in flow through Federation of Canadian Municipalities loans



Total 2021 Debt Issuance by Borrowing Purpose



Total 2021 Debt Issuance by Borrowing Purpose

Sewer/Drainage	\$	476,364,221
Water		339,078,888
Parks/Recreation/Culture		315,910,037
Transportation/Transit		272,048,491
Health/Social Services		257,898,126
Public Safety		135,080,632
Local Government Land & Buildings		131,700,004
Solid Waste Management/Recycling		26,644,910
Roads		26,540,683
Other		12,925,558
Communications Utilities		744,749
Environmental Conservation/Remediation		63,701
	\$	1,995,000,000*

* includes \$20,000,000 in flow through Federation of Canadian Municipalities loans



ESG Case Studies

2021 continued to be a challenging year for many organizations, including those from the local government sector. In addition to the many small or rural local governments who typically have limited financial resources, we heard from many others whose organizations are facing new financial pressures and/or training budget cuts this year. Your generous support has been instrumental in helping to reduce the financial strain for 72 participants and ensuring they had the opportunity to connect and learn together as a community.

Nancy Taylor, Former Executive Director,
Local Government Management Association of BC

Regional Infrastructure Project Highlights



Project: Port Alberni Treatment Lagoon Upgrades Project
Borrower: City of Port Alberni



Project: The Comox Valley Water Treatment Project
Borrower: Comox Valley Regional District



Project: P25 System Upgrade (Emergency Transmitters and Receivers)
Borrower: Capital Region Emergency Service Telecommunications, Inc

CASE STUDY ONE

Comox Valley Water Treatment Project

The CVRD respectfully acknowledges that the new water treatment system is constructed on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The Comox Valley Water Treatment Project, completed in September 2021, is the largest capital project undertaken by the Comox Valley Regional District (CVRD) and turns the page on a critical need in the community. This critical infrastructure upgrade was required for the community today and into the future. The former Comox Valley Water System provided drinking water to residents in Courtenay, Comox and surrounding areas but did not meet provincial guidelines because it relied on only one level of treatment to remove the risks of viruses and bacteria in the community's drinking water. This led to recurrent boil-water notices, as the one treatment level could not ensure high enough standards during incidents of turbidity. The history of water quality issues in the Comox Valley dates back to before 2005, when Island Health (then VIHA) ordered the CVRD to complete a Watershed Risk Assessment, which identified major risks to the Comox Lake water source.

The new treatment plant meets provincial health standards and uses three treatment processes: filtration, UV disinfection, and chlorination.

Protecting drinking water requires two important steps: treating the water and protecting the source. The CVRD Watershed Protection Plan recognizes that high-quality drinking water is produced by a healthy ecosystem.

This plan outlines and considers watershed protection actions specific to the Comox Lake Watershed.

The area of land that drains into Comox Lake is approximately 461 square kilometres. Balancing interests such as private ownership, active logging, recreation and hydroelectric power generation, while sustaining critical fish and wildlife habitat, provides challenges for watershed management. Other landowners within the watershed include the Village of Cumberland (Perseverance Creek sub-basin, Cumberland Lake Park), Comox Lake Land Corporation (cabin owners at east end of lake), the Comox Valley Regional District (Coal Beach), the Courtenay and District Fish and Game Society and BC Parks (Strathcona Park and Comox Lake Bluffs Ecological Reserve).

Operational in 2021, the \$126-million system was constructed on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.



Relevant Standards of this Project

Sustainability Standards

The operations centre of the water treatment plant is designed to LEED Gold standards; however, it is not certified. Sustainable design strategies were also promoted and incorporated in the design, including looking for ways to use building materials with high recycled content or products that are manufactured regionally.

Innovative Design

An underground pump station at Comox Lake minimizes visual and noise impacts on the surrounding environment.

The new system will deliver three main benefits:



1. It will eliminate the need for turbidity-related boil water notices
2. It will remove the risk of viruses and bacteria in our drinking water
3. It will provide a secure supply of reliable, high-quality drinking water for decades to come.

QUICK FACT:

The Comox Valley Water System provides drinking water to approximately 50,000 residents in Courtenay, Comox and surrounding areas.

Sustainability Goals

The project outcomes support the following UN Sustainable Development Goals:



This is ... a great achievement for everyone involved. The new treatment plant will help protect the health of our community and ensure a consistent supply of a critical resource. ...[I] am happy to say people on this beautiful part of Vancouver Island will now have a water system they can depend on, and one that will serve them for generations to come.

Ronna-Rae Leonard, Member of the Legislative Assembly for Courtenay-Comox on behalf of the former Minister of Municipal Affairs



A Project To Be Proud Of

Successful Construction

The CVRD’s largest infrastructure project undertaken to date was completed on time, and on budget, despite the enormous challenge of a global pandemic. This success is thanks to strong leadership by the project team at CVRD and AECON Water Infrastructure and the hard work of many on the construction site.



Community Benefits

A new parking lot and trail access next to the water treatment plant has been completed for the community, and partnership with the Courtenay and District Fish and Game Association will provide them with water and access for a new hatchery project.



Partnership

This project provided an opportunity for the CVRD and the K’ómoks First Nation to work collaboratively with Island Health, BC Hydro, and other stakeholders for the greater good of the community.



Community Employment Benefits

Goals for employment opportunities for First Nations people, apprentices and others were far exceeded by the project contractor AECON Water Infrastructure.

AECON Water Infrastructure, the project’s contractor, was required to meet a number of community employment benefits, creating opportunities for Indigenous Peoples, apprentices and under-represented populations. All three of these have been far surpassed—at least doubled and in some cases tripled.

	Commitment (hours)	Actual (hours)
Indigenous Peoples	10,000	19,998
Apprentices	15,000	35,872
Under-represented Populations	10,000	37,128

Project Budget: \$126 million

The project was funded through a combination of grants from federal and provincial governments, reserve funds and borrowing.

GOVERNMENT OF CANADA
GOVERNMENT OF BC
COMOX VALLEY REGIONAL DISTRICT
MUNICIPAL FINANCE AUTHORITY OF BC

Additional Funding

Funding for the project included over \$62 million in federal and provincial grants to assist in construction of the new system and future connecting infrastructure.

Partnering with K’ómoks First Nation:

A second project, announced in September 2018, will also benefit from the federal grant. The Water Service (South) Extension Project will service K’ómoks First Nation (KFN) lands to the south of Royston. Funding for the project will be provided by KFN and other potential users of the future system. The KFN and the CVRD signed a Mutual Benefit Agreement on September 28, 2018, confirming cooperation and collaboration in the management of water resources in the region. In the signing of this agreement, KFN has stated its support of the Comox Valley Water Treatment Project and the CVRD’s water license application.

Comox Valley residents and the CVRD have a lot to be proud of with this sophisticated treatment plant. This is a significant step and investment in protecting individual and population health.

Charmaine Enns, Medical Health Officer for Comox Valley, Strathcona, North Island

The average cost to Comox Valley Water System users is estimated at \$86 per household, per year, over a maximum of 25 years.



Online Resources Links

- ▶ [Comox Valley Regional District](#)
- ▶ [Project Backgrounder](#)
- ▶ [K’ómoks First Nation](#)
- ▶ [Project Gallery](#)
- ▶ [Comox Lake Watershed Protection Plan](#)

The MFA thanks the CVRD staff team for providing information presented in this case study.

CASE STUDY TWO

Port Alberni Treatment Lagoon Upgrades Project

The City of Port Alberni boundary lies within the traditional territories of the Hupacasath and Tseshah First Nations. The City is proud to partner with both Nations through service agreements, recreational programming, and other social, economic, cultural and environmental initiatives.

In 2003 the City of Port Alberni, in consultation with technical and community stakeholders, identified that the most cost-effective way to meet the City's wastewater treatment needs was to purchase and re-purpose the Catalyst paper mill's effluent lagoons that had become surplus to the needs of Catalyst. In 2018, construction on the newly acquired lagoons began. While the City's long-serving wastewater treatment plant and lagoon has performed well since the 1950s, upgrades to the plant were required to support the community's future needs and meet the new Federal and Provincial Treatment regulations.

The upgrades to the City's wastewater treatment plant are being carried out in four phases. Construction of the current contract was recently completed albeit delayed due to the COVID-19 pandemic and other global impacts.

The City of Port Alberni engaged Associated Engineering (AE) to design an upgrade/expansion to its wastewater treatment system. Key additions include screening and UV disinfection, a new pump station coupled with a new 800m pipeline into the Somass Estuary. Retrofitting of these larger capacity lagoons enabled the City to meet new provincial and federal regulations, in a manner that met sustainability objectives, such as minimizing environmental and land disturbance arising from new construction.



Relevant Standards of this Project

Innovative Design For Protection of Salmon

In order to provide enhanced protection to the fishery, especially during the late summer when salmon congregate in the Alberni Inlet, Associated Engineering (AE) designed a unique adaptive management discharge solution for protection of the salmon fishery:

- Instead of discharge of treated effluent at depth where returning salmon congregate waiting for lower temperatures in the Somass River to begin their migration (but otherwise in accordance with BC regulations), AE received permission for a discharge nearer to the surface.
- Another feature of the discharge system is that it will operate only during an ebb tide, when surface waters are moving out of the Somass River, through the estuary and into Alberni Inlet. The falling tide provides optimal conditions for dispersion of the treated effluent in the receiving environment.
- During the late summer/early fall, the system is designed to provide even more mitigation for protection of salmon. During low river flow/high water temperature conditions, or if salmon are being stressed by low dissolved oxygen conditions, the City can store treated effluent in the lagoon for up to two weeks.



Sustainability Goals

The project outcomes support the following UN Sustainable Development Goals:



Archaeological Investigations and Design Inputs

Because the project is located in the traditional territories of the Tseshaht and Hupacasath First Nations, great care was taken to respect the cultural heritages of local First Nations. Archaeological investigations were undertaken along the outfall alignment, including in the tidal foreshore areas. Significant artifacts were encountered and carefully collected and documented throughout these explorations and construction.





The Importance of the Somass River Fishery & Collaboration with First Nations

Discussions with local First Nations and stakeholders of the Somass Estuary underscored the importance of the Somass River fishery, which has been significantly impacted by the cumulative impacts of industry, changes in the watershed, climate change and inherent features of the estuary that lead to periodic episodes of low dissolved oxygen.

Consultation with local First Nations over a period of several years provided the project team with significant insights into the impacts of the City's existing lagoon discharge:

- First Nation fishers reported that gillnets used in shallower waters adjacent to the City's existing lagoon discharge were frequently fouled with black organics, likely due to localized nutrient enrichment.
- Although eager for implementation of the new discharge system and improvement to the local environment, fishers were concerned with the potential for their gill nets to become entangled with the new discharge ports. Together the technical team and First Nations fishers designed guards that fit over the discharge ports allowing the nets to pass without becoming snagged.

When complete, the upgraded plant will:

- Improve effluent quality (treated wastewater discharge)
- Provide enhanced environmental protection
- Increase operational capacity
- Meet the current Canadian wastewater treatment standards

Upgrading the Wastewater Treatment Plant is an important and necessary step in the City's continuing efforts to improve the quality of life in Port Alberni while at the same time lessening our impacts on the surrounding environment. When considered together with the City's ongoing storm and wastewater separation projects, the newly upgraded Wastewater Treatment Plant will have a significant positive effect on the health of the Alberni Harbour, Somass Estuary and neighbouring waterways.

Tim Pley, Former CAO, City of Port Alberni

Project Budget: \$41 million

The project was funded through a combination of grants from federal and provincial governments, reserve funds and borrowing.

FEDERAL GAS TAX AGREEMENT GENERAL STRATEGIC PRIORITIES FUND (GSPF)

FEDERAL CLEAN WATER AND WASTEWATER FUND (CCWF)

PORT ALBERNI SEWER INFRASTRUCTURE RESERVE FUND (SIRF)

MUNICIPAL FINANCE AUTHORITY OF BC

“A Commitment to the Community”

The City of Port Alberni is committed to minimizing the impacts of this project on the community, neighbouring First Nations and regional areas, the environment, and to working closely with key stakeholders throughout the project.

As part of their commitment, the City of Port Alberni is:

- Following rigorous permitting and approval processes at all levels of government;
- Working with local First Nations and other government agencies to identify potential project impacts and determine possible mitigation measures; and
- Following a rigorous environmental monitoring program to ensure construction does not negatively impact fish, wildlife and the surrounding estuary or the neighbouring Somass River.



Online Resources Links

- ▶ [City of Port Alberni](#)
- ▶ [Project Backgrounder](#)

The MFA thanks the City of Port Alberni team for providing information presented in this case study.

CASE STUDY THREE

CREST P25 System Upgrade

CREST provides emergency radio communications for 50 emergency response and public service agencies throughout the CRD, an area that spans the Territories of the Coast and Strait Salish and Nuuchahnulth peoples. In the delivery of critical public safety services to all citizens, CREST's Board of Directors proudly recognize the First Nations governments across this region the -Ləkʷəŋən (Songhees) and Xwsepsum (Esquimalt) Nations in the core area, the WSÁNEĆ Nations (WJOLELP (Tsartlip), BOKEĆEN (Pauquachin), STÁUTW.(Tsawout) WSIKEM (Tseycum)) out on the Saanich Peninsula and Gulf Islands, and to the west Sc'ianew (Beecher Bay), T'Sou-ke, - Pacheedaht, MÁLEXEL (Malahat) and Pune'łaxutth' (Penelekut) Nations.

Capital Region Emergency Service Telecommunications (CREST) provides and maintains emergency communications equipment and infrastructure for more than 50 first responder and public service agencies throughout the Capital Region. This includes fire departments, police departments and ambulance services. Over 6 million calls per year go through the system, or one call every four seconds.

CREST's public safety telecommunications network strengthens the safety of our emergency responders and the citizens they serve and protect, and allows our unique island region to be self-reliant in the event of a natural disaster. CREST was formed in 2001 and its radio communications network has been operational since 2003. In 2020, CREST completed the Capital Region's 4-year \$24.5 million technology upgrade to a P25 North American standard of public safety excellence, moving the system and the region's emergency responders and public service agencies onto a fully digital platform that meets world standards for public safety.

The CREST approach allows all of the region's primary emergency response agencies to use the same system, the same technology and the same world-class standard of communication. This 'one-system' approach is the ideal model in which to address public safety from an emergency communications perspective. It allows

for interoperability, reliability and efficiency of communications among all responding agencies. CREST also provides both online and instructor-led training to users of the P25 system and maintains the significant technology infrastructure of the system. This 'next generation' P25 system represents a suite of standards for digital radio communications used by federal, provincial/state and local emergency response agencies across North America. It is considered a world standard.

CREST's P25 network was phased in across the Capital Region ensuring uninterrupted service and allowing for vital testing and training time. The new digital CREST network is meeting and exceeding expectations of CREST user agencies when they need it most. The seamless cut-over and optimal performance of the new network means that the region's first responders and public service agencies have better tools and improved connectivity as they face escalating workplace demands.

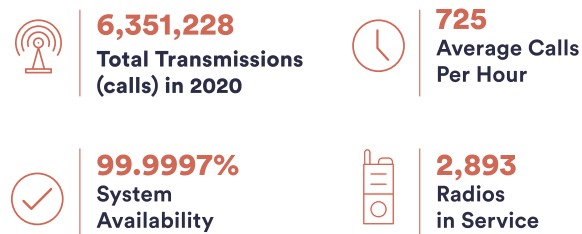
CREST completed the final phase of the network upgrade in late 2020 migrating all user agencies in the Capital Region to a new, digital P25 platform with broadcast frequency of 700 MHz in urban areas and using VHF in the rural areas. The new P25 network completed on budget, and phased regional transitions onto the new network over the four-year period were seamless.



Key Features Of The P25 System Include:

- Increased coverage
- Improved audio clarity and security
- Noise-cancelling technology to reduce background sounds; and
- An expanded range of accessories including the ability to add new features in the future through software upgrades.

CREST By The Numbers



QUICK FACT:

Across the Capital Region, each year over 6 million calls per go through the CREST’s P25 system, or one call every four seconds.

Sustainability Goals

The project outcomes support the following UN Sustainable Development Goals:



The safety and security of our officers and the citizens we serve are of the utmost importance to us. The police radio is arguably the most important tool in our tool belt; It connects us not only to each other and to our police dispatchers, but also to our policing partners including the fire department and BC ambulance paramedics. This transition to the “next generation” radio system is a step in the right direction for our officers and for public safety.

Chief Del Manak, Victoria Police Department

Project Budget: \$24.5 million

The project was funded over 4 years and all financing was completed solely through the Municipal Finance Authority of BC.

We have always recognized the advantages of what an interoperable CREST network provides. The new P25 network just takes it to the next level in strengthening public safety. Radio clarity is much improved and so is coverage which is key. As our region develops, the new digital technology allows for better penetration.

Chief Bob Downie, Saanich Police Department

Project Outcomes

- **More coverage:** The new system has 3x the number of transmission sites than the old system (30 v 10)
- **More capacity to handle peak times:** The old system encountered a busy signal every 700 calls vs a busy signal every 8500 calls on the new system
- **Better audio clarity:** All digital new system equates to better audio clarity for first responders.

In November 2020, CREST engaged Strategic Initiatives to undertake a formal User Satisfaction Survey to set benchmark measures for the new P25 network, and to gather feedback to assist the CREST organization's commitment to continual improvement.

Findings Include:

- Mobile (vehicle) radio users reported high levels of satisfaction with their mobile radios, including their radios' ease of use (96.4%), clarity of audio (91.9%), coverage within their jurisdiction (84.7%) and coverage outside their jurisdiction (82.0%).
- Portable (handheld) radio users were remarkably satisfied with their radios' features, including the radios' ease of use (97.6%) and quality (92.9%). Satisfaction related to audio clarity registered at (88.9%), with coverage within their jurisdictions (81.9%).

Major Takeaways From The Survey

1. Training continues to be a focal point with a high correlation between satisfaction of the system and devices, when training opportunities have been provided, and taken.
2. The second is the very high satisfaction with staff when it comes to support, service, and knowledge.

Online Resources Links

- ▶ [CREST Website](#)
- ▶ [CREST Press Release 1](#)
- ▶ [CREST Press Release 2](#)
- ▶ [Times Colonist Press Release](#)

The MFA thanks the CREST staff team for providing information presented in this case study.



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MIABC Board of Directors

Terms of Reference

The Board of Directors

Purpose of the Board

The Board of Directors' (the "Board") primary role is to foster the safety and soundness of the Municipal Insurance Association of B.C., consistent with its mandated objectives and accountability, on behalf of its members. The Board provides oversight and guidance for the conduct of the business of the MIABC and for management, which is responsible for the day-to-day conduct of that business. The Board carries out these duties through policy-making, guidance of the strategic planning process, and performance monitoring; the responsibility for leading the organization to achieve Board-approved directions is delegated by the Board to the Chief Executive Officer.

Duties and Responsibilities

Operating at a strategic, policy-setting level, the Board has the responsibility to *define and approve* the broad parameters within which the management team operates, in the following areas:

- the selection, assessment, compensation, and (if necessary) replacement of the Chief Executive Officer;
- succession planning with respect to the CEO;
- succession planning with respect to Board membership, including:
 - the development of a director profile
 - the intention to build a Board that, collectively, brings a balance of expertise, skills, experience, and perspectives, taking into consideration the MIABC's mission, purpose, and strategy;
- the MIABC's mission and purpose;
- the development of short- and long-term enterprise-wide business objectives, strategies, and plans (capital, financial, liquidity), including the Risk Appetite Framework (see Appendix);
- The appointment of a Chief Risk Officer (CRO) responsible for oversight of all relevant risks across the organization;
- the MIABC's annual budget;
- the controls, codes, or guidelines governing ethical conduct, conflict of interest, and similar concerns;
- the functions and processes within or external to MIABC that provide the level of controls and independent enterprise-wide oversight required;
- the external audit plan, including audit fees and the scope of the audit engagement;

-
- regular assessment of the effectiveness of the MIABC's oversight functions and processes, using benchmarking analysis by external advisors periodically;
 - significant strategic initiatives and transactions; and
 - appropriate orientation and training opportunities, both internal and external, for both Board and staff in order to provide for education, development, effectiveness and transition.

Operating at an oversight and guidance level, the Board has the responsibility to *review and discuss* the following areas that are primarily the responsibility of Senior Management:

- organizational structure;
- significant operational and business policies;
- implementation of internal controls, including their effectiveness;
- compliance with legal and regulatory requirements, including reporting, monitoring, and accountability obligations;
- the integrity of financial statements, financial information systems, internal financial controls, projections, forecasts, and audited statements, as well as the reliability of non-financial information;
- monitoring and evaluation of the MIABC's performance relative to the Board-approved business strategy and Risk Appetite Framework, and revision and alteration of direction through management when necessary;

In addition, the Board has the responsibility to:

- regularly assess its own effectiveness in fulfilling its responsibilities;
- ensure the MIABC has an effective communications strategy;
- be aware of current best practices related to corporate governance that are applicable to MIABC, and adopt those that are appropriate; and
- report annually to the MIABC members at an annual general meeting.

Board Independence

The Board of MIABC is independent from Senior Management. The roles of Chair and CEO are separate, and the Board's behaviour and decision-making process are objective and effective. This independence is further enhanced by the practice of having portions of regularly scheduled Board and Board Committee meetings that include sessions without Senior Management present.

The Board Chair

The Role of the Chair

The Chair of MIABC provides experienced, skillful leadership to the Board of Directors, the Chair is responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities; comply with applicable laws, bylaws, and regulations; conduct board business effectively and efficiently; and are accountable for their performance to the members of the MIABC. The Vice-Chair performs the duties and takes on the responsibilities of the Chair in his or her absence. While fulfilling this role, the Vice-Chair is an ex-officio member of Board Committees.

Duties and Responsibilities

Working with the Chief Executive Officer

The Chair is the primary liaison between the Board and the Chief Executive Officer (CEO). In this capacity, the Chair will:

- have periodic discussions with the CEO regarding MIABC issues and progress;
- have access to all institutional information and staff;
- lead the Board in monitoring and evaluating the performance of the CEO;
- oversee the search for a new CEO;
- foster a constructive, harmonious relationship between the Board and the CEO;
- foster direct and ongoing dialogue with regulators;
- act as a sounding board and counselor for the CEO, including helping to identify problems, reviewing strategy in light of Board policy, maintaining accountability, building relationships, and ensuring that the CEO is aware of concerns of the Board and the members the MIABC serves; and
- assist the CEO in conducting new Director orientation.

Working with the Board

The Chair provides leadership to the Board and establishes a culture of active and constructive board engagement. In this capacity, the Chair will:

- assist the CEO in preparing the agendas for Board meetings;
- preside over meetings of the Board of Directors and the Executive Committee:
 - chairing meetings according to accepted rules of order;
 - encouraging all members to participate through open discussion and debate;
 - controlling discussion appropriately;
 - dealing with dissent productively;
 - working toward consensus;

- arriving at decisions in an orderly, timely, and democratic manner;
- convene special meetings as necessary;
- appoint all Committee Chairs and, with the CEO, recommend Committee membership;
- serve as an ex-officio member of Board Committees; and
- periodically consult with Directors on their roles and help them assess their performance.

Working with the Members and others

The Chair ensures that the MIABC maintains positive and productive relationships with its member municipalities and other organizations. In this capacity, the Chair will:

- ensure that there is timely and appropriate reporting of Board decisions and actions to members;
- act as authorized spokesperson for the Board and as an alternate spokesperson for the Association when appropriate, representing the MIABC to members, other orders of government, and the media on policy matters; and
- build and maintain a sound working relationship with these groups and organizations.

The Individual Director

The Role of Individual Directors

Individual directors, working together, execute the responsibilities of the MIABC Board. Board effectiveness depends upon all directors understanding their responsibilities and adhering to a high standard of performance. Directors have a duty to be loyal, and to act honestly and in good faith in the best interests of the MIABC. Beyond that, directors commit to doing their job well: to diligence in reading all materials, attending all meetings, asking relevant questions, participating in discussions, and learning about the MIABC.

Duties and Responsibilities

Fiduciary Duties

The Director has the responsibility to:

- be loyal and to act honestly, and in good faith;
- consider the interests of the communities that the MIABC services while considering as paramount the interests of the MIA as a collective whole;

-
- avoid conflict of interest, and, when conflict arises, declare such conflict and absent themselves from discussion and decision-making regarding the area of conflict;
 - maintain confidentiality regarding MIABC matters that are identified as confidential; and
 - disclose to the MIABC any information the Director might obtain that could be considered material to the MIABC's business or operations.

Duties of Care and Attention

The Director has the responsibility to:

- become knowledgeable about the business of the MIABC and its industry;
- be familiar with the mission, vision, and values of the MIABC;
- understand the organizational structure of the MIABC;
- understand the roles and responsibilities of the Board and committees;
- read all meeting materials in advance of the meetings and prepare thoroughly;
- attend all relevant meetings;
- participate constructively in meetings, asking relevant questions and contributing to discussions;
- focus enquiries and discussion on issues related to strategy, policy, implementation and results rather than issues relating to the day-to-day management of the MIABC;
- 'speak with one voice' once a Board decision has been made;
- act with respect towards other Directors, the Chair, and the staff;
- participate in monitoring and evaluating the performance of the Chief Executive Officer;
- participate in Board Evaluation in a constructive way; and
- participate in appropriate orientation and ongoing education opportunities.

2021



Policy Manual

Nelson Public Library

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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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- 4.8.5 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 and 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.

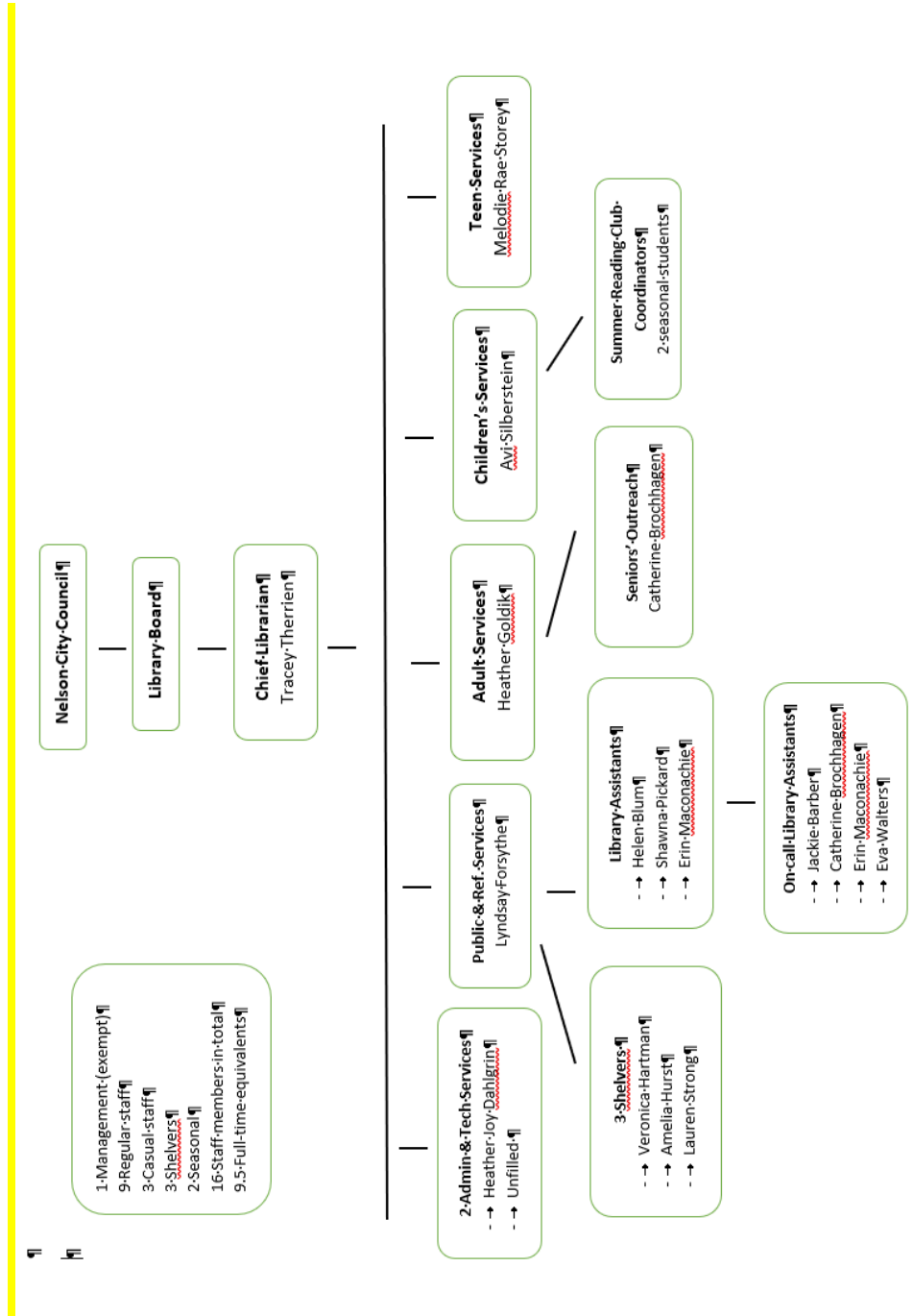
12.5. Friends of the Library

- 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
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- 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

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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f. 250.354.1799

www.nelsonlibrary.ca


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>

**Nelson Public LIBRARY**

Request for Reconsideration of a Title or Program

Name _____
Address _____
Tel _____ Email _____

Complainant Represents
 Self
 Organization _____
(please name)

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 admirable picture and perspective of our civilization?

11. Additional comments:

Signature of Complainant

Nelson Public Library
602 Stanley Street
Nelson, BC
V1L 1N4
t. 250.352.6333
f. 250.354.1799
www.nelsonlibrary.ca

13.6 Membership Application Form

See P drive

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>



SUBSIDY APPLICATION FORM

Subsidy Applicant:
Please Specify:
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 _____

Guarantor: Please see reverse for requirements

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): _____

Nelson Public Library
602 Stanley Street
Nelson, BC
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f. 250.354.1799

www.nelsonlibrary.ca

KOOTENAY AND BOUNDARY FARM ADVISORS

TERMS OF REFERENCE

1. Background

In 2017, the Regional Districts of Central Kootenay (RDCK), East Kootenay (RDEK) and Kootenay Boundary (RDKB) and Columbia Basin Trust (the Trust) partnered to provide technical extension services to the agricultural sector within the Basin area. The initial contract was awarded June 9, 2017. The Terms of Reference is in addition to Keefer Ecological Services Ltd. 2022 – 2023 Workplan and will assist in defining the scope of work and expectations for the fifth year of KBFA.

2. Year 5 Goal and Objectives

Goal

Ensure producers can access prompt and useful technical agricultural advice to increase their knowledge and improve the efficiency and viability of their agricultural operation.

Objectives

The fifth year of KBFA will aim to achieve the following objectives:

- Continue to engage with agriculture producers and cultivate relationships across the region;
- Continue to provide technical extension services to agriculture producers through the team and supplemental experts;
- Increase producers' technical knowledge of their operations;
- Continue to leverage other programs in the Basin to assist in agricultural research programs;
- Continue to develop a network of technical experts;
- Continue to be the "hub" of the Basin for communications and events marketing through KBFA's social media and Kootenay Farmer Newsletter;
- Increase engagement through additional communication methods;
- Continue to document producer/advisor interactions, producer/expert interactions, training, networking, capacity building and research needs of agricultural producers in PAT; and
- Continue to document the COVID-19 impact on producers in a format that could be shared with the agricultural community, stakeholders and local governments, if needed.

3. Scope of Work

Since the onset of the program, KBFA and the Steering Committee have applied an adaptive management approach. In the four years since inception, KBFA has evolved from interacting with producers one-on-one through farm visits and phone calls to hosting numerous field days and workshops and providing communications via the Kootenay Farmer Newsletter. As it is

undetermined as to whether or not the program may continue after this contract, KBFA and the Steering Committee will need to continue to work together in an adaptive manner to address either the conclusion or the continuation of the program. If it is decided by the funding partners that the program will conclude at the end of this contract, KBFA and the Steering Committee will be proactive in providing this information to producers and in determining the scope of work required to conclude the program.

Research/Partner Projects

KBFA has been viewed as a resource to partner with in various aspects such as research or as the administrator of infrastructure project. As KBFA is approached to partner in various projects, discussions with the Steering Committee regarding which projects align with KBFA's mandate and which projects KBFA has the capacity for will be necessary.

COVID-19

Flexibility in management was required during the Spring of 2020 in order to continue to provide support to producers during the COVID-19 pandemic. KBFA will continue to reach out to the agricultural community to understand what challenges they are facing in relation to this pandemic and how they are addressing those challenges or possible opportunities. KBFA will continue to act as a conduit between agencies such as Worksafe, Interior Health and the Ministry of Agriculture to provide the necessary information and resources that are available to producers in response to COVID-19.

KBFA will document the information gathered from producers as there may be an opportunity to use the information to create future resources so that our agricultural sector can be ready if another such event occurs. Other local organizations such as the Central Kootenay Food Policy Council are also documenting key issues which could provide an opportunity for future collaboration and resource sharing.

Communications

It has become apparent that producers are looking for technical expertise as well as a way to collaborate and share information. The on-site farm education experiences have been very successful. Moving forward, KBFA will increase their capacity to engage producers. The goal being to increase the number of producers interacting with KBFA and diversifying the ways KBFA engages with producers. Additional communication efforts should utilize the latest digital communication methods to effectively showcase KBFA's growing volume of content.

In the fifth year, KBFA will be asked to take a strategic approach to move KBFA to the forefront when producers are seeking technical expertise. At a minimum, the strategy should include the following:

- produce a series of webisodes and video updates;

- develop, design and produce creative and fresh communication materials targeting the various producers throughout the Basin;
- provide web-based updates and videos of on-site farm visits and field days;
- plan and execute direct communications targeting the various producer audiences within the Basin;
- update KBFA’s website to include a user-friendly Resource & FAQ page; and
- timely media communications/contributions.

4. Geographic Scope

The geographic area served by KBFA will include the entire RDEK, RDCK, RDKB and the Trust’s jurisdictions.

5. Communications

Communications as per the attached Communications Plan.

6. Monitoring & Reporting

Monitoring and Evaluation as per the attached Monitoring and Evaluation Plan.

Kootenay & Boundary Farm Advisors

One-year project work plan & budget



By Keefer Ecological Services

08/06/2022



Keefer Ecological Services Ltd
3816 Highland Rd.
Cranbrook BC V1C 6X7
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Executive Summary

The timeline and budget contained in this document outlines the work plan for the Keefer Ecological Services (KES) team to deliver technical agricultural extension services through the Kootenay and Boundary Farm Advisors (KBFA) from July 1, 2022 to June 30, 2023.

The bulk of the work is expected to be completed by KES team subcontractors Rachael Roussin, AAg (program coordinator and advisor) and Andrew Bennett, PAg (KBFA advisor), with administrative oversight by KES owner Michael Keefer, PAg and ongoing approval of policy decisions by the KBFA Steering Committee. Fiscal administration will be completed by KES employees.

The KBFA start-up period from 2017 - 2018 taught fundamental lessons in what agricultural extension is and how it can be best delivered. KBFA's second and third year, 2018 to 2020, established KBFA as a reputable agricultural service provider and a key organizational "hub" for agricultural information and delivery with the majority of producers and agricultural organizations now recognizing KBFA and its role. The KBFA team has also learned a lot about the technical issues that farmers are working on, and we are in a good position moving forward to support farmers to work on these issues such as soil and water management.

In the fifth season, 2020 – 2021, KBFA has established a strong reputation with Provincial organizations such as the Investment Agriculture Foundation, Ministry of Agriculture, and other Province-wide programs, as a key collaborator to communicate and connect with the agriculture sector. KBFA has partnered on many projects with these organizations for delivering field days, program updates and initiatives. We can therefore say with strong confidence that KBFA is making a significant difference to get Province-wide programming and resources to producers into the Kootenay region.

In 2022 – 2023 KBFA will continue with one-on-one support, events, education and communication for the agricultural sector and leverage outside resources to our region's producers such as research, connections to experts, and facilitate regional sharing of best agricultural practices and innovation.

In the Kootenay and Boundary region, 570 farms gross more than \$10,000 per year (2016 Agriculture Census), of which only 28 gross more than \$500,000. These farms are our target clients, but we also assist producers who are working towards commercial viability regardless of their current revenues. Since program inception 1035 producers from 708 farms have engaged with KBFA and it is unlikely that this number will continue to grow exponentially due to the number of farms in the region. However, one-on-one assistance and expert connections will likely increase every year as KBFA establishes itself as a service provider.

From August 2017 – July 2021, producers have connected with KBFA through email, phone online sign ups, farm visits, events, stakeholder meetings and networking events. The data below has been generated by KBFA's new online data management system, PAT.

Producer Interaction Data: July 2017 – July 2022

Total number of producers and farm interactions (as of July 2022, since beginning of program).

1035 producers from 708 farms have engaged with KBFA:

- RDCK 459 from 320 farms
- RDEK 274 from 189 farms
- RDKB 240 from 164 farms
- CBT 52 from 35 farms

NOTE: Some of these “farms” and producers may soon be recategorized as “interested”, and so removed from the count, as they are not actively pursuing commercial viability.

Events:

- 78 events on 112 days (several multi-day, multi-location events)
- 1025 producers and 391 others (experts, representatives, and interested public) have participated in workshops, field days or presentations

Farm Visits:

- 516 farm visits from KBFA advisors OR related experts (some farms have been visited more than once).

Experts:

- 333 people have connected with KBFA who’s primary role in our program is to provide expertise to assist producers.
- More than 587 connections have been made between producers and experts (number of times), and KBFA has interacted with experts more than 961 times.

KBFA one-on-one:

- More than 2623 actions have been taken by KBFA advisors that directly assisted producers with relevant information or resources (an “action” may include multiple times assisting a producer if on the same issue or topic).

Stakeholder and sector engagement:

- 198 stakeholder and producer meetings with KBFA presence and/or presentation.

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1.KBFA Team and Scope

1.1 TEAM

Program Strategic Oversight and Administration

Michael Keefer, MSc, PAg, President of Keefer Ecological Services

Mike Keefer will provide senior oversight of KBFA and provide strategic recommendations on program goals and delivery. The staff at Keefer Ecological Services will administer and oversee the program budget, submit monthly invoices to the Regional District of East Kootenay and maintain the administrative program framework such phone and email service.

Program Coordinator

Rachael Roussin, BA, MLWS, AAg

Rachael Roussin is the coordinator for KBFA to develop and deliver program workplans and strategies and is the liaison between the SC and KBFA team. Rachael is responsible for the allocation of tasks within the KBFA team and to develop systems and guidelines for the general advisors such as field day preparation check lists, KBFA activity tracking systems, and objectives and approaches to one-on-one support.

Program Development & Data Management

Andrew Bennet, MSc, PAg, CID

Andrew Bennet supports KBFA with program development, strategic planning, website maintenance and the creation of program materials such as the online newsletter. Andrew is also responsible for tracking and storage of program data.

KBFA General Advisors

Rachael Roussin, Andrew Bennet, Mike Malmberg, Danny Smart

KBFA general advisors include Rachael Roussin, Andrew Bennett, Danny Smart, and Mike Malmberg. General advisors are the liaisons with producers who coordinate and deliver agricultural information

and services. KBFA also works closely with Jeff Nimmo, Regional Agrologist, Ministry of Agriculture (Central and East Kootenay).

KBFA Communications

KBFA's communications consultant, Kylie Steedman, supports the timely delivery and tracking of communication materials such as the bi-monthly Kootenay Farmer Newsletter, KBFA website and social media platforms. Kylie also supports the promotion of KBFA events. Clear and concise communication materials with consistent branding that is easily recognized by the agricultural community has been fundamental to KBFA reaching its target audience. Producers can easily identify the KBFA brand as a reliable and reputable program.

Expert Advisors

Agricultural Consultants, Expert Farmers, Ministry of Agriculture and Universities

KBFA works with a team of expert agricultural advisors who are specialists in their own field and include agricultural consultants, expert farmers, Ministry of Agriculture and Universities. The expert advisors are listed on the KBFA website and demonstrate a wide range of expertise that covers a broad range of sectors and issues. The list of expert advisors is continually growing and evolving in response to the needs of producers.

The KBFA general advisors are the liaisons between the producers and the expert advisors. The ways that KBFA engages with expert advisors includes the KBFA team requesting specific agricultural information, connecting experts directly to producers, collaborating for an event and engaging experts in our region for future research and projects. Experts are compensated according to their regular fee structure.

1.2 Scope and approach to service delivery

The scope of KBFA extension services applies specifically to information and education related to agricultural production and farm operations. Services not included in KBFA include field technician services such as soil sample collection, agronomic prescriptions or field management plans. The implementation of the information or action is the responsibility of the producer. Program eligibility includes farms that sell products and farms that intend to sell products in the near future (1-2 years).

The approach to extension service delivery includes the KBFA general advisors working one-on-one with producers to identify key issues and providing them with resources to support their farm operation. Resources include existing information, connecting producers with experts or developing a field day on a common topic (see Task One for detailed explanation).

Rachael Roussin and Andrew Bennett will cover all geographic areas with specific support from Mike Malmberg and Danny Smart to cover the East Kootenay. General advisors are not restricted to their regional areas and will communicate with each other to find the best resources to support producers. Each general advisor has their own area of expertise that they have the qualifications to support producers:

2. Work Plan Overview

The program plan is divided into three tasks: Farm services; Data management and monitoring; and, Program coordination and administration:

- **Task 1 — AGRICULTURAL SERVICES:** Farm services include one-one-support, active engagement, events, field days and communications
- **Task 2 — DATA MANAGEMENT & MONITORING:** All activities will be recorded in the data management system PAT and will track KBFA activities and producer participation as outlined in the monitoring and evaluation plan.
- **Task 3 — PROGRAM COORDINATION & ADMINISTRATION:** Coordinate the development and delivery of workplans, KBFA team communication, development of internal program resources and monthly Steering Committee reports.

3. KBFA Budget Summary

KBFA Budget Summary 2022-2023	Farm Services	Data	Program Coordination	Total
HUMAN RESOURCES	\$144,970	\$10,800	\$17,020	\$172,790
TRAVEL EXPENSES	\$10,288	\$0	\$1,140	\$11,428
PROGRAM EXPENSES	\$8,000	\$5,000	\$0	\$13,000
TOTAL	\$163,258	\$15,800	\$18,160	\$197,218

Detailed budget in APPENDIX A

4. Task One - AGRICULTURAL SERVICES

Task 1.1 One-On-One Support

Inquiries from producers will be received via email, phone and text. The role of the KBFA general advisor is to support the producer to identify challenges and opportunities and connect the producer with the best available information and resources. The following methods outline ways that KBFA will provide information to producers:

Provide existing information to producers

General advisors will research the most relevant and scientifically based resources to support producers and will look to the following sources for information:

- Ministry of Agriculture
- Agricultural Extension Agencies (e.g. Oregon State Extension)
- Universities
- Producer organizations

- Qualified consultants and experts

Goal for one-on-one support between producers and general advisors: the goal is for KBFA to provide input and resources to producers through a minimum of 150 times or interactions during the program year.

Connect producers to experts

KBFA's expert advisors will be connected to a producer when a general advisor is not able to address a producer's issue. If there is an associated cost for the expert's time, a two-hour consultation will be arranged and paid for by KBFA. After the two-hour consultation, it will be the responsibility of the producer to arrange further support with the expert and paid by the producer.

Expert advisors will only be connected to producers who are actively farming and selling products.

Number of connections to experts: the goal is KBFA to make a minimum of 75 connections between producers and experts (single interactions).

Farm visits

Farm visits will primarily be arranged and scheduled to coincide with the active outreach portion of the KBFA activities (see below). Farm visits are not intended to provide agronomic prescriptions to producers, but rather to build relationships and identify issues that can be followed up on afterwards.

Building network of experts

Building relationships with expert advisors and researching new advisors is the role of the KBFA general advisors. This could include:

- Researching and seeking expertise for specific producer needs
- Forming new relationships with experts to join the KBFA advisor's team
- Adding experts to the KBFA website
- Facilitating relationships and connections between producers and experts (e.g. academia, various Ministries, researchers, consultants)
- Seeking opportunities for academics, researchers or agricultural programs to work in the KBFA region (e.g. applied research from universities, BC Agriculture Climate Action's Farmer Innovator Program)

Leveraging resources & building relationships

This includes networking with various organizations and researchers to enhance agricultural programming and applied research in the KBFA program region. This could include:

- Grant writing to access project and research grants
- Connecting researchers and organizations to farmers for applied research and on-farm projects
- Coordinating with the Ministry of Agriculture for educational events and presentations in the KBFA region

Tasks 1.2 Active Engagement

KBFA strives to interact with each producer multiple times to address a range of issues. This active engagement fosters relationships with producers and actively promotes the KBFA program.

Fundamentally, agricultural extension is forming these relationships and building trust while providing producers with information incrementally over time to improve their production.

Check-in with producers

It is the role of KBFA general advisors to follow up with producers who have received one-on-one support to determine if they require further information. The frequency of check-ins will depend on the nature of the support, and can take place via email, phone, field days or farm visits.

Farm visits “boots on the ground”

Farm visits are the most effective way to build relationships, promote the KBFA program, and learn firsthand what producers are working on. Ministry of Agriculture extension officers used to drop by farms regularly to check in with producers and some farmers still associate extension services with a site visit.

Farm visits could last between 20 minutes to 2 hours based on the availability of the producers. Farm visits place a heavy demand on program resources, so efficiencies will be incorporated such as:

- Farm visits will be coordinated so multiple farms (or farmers) are visited on the same day.
- Farm visits will be coordinated around field days and workshops, when possible.

Based on our experience, farmers do not usually initiate a farm visit, and therefore farm visits will be initiated and coordinated in the following ways:

- Responding to a request from a producer for a farm visit.
- Reaching out to producers who signed up online, called, or emailed and have received KBFA support.
- Targeting key producers or sectors who have not connected with KBFA.
- Stopping at farms with which we are unfamiliar.

Number of farm visits

KBFA has a farm visit goal of approximately 40 farm visits per year. KBFA will take a balanced approach to program delivery and try to split farm visits evenly through the program region.

Approach to farm visits

The primary goal of the farm visit is to listen to the producer and to see the farm operation firsthand. Although a producer may not have an issue, a conversation will highlight areas of interest that the producer is working on. It is the role of the general advisor to observe and listen carefully so that resources can be made available depending on the range of issues and interests that a producer may have. At a minimum, at least one resource will be emailed to the producer within a week to follow up on the farm visit and demonstrate the type of information that can be provided by KBFA.

Participate in stakeholder events & meetings

Stakeholders include organizations and associations in the region that work with local food systems, sector associations, and organizations that work with private landowners (e.g. invasive species

societies). The goal of participation is to promote KBFA, form relationships, and look for opportunities for collaboration.

Task 1.3 Events and Field Days

Events are an effective and cost-efficient way to attract agricultural professionals and researchers to our region to provide producers with training, mentoring, and technical expertise. KBFA's approach to coordinating events is collaboration with academia, government ministries and agricultural associations to:

- Facilitate producer-to-producer networking
- Leverage expert knowledge to a broader audience
- Build connections between experts and producers in our region
- Expose producers to new types of information, research and resources
- Promote innovation and new ideas

It is a high priority to KBFA to coordinate events that are relevant and of interest to producers.

Therefore, topics for events are identified by the producers and cross referenced with local producer organizations. KBFA strives for a partnership with a producer organization or a group of producers to ensure high turnout and buy-in for an event. Feedback forms are collected after each field day that ask producers about the quality of the event, including desired topics for future events.

COVID-19 Statement

KBFA has been adapting to the recommendations for health and safety to mitigate the spread of COVID-19 and the advice of Dr. Bonnie Henry. In the spring of 2020, this meant postponing KBFA in-person field days and events and adapting with online Zoom extension meetings. KBFA has resumed in-person field days and will continue to adapt and support producers and the ever changing Covid landscape changes.

Approach for KBFA Events

KBFA will coordinate education activities in 2022/2023 with an effort to address sectors and geographic areas evenly. The financial and human resources required to coordinate events depends greatly on the type of event (presentation, field day, or collaborative event). KBFA will work closely with the Ministry of Agriculture and other organizations such as the Young Agrarians, Kootenay Organic Growers Society, Kootenay Livestock Association, Windermere & District Farmer's Institute, and other agricultural groups to collaborate on events when possible.

A summary factsheet with photos will be created from each field day. The fact sheet will be completed within three weeks of the event and posted on the KBFA website and promoted in KBFA newsletters.

Number of events

KBFA has an event goal of approximately 9 events per year (3 per regional district), including presentations, field days, and workshops. Last season, KBFA far exceeded target goal, which is a result of jumping on opportunities that arise. This is partially due to the delivery of replicate workshops around the region and because of the great diversity of sectors and issues across the region. The ability to deliver replicate workshops

around the region should be celebrated as a large success by the Regional District partners as it speaks to the efficiencies of having a program that crosses multiple regions. For example, the fees for an expert (per day) are greatly reduced if an expert delivers more than one event as travel and expenses are divided equally per event.

Note: It is important to note that some producers travel outside their geographic region to attend events. For example, vegetable producers frequently travel for an event, whereas ranchers tend to not leave their immediate region.

Event Promotion

Events will be promoted widely and strategically including targeted outreach to sector groups and broad advertising through the KBFA website and newsletter. Promotional materials will maintain a consistent design to associate the events with KBFA for program branding and recognition.

Task 1.4 Communications

Communications Strategy

KBFA's communications strategy is designed to enhance the sharing of information within the agricultural community. In 2020 communications consultant Kylie Steedman joined the KBFA team and her work as been crucial to support the timely distribution of communication materials and supporting KBFA's coordinator Rachael Roussin. Kylie generates informative annual communication reports that document and track the visits, clicks and traffic to KBFA's various communication channels.

Kootenay Farmer Newsletter

The Kootenay Farmer has more than 1600 subscribers. The newsletter is an effective way to keep the Kootenay and Boundary agricultural community informed and connected, but it is also a way to engage audiences from outside of the region and raise awareness about agriculture in our region.

Social Media

Instagram has proven to be an effective communications tool for KBFA to document and share agricultural stories from across the region and to show producers that KBFA is traveling and visiting farms. Most producers who are doing direct sales use Instagram as a marketing tool, so it is also a useful way to follow what producers are doing and identify issues. KBFA's Facebook page is used as a more generic platform to share agricultural opportunities and stories as they arise.

Website

A new Wordpress website was developed and designed in 2021 because KBFA's previous Wix platform could not support they content generation that KBFA was producing. For example, every field day or event is archived on the KBFA website and this creates some limitations and strategic organization for website.

5.Task Two - DATA MANAGEMENT AND MONITORING

Task 2.1 Database

KBFA developed a new data management system in 2019 that is the backbone to the program and includes data tracking such as number of producers, event attendance and connections to experts. The data management system is maintained daily by the KBFA general advisors and is also the program management software that tracks advisor's time and invoicing. Program budget time is allocated for advisors to update their data for activities.

The data management system has enabled KBFA to create a detailed list of producers in the region along with a history of support provided. It is a program management tool to track producers, ongoing tasks and the actions of general advisors.

In 2022/2023 there is \$5,000 allocated to conduct software updates and fix any bugs which have occurred since the system was developed.

TASK 2.2 Monitor Program Effectiveness

Feedback from producers is being tagged in the database. This can be used to inform the programs monitoring and evaluation. Steering Committee Members can send testimonials or comments that they hear in their community to the KBFA team to be stored in the database.

6.Task Three - PROGRAM COORDINATION & ADMINISTRATION

TASK 3.1 Oversee the delivery of KBFA Services, Workplans, Budget

Rachael Roussin is the coordinator for the program to develop and deliver program workplans and is the liaison between the Steering Committee (SC) and KBFA team. Rachael oversees the delivery of KBFA services such as the strategic development and delivery of monthly workplans, decisions, and protocols delivered by the KBFA team.

Mike Kurucz of Keefer Ecological maintains the working budget including monthly invoicing to the Regional District of East Kootenay, paying general advisors, experts and administering program invoices.

Task 3.2 SC reports

Monthly updates and reports to the SC.

Task 3.3 Presentations to regional partners

One presentation to each Regional District Board of Directors per year.

APPENDIX A - DETAILED BUDGET

Detailed WORKING Budget 2022/2023. To commence July 1, 2022 - June 30 2023										
Kootenay & Boundary Farm Advisors										
HUMAN RESOURCES	1. Farm Services				2. Data (admin)	3. Coordination (admin)	Total hours	Total		
	One-on-one support	Active engagment	Education	Comms						
Coordinator: RR	240	180	120	80	40	100	760			
75	\$18,000	\$13,500	\$9,000	\$6,000	\$3,000	\$7,500			\$57,000	
General Advisor: AB	240	80	80	20	80	24	524			
75	\$18,000	\$6,000	\$6,000	\$1,500	\$6,000	\$1,800			\$39,300	
General Advisor: DS	200	80	20	0	24	24	348			
75	\$15,000	\$6,000	\$1,500		\$1,800	\$1,800			\$26,100	
General Advisor: Mike Malmberg	40	10	24	0	0	8	82			
75	\$3,000	\$750	\$1,800			\$600			\$6,150	
Communications Professional: KS	0	0	0	400		40	440			
45				\$ 18,000		\$1,800			\$19,800	
Program Advisor: Mike Keefer (KES)	0	8	0	0	0	16	24			
115		\$920				\$1,840			\$2,760	
Financial Administrator: Mike Kuruz (KES)	0	0	0	0	0	24	24			
70						\$1,680			\$1,680	
Experts & Workshop Facilitators	80		80				160			
125	\$ 10,000		\$ 10,000						\$20,000	
Total	\$64,000	\$27,170	\$28,300	\$25,500						
SUB-TOTAL HUMAN RESOURCES	\$144,970				\$10,800	\$17,020			\$172,790	
TRAVEL EXPENSES										
Mileage	14000					800				
0.54	7560					432			\$7,992	
Accommodation	14					3				
140	1960					420			\$2,380	
Per diems	16					6				
48	768					288			\$1,056	
SUB-TOTAL TRAVEL EXPENSES	\$10,288					\$1,140			\$11,428	
PROGRAM EXPENSES										
Workshop Expenses (rental, refreshments, p	11								\$3,300	
300	\$3,300									
Promotion	\$700								\$700	
Technical expenses (eg.: soil samples)	\$1,000								\$1,000	
Annual expense: Phone, email, website	\$3,000								\$3,000	
Data mangagement PAT: maintenance					\$ 5,000				\$5,000	
SUB-TOTAL PROGRAM EXPENSES									\$13,000	
	\$8,011									
TOTAL	\$155,258				\$15,800	\$18,160			\$197,218	

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

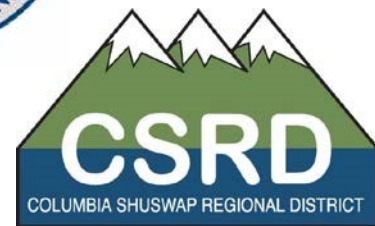
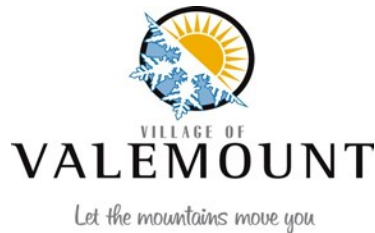
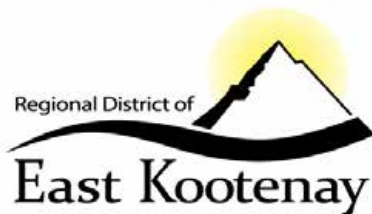
The authority to change the terms of reference rests with the Regional Innovation Chair and the Regional Advisory Committee.

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, 2023.

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:

October 17, 2022

Stuart Horn, CAO
Regional District of Central Kootenay
PO Box 590
Nelson BC V1L 5R4

Dear Mr. Horn:

Re: Ktunaxa Kinbasket Treaty Advisory Committee – Appointments

In accordance with the Ktunaxa Kinbasket Local Government Treaty Advisory Committee (TAC) Operational Procedure Policy:

Each Municipal Council and Regional District Board in the Treaty Advisory Committee area may appoint one member and one alternate member to the Treaty Advisory Committee.

We respectfully request confirmation of your Board's appointments including the mailing address, home and business telephone numbers, fax number and email address for both the member and the alternate member. Please send this information to Connie Thom, Executive Assistant at cthom@rdek.bc.ca by December 23, 2022 as we expect the next TAC meeting will be held sometime in January.

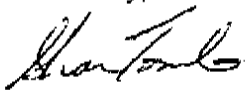
To quote a former Chair of the Treaty Advisory Committee:

"UBCM negotiated the ability for local government to have input into treaty settlements. We should not take this lightly nor should we take lightly the potential impact on local government. We must be prepared for the changes. To be prepared, we must be aware of what has transpired and know what the effects will be on our jurisdictions. If we do not participate during the negotiations, we will not be prepared for these changes.

"Treaty negotiations and the final treaty settlement have implications for local government. It takes years for settlements to be reached; however, I cannot emphasize enough the importance of maintaining our level of interest and participation throughout the process. Once a final settlement is reached, it is too late to provide input on how the changes resulting from the final agreement may affect us"

We look forward to receiving confirmation of your appointments. If you have any questions about the Treaty Advisory Committee, please call me at 250-489-2791.

Sincerely,



Shawn Tomlin
KKTAC Administrative Officer

ST/ct

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:

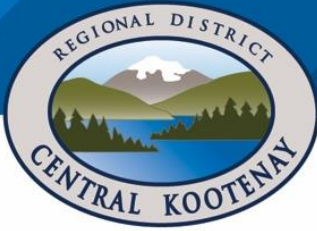
The Committee shall consist of:

- 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.



Director's Report

Garry Jackman – Area A - Wynndel/
East Shore Kootenay Lake

Report Date: November 28, 2022

Columbia Basin Regional Advisory Committee (CBRAC)

There have not been any CBRAC meetings since my last report.

For general information go to <https://engage.gov.bc.ca/columbiarivertreaty/info-sessions/>.

Regional Connectivity Committee (RCC)

There have not been any RCC meetings since October 24th. Letters of support were sent by committee members to ask Minister Beare to extend the intake period for the current round of provincial connectivity funding. In response to what I expect were province wide concerns around timing, a second intake for early in the new year was announced. The CBBC has been working on a second large, basin wide funding application.

International Joint Commission (IJC)

Although this is not an external appointment for me, I have provided a couple of updates on a unique visualization tool being developed to help area residents better understand some of the dynamics of the changes in levels on Kootenay Lake. Due to my general interest expressed in the topic over the past 25 years, I was invited to comment on a model being developed by the International Kootenay Lake Board of Control to demonstrate how lake levels are controlled either by Grohman Narrows or the Cora Lynn dam depending on inflows and the overall lake elevation. The IJC provided a preview of the partially completed model during their annual meeting on 05 October 2022, a recording of which can be viewed on their website. Go to <https://ijc.org/en/klbc> and follow the link to the recording. The explanation of the visualization tool begins around minute 30 of the recording.

The small working group that I have been invited to has the next review meeting set for November 30th following which I expect the tool will be completed and made public on the IJC website.

For more information

info@rdck.bc.ca | 250.352.6665 | 1.800.268.7325 (BC) | or visit rdck.ca



November 24, 2022

Ref: 118496

Walter Popoff
Director, Area H, Slocan Valley
Regional District of Central Kootenay
Via email: wpopoff@rdck.ca

Dear Walter Popoff:

Thank you for your letter of October 25, 2022 regarding the Regional District of Central Kootenay's interest in submitting an application to Connecting Communities BC in collaboration with Columbia Basin Trust. I continue to be impressed by the members of the Southeastern BC Regional Connectivity Committee's commitment to increasing connectivity in your area.

In your letter, you expressed some concern with the application deadline of December 15, 2022 and requested an extension to February 6, 2023. Although the deadline date for the initial intake period cannot be altered, I am pleased to advise that a second intake of this provincial funding program has been announced.

As noted in our [information bulletin of November 9, 2022](#) the second intake will open for applications on December 16, 2022. This intake will run through mid-February 2023. Related information and resources can be accessed online through [Apply to Connecting Communities BC](#) the page on the gov.bc.ca website.

Thank you again for your letter. With B.C.'s commitment to ensuring all households have access to high-speed internet services by 2027, it is encouraging to see such interest in the Connecting Communities BC program.

Sincerely,

Lisa Beare
Minister

.../2

Walter Popoff
Page 2

pc: Richard Cannings, MP
Richard.Cannings.C2@parl.gc.ca

Katrina Conroy, MLA, Kootenay West
Katrine.Conroy.MLA@leg.bc.ca

Brittney Anderson, MLA
Brittney.Anderson.MLA@leg.bc.ca

Susan Stanford, ADM Connectivity
Susan.Stanford@gov.bc.ca

ConnectedCommunities@gov.bc.ca

November 18, 2022

Aimee Watson
Chair, Regional District of Central Kootenay
202 Lakeside Drive, Box 590
Nelson, BC V1L 5R4

VIA EMAIL

Dear Chair Watson:

On behalf of Columbia Basin Trust, I would like to take this opportunity to offer congratulations to you and your Board following the local government elections in October.

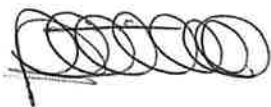
Elected leaders are the backbones of our communities and the Trust is pleased to have such strong and positive working relationships across the region. As the Trust works to support the efforts of the people of the Basin to create a legacy of social, economic and environmental well-being, we are only as successful as our partnerships. Our relationships with local and regional government are key to delivering on our mandate.

To support that relationship, local governments will be provided the opportunity to learn more about the Trust by participating in virtual orientation sessions being offered early in the new year. We will be sharing further information on dates, times, and other details shortly.

Your contribution to the Regional District of Central Kootenay is sincerely appreciated and I look forward to working together as we head into 2023.

Again, please accept my congratulations on behalf of the Trust Board and staff. Please do not hesitate to contact me at jstrilaeff@ourtrust.org or 250.304.1632.

Sincerely,



Johnny Strilaeff
President and Chief Executive Officer
Columbia Basin Trust

Angela Lund

From: Jane Medlar <jmedlar@ourtrust.org> on behalf of Johnny Strilaeff <jstrilaeff@ourtrust.org>
Sent: December 1, 2022 2:57 PM
To: Aimee Watson
Cc: Angela Lund
Subject: Trust Orientation Sessions 2023

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

Hello Chair Watson:

On behalf of the Columbia Basin Trust, we invite members of your Board to join a virtual orientation session on the Trust to provide a more fulsome understanding of our creation and history, initiatives and programming, and our upcoming public engagement to inform renewal of our *Columbia Basin Management Plan*.

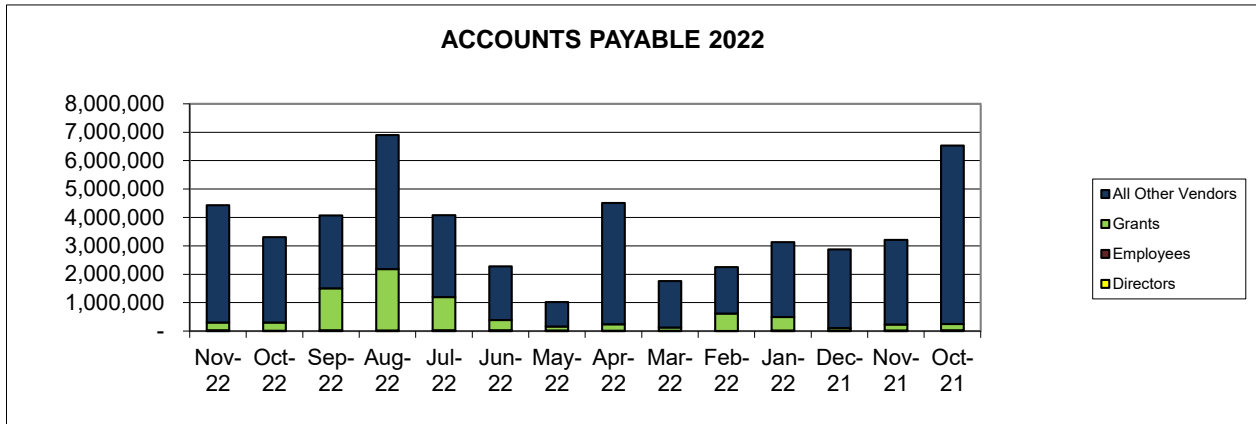
We will be offering 4 virtual sessions in mid to late January 2023. Trust Staff will be sending an invite to all local elected officials shortly that will include registration and Zoom details.

Please consider sharing this opportunity with your Board during your December meeting for information.

Thank you,

Johnny Strilaeff
President & CEO
Columbia Basin Trust

Financial Expenditure Report for November 2022



	Number of Payments	Value	% of Total
	1,333	\$4,434,171	

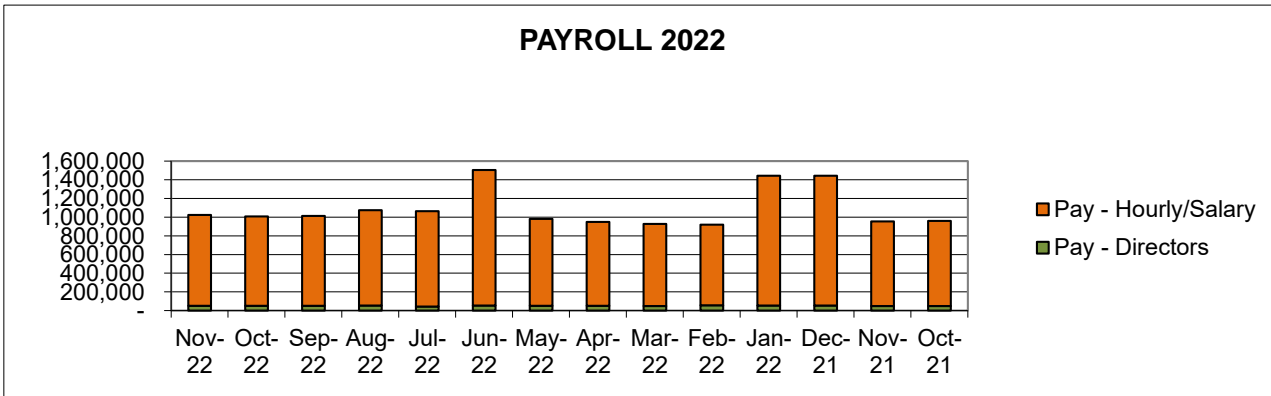
Top 80% of payments by value	87	3,548,836	80%
Remaining 20% of payments by value	1,246	885,335	20%
Total		\$4,434,171	100%

	Number of Payments	Value	% of Total
	1,333	\$4,434,171	

Payments to Directors	17	1,711	0.0%
Payments to Employees	118	27,719	0.6%
Subtotal		29,430	0.7%

Discretionary and Community Development Grants	53	273,141	6.2%
Other Vendors	1,145	4,131,601	93.2%
Subtotal		4,404,741	99.3%
Total		\$4,434,171	100%

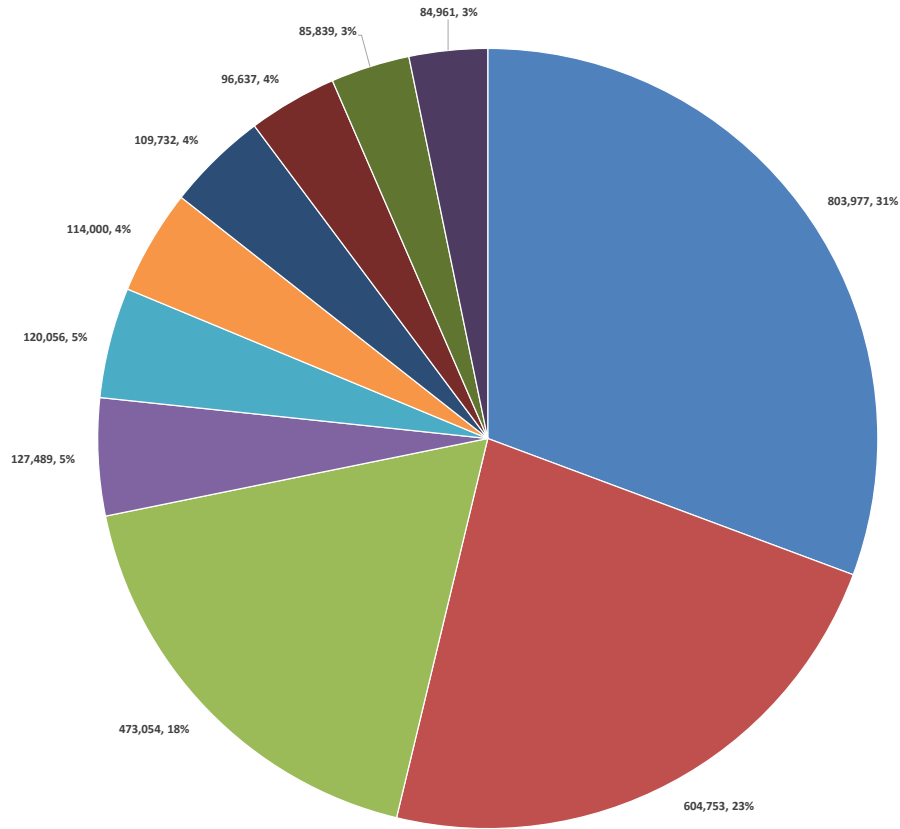
Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	1127	85%	206	15%



	Number of Payments	Value	% of Total
		\$1,024,003	100%

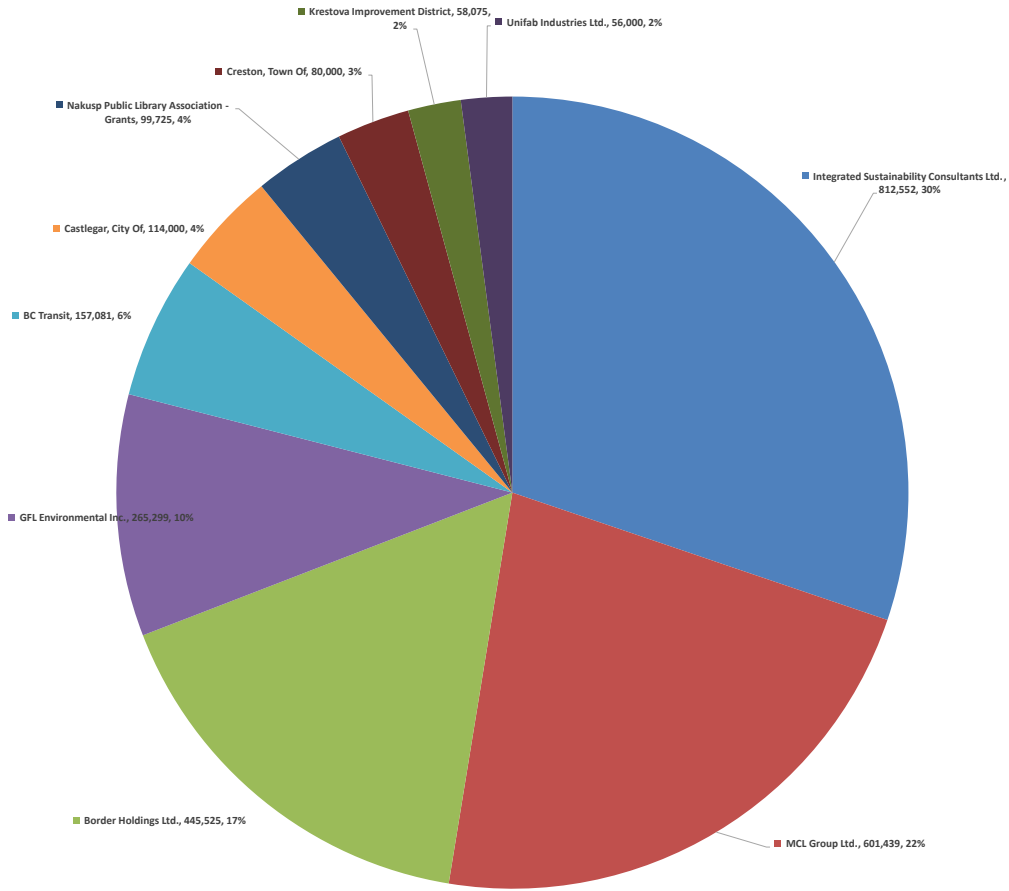
Directors	49,791	49,791	4.9%
Hourly/Salary	974,212	974,212	95.1%

Top 10 Services by Amount Spent



- Refuse Disposal (East Subregion)-Creston and Areas A, B and C
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Organics Program – Central & West Subregions
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slocan and Area H, I, J, and K
- General Administration
- City of Castlegar Economic Development Service
- Recreation Facility-Nelson and Areas F and Defined E
- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Regional Parks-Nelson, Salmo and Areas E, F and G
- Emergency Consolidated Services

Top 10 Vendors by Value



- Integrated Sustainability Consultants Ltd.
- Border Holdings Ltd.
- BC Transit
- Nakusp Public Library Association - Grants
- Krestova Improvement District
- MCL Group Ltd.
- GFL Environmental Inc.
- Castlegar, City Of
- Creston, Town Of
- Unifab Industries Ltd.

Accounts Payable Top 80% of Payments for November 2022

Top 80% of payments by value	Number of Payments	\$	Value
	87		3,548,836
1022117 Alberta Ltd.	1	\$	11,091.37
Ainsworth Recreation Association	1	\$	7,000.00
Alfred Horie Construction Co. Ltd.	1	\$	48,495.99
Andrew Sheret Ltd	1	\$	12,164.75
Arrow Lakes Aggregates	1	\$	17,944.82
Arrow Lakes Search & Rescue	1	\$	21,000.00
BC Transit	4	\$	157,080.72
Black Press Group Ltd	2	\$	18,797.20
Border Holdings Ltd.	1	\$	445,524.83
BWS Enterprise Ltd	1	\$	6,286.79
Carrier Enterprises Canada	1	\$	20,322.40
Castlegar Search & Rescue	1	\$	18,749.00
Castlegar, City Of	1	\$	114,000.00
Cathro Consulting Ltd	1	\$	7,938.00
Central Kootenay Garbage Club	1	\$	9,817.50
Central Kootenay Invasive Species Society	1	\$	6,274.80
CentralSquare Canada Software Inc.	1	\$	18,829.74
Cleartech Industries Inc	1	\$	9,061.22
Coral Canada Wide Ltd.	1	\$	17,332.35
Crawford Bay & District Hall & Parks Association	1	\$	20,873.36
Creston, Town Of	1	\$	80,000.00
Cupe Local 2262	1	\$	14,641.15
DHC Communications Inc	1	\$	21,349.57
Factor 5 Group Inc	1	\$	23,519.99
FortisBC - Electricity	2	\$	30,350.06
Fortisbc - Natural Gas	2	\$	30,283.29
Foster Creek Water Users Community	1	\$	9,750.00
GFL Environmental Inc.	12	\$	265,298.67
Holeshot Originals	1	\$	13,513.96
Integrated Sustainability Consultants Ltd.	3	\$	812,551.83
Interior Reforestation Co. Ltd.	1	\$	11,182.50
Kabatoff Sand & Gravel Ltd	1	\$	8,631.00
Kokanee Fire & Safety Ltd.	1	\$	9,226.82
Krestova Improvement District	2	\$	58,075.00
Ktunaxa Nation Council Society	1	\$	31,027.50
MCL Group Ltd.	2	\$	601,438.91
Mearl's Machine Works Ltd	1	\$	6,671.84
Minister of Finance	1	\$	6,757.38
Morrow Bioscience Ltd	1	\$	18,412.11
Nakusp Public Library Association	1	\$	99,724.60
Nelson Hydro	1	\$	26,604.59
Nelson, City Of	2	\$	16,288.92
Paragon Micro Canada	1	\$	8,271.65
Read Jones Christoffersen Ltd.	1	\$	6,699.22
Rocky Mountain Mobile Hearing Testing Ltd.	1	\$	10,788.75
Sabo Mobile Contracting Ltd.	1	\$	6,762.00
Shopa'S Excavating Ltd	1	\$	11,639.25
Speedpro Signs	1	\$	7,131.43
Sperling Hansen Associates Inc	2	\$	24,007.51
SRK Consulting (Canada) Inc.	1	\$	46,430.23
Starlight FX Ltd	1	\$	9,290.42
Telus Mobility	2	\$	15,794.30
Unifab Industries Ltd.	1	\$	56,000.00
Urban Systems Ltd.	2	\$	19,493.90
West Arm Silviculture	1	\$	9,576.00
Wild West Drilling Inc	1	\$	33,075.00
Wildland Recreation Solutions	1	\$	27,925.71
Wylee Works Inc.	1	\$	9,450.00
Ymir Arts & Museum Society	1	\$	6,732.45
Ymir Community Association	1	\$	12,915.00
Z-KO Construction Ltd.	2	\$	42,968.69

Accounts Payable Bottom 20% of Payments for November 2022

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	
			885,335
1022117 Alberta Ltd.	4	\$	11,428.24
1098828 B.C. Ltd.	1	\$	1,312.64
613693 BC Ltd	1	\$	504.00
A-3 Plumbing Heating & Gas Fitting Ltd	1	\$	1,174.65
Accent Carpet Care	1	\$	3,403.05
ACE Courier Services	3	\$	277.65
Activity Base	1	\$	147.84
Air Liquide Canada Inc	4	\$	991.45
Alberta Fire Chiefs Association	1	\$	701.96
All Around Septic Services Ltd	4	\$	5,441.63
Allaire, Michael	2	\$	175.00
Allison, Page	1	\$	173.25
ALS Canada Ltd.	5	\$	5,378.98
Anderson, Georgina Lynn	4	\$	330.09
Anderson, Nils	2	\$	942.50
Andex Equipment Rentals	6	\$	9,183.99
Andrew Sheret Ltd	14	\$	8,339.23
Aquam Inc	1	\$	407.72
Arena Resources Corp.	1	\$	2,070.84
Armtec	1	\$	403.49
Arrow Lakes ATV Club	1	\$	2,000.00
Associated Fire Safety Equipment	1	\$	476.70
Authorized Security Ltd.	1	\$	252.00
Aylesworth, Patricia	1	\$	49.41
B&L Security Patrol (1981) Ltd	3	\$	5,204.45
Babe's Automotive	1	\$	517.97
Bailey, Ann	1	\$	75.00
Balfour Autobody & Mechanical Ltd.	1	\$	98.51
Balfour Gill And Gift	1	\$	901.51
Baranyai-Sheppard, Milo	1	\$	355.63
Barrington, Travis	1	\$	582.17
BC Hydro & Power Authority	2	\$	2,079.14
BC Transit	1	\$	4,202.86
Beaudet, Philippe	2	\$	759.48
Bell Media Radio GP	2	\$	882.00
Belleau, Melodie	1	\$	75.00
Black Press Group Ltd	1	\$	145.75
Blewett Elementary School	1	\$	582.00
Bloomfield, Cory	1	\$	839.99
Bluewave Energy	1	\$	2,348.53
Bodley, Peter	1	\$	75.00
Boswell Memorial Hall	1	\$	50.00
Bourgeois, Jesse	1	\$	300.00
Bowick Electric	1	\$	204.75
Brenton Industries Ltd	2	\$	6,991.44
Brodie Consulting Ltd.	1	\$	4,907.98
Brogan Fire & Safety	2	\$	325.93
Brohman, Rebecca	1	\$	654.08
Burgess, Morgan	1	\$	178.50
Burton Fire Department	2	\$	1,131.17
Burton Internet Society	1	\$	39.20
Butler, Sam	1	\$	225.00
BWS Enterprise Ltd	1	\$	1,992.38
C.A. Fischer Lumber Co. Ltd.	5	\$	431.46
Canadian Centre for Occupational Health and Safety	2	\$	30.00
Canadian Linen & Uniform	3	\$	257.44
Canadian Red Cross	1	\$	124.99
CanGas Propane Inc.	16	\$	6,391.06
Cannon, Brice	1	\$	25.00
Canyon Community Association	1	\$	1,000.00
Canyon Lister Elementary School	1	\$	360.00
Carmichael, Donna	1	\$	182.00
Caro Analytical Services	2	\$	2,433.64
Cascade Lock & Safe	1	\$	26.88

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	
			885,335
Case Grypma Mechanical LTD	1	\$	673.00
Casley, Leonard	1	\$	122.00
Castle Fuels (2008) Inc	1	\$	1,964.76
Castlegar & District Community Services Society (CDCSS)	1	\$	2,100.00
Castlegar & District Minor Hockey Association	1	\$	1,000.00
Castlegar Golf Club	1	\$	567.62
Castlegar Rebels Hockey Club	1	\$	1,000.00
Castlegar Skating Club	1	\$	1,000.00
CDW Canada Corp	4	\$	2,717.39
Central Kootenay Invasive Species Society	1	\$	3,310.74
Charnell, Sophia	3	\$	814.96
Chezenko, Sadie	1	\$	35.00
Christenson, Megan	1	\$	240.00
Clark, Gerald	1	\$	75.00
Classic Glass & Trim	1	\$	18.00
Cleartech Industries Inc	5	\$	7,662.02
Columbia Basin Broadband Corporation	1	\$	3,180.80
Columbia Wireless Inc	7	\$	576.80
Comfort Welding Ltd	13	\$	4,183.57
Compass Appliance	1	\$	115.50
Concept Controls	1	\$	320.60
Connect Hearing	2	\$	756.00
Coral Canada Wide Ltd.	1	\$	1,035.30
Cowan's Office Supplies	18	\$	3,526.23
Cranbrook Water Conditioning Ltd.	4	\$	204.88
Crawford Bay & District Hall & Parks Association	1	\$	52.50
Crawford Bay Hall & Parks Board	1	\$	15.00
Crawford Bay Store	7	\$	736.77
Creston Card & Stationery	3	\$	341.20
Creston Ministerial Association	3	\$	3,000.00
Creston Valley Blossom Festival (CVBF)	1	\$	1,640.00
Creston Valley Chamber Of Commerce	1	\$	2,651.25
Creston Valley Quilters Guild	1	\$	750.00
Creston, Town Of	1	\$	1,141.64
Critical Incident Program	1	\$	4,250.00
Crockett, Jim	1	\$	123.03
Crosland, Brittany	2	\$	390.64
Cunningham, Hans	1	\$	39.65
Cupe Local 2262	5	\$	9,236.81
Cupe Local 748	3	\$	2,856.98
Dave's Plumbing Ltd	3	\$	6,343.76
DB Perks & Associates Ltd	3	\$	2,689.35
DeBoon, Arnold Frank	1	\$	85.40
Dewar, Janna	1	\$	299.25
DHC Communications Inc	12	\$	12,134.96
Distributel Communications Limited	1	\$	329.97
Duncan, Raymond J	1	\$	255.14
Dynamic Online Marketing Corp	2	\$	1,501.50
East Shore Internet Society	2	\$	112.00
East Shore Mainstreet	2	\$	157.50
Edgewood Community Club	1	\$	589.00
EECOL Electric Corp.	3	\$	872.22
Ellison's Market	2	\$	262.85
Emco Corporation	2	\$	3,385.94
Environmental Operators Certification Program	5	\$	478.80
Eric Etelamaki Holdings	2	\$	1,212.75
Ernies Used Auto Parts	1	\$	336.00
Esler, Christina	1	\$	75.00
Expresslane Deliveries	1	\$	362.38
Fanthorpe, Jill	1	\$	38.19
Fauquier Community Club Society	1	\$	750.00
Federated Co-Operatives Ltd	7	\$	1,797.04
Fehr, Carol	3	\$	1,628.52
Fehst, Tristan	1	\$	517.86
Fenton, Michael S	1	\$	1,392.16
Fergie, Barbara	1	\$	75.00
Figure 11 Consulting Inc.	1	\$	57.75
Fishlock, Garrett	1	\$	170.48
Fluent Information Management Systems Inc	1	\$	420.00

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	
FortisBC - Electricity	36	\$	25,313.83
Fortisbc - Natural Gas	2	\$	165.57
Four Star Communications Inc	1	\$	115.50
Fraser Valley Building Supplies Inc.	2	\$	102.46
French, Angela	1	\$	968.54
Friesen, Matthew	1	\$	945.00
Friesen, Micheal	2	\$	475.00
G&G Woodworking	2	\$	1,029.00
Gaitan, Taina	1	\$	255.00
Garrigan, Patrick	1	\$	75.00
Gaudet, Geoffrey A	1	\$	61.00
Geo H Hewitt Co Ltd	2	\$	255.65
Georama Holdings Ltd.	1	\$	50.82
GFL Environmental Inc.	29	\$	43,028.08
Gilbert Parts Depot	17	\$	5,905.54
Gillender, Anne	1	\$	307.44
Glacier Valley Tree Care Ltd	1	\$	997.50
Glacier View Glass Ltd.	1	\$	324.80
Glendale Tire Ltd.	1	\$	125.45
Goat Mountain Enterprises Ltd	1	\$	653.10
Graham Marine Construction	1	\$	2,520.00
Graham, Cheryl Elaine	1	\$	40.26
Gray Creek Store	7	\$	468.46
Gray's Contracting	1	\$	310.80
Greene, Gregory	3	\$	1,401.75
Guille, Pam	1	\$	1,365.00
Hall Printing	3	\$	1,015.67
Hamelin, Marie-Pierre	1	\$	85.68
Hanam, Kevin	1	\$	75.00
Harding, Kevin	1	\$	1,050.00
Heavy Metal Company	1	\$	1,905.75
Hewat, Suzan	1	\$	85.40
Highland Consulting Ltd	1	\$	672.00
Hills, Erika	1	\$	75.00
Hipperson Hardware	3	\$	178.54
Hi-Pro Sporting Goods Ltd	2	\$	1,663.84
Hitchon, William DBA: 5th Gear	1	\$	2,647.89
Hi-Way 9 Express Ltd	1	\$	81.59
Holeshot Originals	1	\$	552.83
HomePlus Products	1	\$	492.64
Hoodicoff, Eric	1	\$	871.18
Hopkyns, John (Chris)	1	\$	75.00
Hub Fire Engines & Equipment Ltd	16	\$	30,349.05
Hufty's Leasing Ltd	1	\$	497.88
Hume Hotel	4	\$	694.58
HuskyPro	1	\$	2,648.41
Hywood Truck & Equipment Ltd	34	\$	23,426.80
I.T. Blueprint Solutions Consulting Inc.	7	\$	18,211.59
ICESoft Technologies Holding Ltd	1	\$	3,192.03
ICONIX Waterworks Ltd Partnership	1	\$	1,092.34
Industrial Alliance Insurance and Financial Services Inc.	1	\$	827.62
Infosat Communications	1	\$	243.19
Inland Allcare	15	\$	6,086.53
Inland Kenworth (Castlegar)	1	\$	2,337.66
Insight Canada Inc.	2	\$	1,009.82
Interior Health Authority - Environmental Health	1	\$	126.00
Iron Mountain	1	\$	307.56
Izu-Shi Friendship Society	1	\$	890.00
Jackman, Garry	2	\$	158.60
Jackson, Jon	1	\$	256.40
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	11	\$	2,331.44
Jems Propane Ltd.	1	\$	423.36
Jennifer Wickwire	2	\$	575.00
JK Excavation Ltd.	1	\$	50.00
Johnston, Todd	1	\$	325.00
Jorgenson, Karin	1	\$	75.00
Justice Institute Of Bc	1	\$	798.08
JY Contracting Ltd	2	\$	2,677.50
Kabatoff Sand & Gravel Ltd	1	\$	2,553.60

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	
Kal Tire (Nakusp)	1	\$	1,061.37
Kal Tire (Nelson)	7	\$	10,059.15
Kaslo Building Maintenance	1	\$	535.50
Kaslo Building Supplies	1	\$	87.30
Kaslo Front Street Market	4	\$	148.17
Kaslo Home Hardware	3	\$	391.65
Kaslo Infonet Society	2	\$	206.98
Kaslo Pump	1	\$	144.24
Kaslo, Village Of	1	\$	64.56
Kathy Gordon's Cleaning Services	4	\$	567.00
Kel Print	1	\$	68.78
Kelly's Maintenance and Services	1	\$	2,625.00
KEM Services	3	\$	6,298.56
Kemlee Equipment Ltd	1	\$	40.83
Kendrick Equipment (2003) Ltd	3	\$	5,657.16
Kennlyn Enterprises	5	\$	6,384.00
Kidsport Nelson	1	\$	735.00
Kilburn, Jackie	2	\$	4,200.00
Kinnaird Park Community Church	1	\$	606.31
Kissinger, Helen	1	\$	25.00
Kitchener Valley Recreation & Fire Protection Society	1	\$	1,500.00
Koehle, Kristy	1	\$	50.00
Kokanee Fire & Safety Ltd.	1	\$	731.43
Kootenay Carshare Cooperative	4	\$	1,262.27
Kootenay Columbia Discovery Society	1	\$	1,296.20
Kootenay Glass & Mirror Ltd	2	\$	5,236.63
Kootenay Industrial Supply Ltd	13	\$	2,506.61
Kootenay Valley Water & Spas	4	\$	125.30
Kootnikoff, Amy (Aimee)	1	\$	375.00
Kootnikoff, Bill	1	\$	251.99
Krestova Improvement District	1	\$	1,456.00
KRIK Services Co	1	\$	23.02
Ktunaxa Kinbasket Child & Family Services Society	1	\$	2,000.00
Lacelle, Ryan (Jonathan)	1	\$	25.00
Lane, Harvey	1	\$	75.00
Lasko, Carolyn	2	\$	111.60
LCL Enterprises	1	\$	605.12
Levine Electric Ltd.	1	\$	533.60
Lidstone & Company	1	\$	1,879.81
Lifesaving Society	3	\$	801.90
Lin & Mike Plumbing & Heating Ltd	2	\$	6,059.42
Linde Canada Inc.	1	\$	238.49
Linn, James	1	\$	382.50
Lockwood, Diana LD	1	\$	50.02
Lo-Cost Propane	2	\$	1,733.35
Lordco Parts Ltd	15	\$	1,504.51
Luck, Kalen	1	\$	414.32
Lunn, Jessica	1	\$	91.50
Lupin Landscaping	1	\$	4.15
Lynx Off Grid Technology	2	\$	2,562.40
M.J Fabrication & Maintenance Welding	2	\$	1,890.00
Main Jet Motorsports Inc	4	\$	591.61
Malekow, Pamela	1	\$	75.00
Manhas, Aditya	1	\$	75.00
Manhas, Simran	1	\$	75.00
Marshall Smith, Paris	1	\$	1,067.18
Martech Electrical Systems Ltd	1	\$	1,250.77
Masse Environmental Consultants Ltd.	5	\$	16,002.90
Matrix Industries Inc	1	\$	303.25
Matthews, Audrey	1	\$	75.00
Mayday Electric Ltd	2	\$	294.30
McCuaig, Stuart	2	\$	159.91
McFaddin, Maria June	1	\$	54.29
McLaren-Caux, Aiden(Kenneth)	1	\$	178.73
McLeod, Hannah	1	\$	188.00
Mearl's Machine Works Ltd	2	\$	7,314.50
Medical Technology Inc	2	\$	1,282.14
Mental Health Commission of Canada	1	\$	80.00
Menzies, Taylor	1	\$	75.00

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	
Meridian Plumbing and Heating	1	\$	2,733.15
Merupati, Durga	1	\$	33.95
Mid Town Motors	3	\$	439.39
Mills Bros Construction Ltd	1	\$	672.00
Mills Office Productivity	3	\$	406.50
Minister of Finance	2	\$	282.37
Minister Of Finance - Product Distribution Centre	1	\$	57.08
Ministry of Forests, Compliance Enforcement Branch	1	\$	500.00
Ministry of Transportation and Infrastructure	1	\$	73.68
Mitchell Supply Ltd	9	\$	516.55
Mountain Transport Institute Ltd	1	\$	300.00
MyZone Media Inc.	2	\$	1,556.06
Nakusp Ski Club Association	1	\$	4,705.54
Nakusp, Village Of	1	\$	3,055.38
Nanaimo, City of	13	\$	4,142.25
Napa Auto Parts (Nelson)	2	\$	200.88
Nelson Building Centre Ltd	23	\$	2,476.26
Nelson Chrysler A Division of City Auto Ltd	1	\$	189.65
Nelson Circus Performers Association	1	\$	500.00
Nelson Electric Tramway Society	1	\$	500.00
Nelson Farmers Supply Ltd	7	\$	303.90
Nelson Ford Sales (2003) Inc.	1	\$	525.05
Nelson Hydro	13	\$	4,348.43
Nelson Leafs Hockey Society	1	\$	5,691.00
Nelson Skating Club	3	\$	900.00
Nelson Toyota	7	\$	2,150.72
Nelson, Calvin	1	\$	75.00
Nelson, City Of	3	\$	3,367.50
Nicholson Mechanical Ltd.	1	\$	754.74
North Kootenay Lake Community Services Society	1	\$	500.00
North Shore Fire Social Club	1	\$	2,000.00
Northtown Rental & Sales	1	\$	504.00
Ok Tire & Auto Service (Nelson)	1	\$	618.02
Ootischenia Fire Department Social Club	1	\$	3,000.00
Orasuk, Sam	1	\$	95.00
Orkin Canada Corporation	1	\$	182.18
Ostafichuk, Neil	1	\$	390.40
Overland West Freight Lines Ltd	3	\$	3,324.58
Panio, Gerald	1	\$	102.38
Paragon Micro Canada	8	\$	16,922.37
Pass Creek Exhibition Society	1	\$	4,000.00
Passmore Laboratory Ltd	6	\$	1,100.00
Pelviene Wellness Inc	1	\$	1,900.00
Pennywise	1	\$	195.23
Pereversoff Automotive Repair	2	\$	693.94
Pictometry Canada Corp.	1	\$	2,397.38
Pipe, Nicolai	1	\$	75.00
Pitbull Contracting Ltd	1	\$	1,317.40
Pitney Bowes	3	\$	1,312.86
Plumb Local Plumbing & Construction LTD	1	\$	1,781.17
PNT Contracting	1	\$	2,639.70
Popoff, Walter A	1	\$	37.82
Precision Saw Repair	1	\$	473.81
Prestige Inn - Lakeview Nelson	1	\$	227.70
Prestige Lakeside Resort	9	\$	1,915.90
Purolator Inc	3	\$	187.54
Pyramid Building Supplies	9	\$	1,147.71
RC Strategies Inc.	1	\$	4,704.00
Receiver General	3	\$	787.16
Recreation Facilities Association Of Bc	1	\$	3,171.00
Reliance Office Services Ltd	1	\$	2,415.00
Rescue Canada Resource Group Inc	1	\$	4,231.95
ResQtech Systems Inc	2	\$	5,239.85
Rfs Canada	6	\$	644.88
Ricalton, Ryan	1	\$	152.99
Richmond, Lee (John)	1	\$	50.00
Ricoh Canada Inc	7	\$	6,919.79
Riondel Boat Club	1	\$	4,647.00
Riondel Cable Society	2	\$	80.00

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	885,335
Riverside Farm	5	\$	7,706.22
Roadpost Inc. T46274	2	\$	576.60
Roblee Trucking	1	\$	918.75
Rocky Mountain Agencies	7	\$	19,864.36
Rocky Mountain Phoenix	16	\$	26,852.15
Rocky Point Engineering Ltd.	1	\$	787.50
Roenspiess, Ethan (Kai)	1	\$	75.00
Rook Design Media	1	\$	1,680.56
Royal Canadian Legion #203 Edgewood	1	\$	812.30
Rutherglen, Cohen	1	\$	202.50
Salmo Child Care Society	1	\$	4,999.99
Salmo Emergency Support Services Team	1	\$	800.00
Salmo Valley Youth & Community Centre	1	\$	866.67
Salmon, Evan	1	\$	89.22
Sanchez, Cristina	1	\$	126.00
Sarraco Crane Service Ltd	1	\$	997.50
Scheller, Rebecca	3	\$	1,698.84
Schmidt, Julie	2	\$	237.02
Scot Norsemen Enterprises Inc.	1	\$	1,563.59
Secure By Design	1	\$	61.60
Selkirk Irrigation Services	1	\$	269.58
Selkirk Security Services Ltd	1	\$	63.01
Sethi, Anmol	1	\$	225.21
Sfj Inc	1	\$	3,424.26
Shapovalov, Shannon	1	\$	75.00
Shasheen Machine Ltd	1	\$	336.00
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,040.37
Shaw Cable	25	\$	3,411.17
Shermco Industries Canada Inc. DBA Ready Engineering	1	\$	3,706.29
Shopa'S Excavating Ltd	1	\$	2,976.75
Silverton Building Supplies Ltd	3	\$	161.11
Simon's Garage Door Services	1	\$	862.05
Sk Electronics Ltd	8	\$	839.34
Slocan Park Community Hall Society	1	\$	656.37
Slocan Park Community Hall Society	1	\$	5,000.00
Slocan Valley Home Hardware	1	\$	53.74
Slocan Valley Snowmobile Association	1	\$	5,000.00
Slocan, Village of	2	\$	2,600.00
Smith Cameron Process Solutions	1	\$	637.28
SNT Engineering Ltd.	1	\$	3,711.75
South Kootenay Lake Community Service Society	1	\$	3,375.00
Speedpro Signs	2	\$	534.20
Speedpro Signs (Trail)	1	\$	162.40
Speedy Glass Creston (8787) (1042700 BC Ltd.)	1	\$	3.75
Stafford Welding	3	\$	1,443.75
Starlight Tool Services Ltd	1	\$	139.68
Stavast, Laura	1	\$	252.00
Sterling Backcheck Canada Corp.	1	\$	93.18
Stewart Mcdannold Stuart	1	\$	254.81
Stewart, Heather	1	\$	104.00
Studio 9 Architecture & Planning Ltd	1	\$	2,668.34
Sullivan, Kevin	1	\$	25.00
Sun Life Assurance Company of Canada	2	\$	1,211.07
Sundry Vendor	56	\$	19,559.70
Swana Pacific Chapter	1	\$	377.00
Swift Internet	4	\$	291.20
Taghum Community Society	2	\$	1,250.00
Taghum Shell (1997)	30	\$	2,401.08
Tarry's & District Community Hall Society	1	\$	5,400.00
Tarrys Fire Department Social Club	1	\$	125.00
Technical Safety BC	2	\$	2,142.44
Teck Metals Ltd	1	\$	315.00
Telus Communications Inc	5	\$	7,653.41
Tenaquip Industrial Distribution	2	\$	315.25
Terus Construction Ltd.	4	\$	359.96
Tetz, Brenda	2	\$	283.50
The Battery Doctors	7	\$	11,569.74
The Prophet Corporation	1	\$	699.36
The Trainer's Box	1	\$	299.00

Remaining 20% of payments by value	Number of Payments		Value
	1,246	\$	
Thiele, Dustin	2	\$	320.00
Thor Mechanical Ltd.	2	\$	2,493.32
Thurber Engineering Ltd.	1	\$	511.88
Tierney, Roger Bruce	1	\$	161.04
Tip-it Waste Solutions Inc.	3	\$	987.44
Traczyk, Lynn M	1	\$	150.00
Tratech Mechanical Ltd	3	\$	736.49
Trottier, Nadine	1	\$	75.00
Trowalex Equipment Rentals And Sales	2	\$	260.43
Troy Life & Fire Safety Ltd	1	\$	3,732.75
Tu-Dor Lock & Safe Ltd	2	\$	82.17
Uhlenbrauck, Tyler	1	\$	40.31
Uline Canada Corporation	6	\$	4,312.45
Union of Spiritual Communities of Christ	1	\$	778.57
Unit4 Business Software Corporation	1	\$	790.13
United Rentals Of Canada	1	\$	2,528.86
Valhalla Concepts Ltd.	2	\$	10,500.00
Vallen Canada Inc	1	\$	767.00
Valley View Golf Course	1	\$	822.40
Valley Voice Ltd	3	\$	364.77
Van Houtte Coffee Services	1	\$	268.95
Van Kam Freightways Ltd	2	\$	1,477.24
Van Veller, Sean	1	\$	75.00
Vandenbergh, Kelly	1	\$	159.21
VH Sporte Canada	1	\$	93.63
Vista Radio Ltd	1	\$	630.00
Vitalaire Canada Inc	1	\$	8.12
Von Micks, Duke Stacy	1	\$	252.00
Wade, William A	1	\$	220.49
Waldroff, Collin	1	\$	75.00
Wasp Manufacturing Ltd.	2	\$	225.47
Waste Management	18	\$	10,423.72
Watson, Aimee	2	\$	268.40
WE Graham Community Service Society	1	\$	4,000.00
Weatherhead, Teresa A	1	\$	178.73
Wesco Distribution-Canada Inc	2	\$	641.91
West Creston Community Hall Society	1	\$	540.00
Western Auto Wreckers (1974) Ltd	1	\$	421.44
Wetter, Sydney	1	\$	154.00
WEX Canada Ltd.	1	\$	4,601.40
WFR Wholesale Fire & Rescue Ltd	5	\$	5,866.11
Wilkinson, James	5	\$	1,914.01
Winlaw Mini-Mart	1	\$	199.07
Wood Wyant Inc	8	\$	6,069.89
Wood, Graeme	4	\$	350.00
Wright, Glenn	1	\$	10.00
WSP Canada Inc.	1	\$	3,175.20
XL Quality Industrial Services Inc.	1	\$	1,612.80
Xplore Inc.	1	\$	111.44
Yahk-Kingsgate Recreation Society	2	\$	2,000.00
Yellow Pages Group	1	\$	0.53
Yellowhead Road & Bridge	1	\$	3,219.14
Young, Sonya	1	\$	105.00
Zayac, Daniel B	1	\$	136.96
Zone West Enterprises Ltd	3	\$	527.52

Employees and Directors November 2022

Directors	Number of Payments		Value
	17		1,711
Casley, Leonard	1	\$	122.00
Cunningham, Hans	1	\$	39.65
DeBoon, Arnold Frank	1	\$	85.40
Graham, Cheryl Elaine	1	\$	40.26
Hewat, Suzan	1	\$	85.40
Jackman, Garry	2	\$	158.60
Lockwood, Diana LD	1	\$	50.02
Lunn, Jessica	1	\$	91.50
McFaddin, Maria June	1	\$	54.29
McLaren-Caux, Aiden(Kenneth)	1	\$	178.73
Popoff, Walter A	1	\$	37.82
Tierney, Roger Bruce	1	\$	161.04
Vandenbergh, Kelly	1	\$	159.21
Watson, Aimee	2	\$	268.40
Weatherhead, Teresa A	1	\$	178.73

Employees	Number of Payments		Value
	118	\$	27,719
Allaire, Michael	2	\$	175.00
Allison, Page	1	\$	173.25
Anderson, Georgina Lynn	4	\$	330.09
Aylesworth, Patricia	1	\$	49.41
Bailey, Ann	1	\$	75.00
Baranyai-Sheppard, Milo	1	\$	355.63
Barrington, Travis	1	\$	582.17
Beaudet, Philippe	2	\$	759.48
Belleau, Melodie	1	\$	75.00
Bloomfield, Cory	1	\$	839.99
Bodley, Peter	1	\$	75.00
Bourgeois, Jesse	1	\$	300.00
Brohman, Rebecca	1	\$	654.08
Burgess, Morgan	1	\$	178.50
Butler, Sam	1	\$	225.00
Cannon, Brice	1	\$	25.00
Carmichael, Donna	1	\$	182.00
Charnell, Sophia	3	\$	814.96
Chezenko, Sadie	1	\$	35.00
Clark, Gerald	1	\$	75.00
Crockett, Jim	1	\$	123.03
Crosland, Brittany	2	\$	390.64
Dewar, Janna	1	\$	299.25
Duncan, Raymond J	1	\$	255.14
Esler, Christina	1	\$	75.00
Fanthorpe, Jill	1	\$	38.19
Fehr, Carol	3	\$	1,628.52
Fehst, Tristan	1	\$	517.86
Fenton, Michael S	1	\$	1,392.16
Fergie, Barbara	1	\$	75.00
Fishlock, Garrett	1	\$	170.48
French, Angela	1	\$	968.54
Friesen, Matthew	1	\$	945.00
Friesen, Micheal	2	\$	475.00
Gaitan, Taina	1	\$	255.00
Garrigan, Patrick	1	\$	75.00
Gaudet, Geoffrey A	1	\$	61.00
Gillender, Anne	1	\$	307.44
Greene, Gregory	3	\$	1,401.75
Hamelin, Marie-Pierre	1	\$	85.68
Hanam, Kevin	1	\$	75.00
Hills, Erika	1	\$	75.00
Hoodicoff, Eric	1	\$	871.18
Hopkyns, John (Chris)	1	\$	75.00
Jackson, Jon	1	\$	256.40
Johnston, Todd	1	\$	325.00
Jorgenson, Karin	1	\$	75.00
Kissinger, Helen	1	\$	25.00
Koehle, Kristy	1	\$	50.00
Kootnikoff, Amy (Aimee)	1	\$	375.00
Kootnikoff, Bill	1	\$	251.99
Lacelle, Ryan (Jonathan)	1	\$	25.00
Lane, Harvey	1	\$	75.00
Lasko, Carolyn	2	\$	111.60
Luck, Kalen	1	\$	414.32
Malekow, Pamela	1	\$	75.00

Employees	Number of Payments		Value
Manhas, Aditya	1	\$	75.00
Manhas, Simran	1	\$	75.00
Marshall Smith, Paris	1	\$	1,067.18
Matthews, Audrey	1	\$	75.00
McCuaig, Stuart	2	\$	159.91
Menzies, Taylor	1	\$	75.00
Merupati, Durga	1	\$	33.95
Nelson, Calvin	1	\$	75.00
Orasuk, Sam	1	\$	95.00
Ostafichuk, Neil	1	\$	390.40
Pipe, Nicolai	1	\$	75.00
Ricalton, Ryan	1	\$	152.99
Richmond, Lee (John)	1	\$	50.00
Roenspiess, Ethan (Kai)	1	\$	75.00
Salmon, Evan	1	\$	89.22
Sanchez, Cristina	1	\$	126.00
Scheller, Rebecca	3	\$	1,698.84
Schmidt, Julie	2	\$	237.02
Sethi, Anmol	1	\$	225.21
Shapovalov, Shannon	1	\$	75.00
Stavast, Laura	1	\$	252.00
Sullivan, Kevin	1	\$	25.00
Tetz, Brenda	2	\$	283.50

Accounts Payable for November 2022 Breakdown by Type of Payment

Discretionary, Community Development, and Other Grants	Number of Payments		\$	273,141
	53			
Ainsworth Recreation Association	1		\$ 7,000.00	
Arrow Lakes ATV Club	1		\$ 2,000.00	
Arrow Lakes Search & Rescue	1		\$ 21,000.00	
Burton Fire Department	2		\$ 1,131.17	
Canyon Community Association	1		\$ 1,000.00	
Castlegar & District Community Services Society (CDCSS)	1		\$ 2,100.00	
Castlegar & District Minor Hockey Association	1		\$ 1,000.00	
Castlegar Golf Club	1		\$ 567.62	
Castlegar Rebels Hockey Club	1		\$ 1,000.00	
Castlegar Search & Rescue	1		\$ 18,749.00	
Castlegar Skating Club	1		\$ 1,000.00	
Crawford Bay & District Hall & Parks Association	1		\$ 20,873.36	
Creston Ministerial Association	3		\$ 3,000.00	
Creston Valley Blossom Festival (CVBF)	1		\$ 1,640.00	
Creston Valley Quilters Guild	1		\$ 750.00	
Edgewood Community Club	1		\$ 589.00	
Fauquier Community Club Society	1		\$ 750.00	
Foster Creek Water Users Community	1		\$ 9,750.00	
Izu-Shi Friendship Society	1		\$ 890.00	
Kidsport Nelson	1		\$ 735.00	
Kinnaird Park Community Church	1		\$ 606.31	
Kitchener Valley Recreation & Fire Protection Society	1		\$ 1,500.00	
Kootenay Columbia Discovery Society	1		\$ 1,296.20	
Ktunaxa Kinbasket Child & Family Services Society	1		\$ 2,000.00	
Ministry of Forests, Compliance Enforcement Branch	1		\$ 500.00	
Nakusp Public Library Association	1		\$ 99,724.60	
Nakusp Ski Club Association	1		\$ 4,705.54	
Nelson Circus Performers Association	1		\$ 500.00	
Nelson Electric Tramway Society	1		\$ 500.00	
Nelson Skating Club	3		\$ 900.00	
North Kootenay Lake Community Services Society	1		\$ 500.00	
Ootischenia Fire Department Social Club	1		\$ 3,000.00	
Pass Creek Exhibition Society	1		\$ 4,000.00	
Riondel Boat Club	1		\$ 4,647.00	
Royal Canadian Legion #203 Edgewood	1		\$ 812.30	
Salmo Child Care Society	1		\$ 4,999.99	
Salmo Emergency Support Services Team	1		\$ 800.00	
Slocan Park Community Hall Society	1		\$ 5,000.00	
Slocan Valley Snowmobile Association	1		\$ 5,000.00	
Slocan, Village of	2		\$ 2,600.00	
South Kootenay Lake Community Service Society	1		\$ 3,375.00	
Tarry's & District Community Hall Society	1		\$ 5,400.00	
Union of Spiritual Communities of Christ	1		\$ 778.57	
Valley View Golf Course	1		\$ 822.40	
WE Graham Community Service Society	1		\$ 4,000.00	
Ymir Arts & Museum Society	1		\$ 6,732.45	
Ymir Community Association	1		\$ 12,915.00	

All Other Vendors	Number of Payments		\$	Value	4,131,601
	1,145				
1022117 Alberta Ltd.	5		\$ 22,519.61		
1098828 B.C. Ltd.	1		\$ 1,312.64		
613693 BC Ltd	1		\$ 504.00		
A-3 Plumbing Heating & Gas Fitting Ltd	1		\$ 1,174.65		
Accent Carpet Care	1		\$ 3,403.05		
ACE Courier Services	3		\$ 277.65		
Activity Base	1		\$ 147.84		
Air Liquide Canada Inc	4		\$ 991.45		
Alberta Fire Chiefs Association	1		\$ 701.96		
Alfred Horie Construction Co. Ltd.	1		\$ 48,495.99		
All Around Septic Services Ltd	4		\$ 5,441.63		
ALS Canada Ltd.	5		\$ 5,378.98		
Anderson, Nils	2		\$ 942.50		
Andex Equipment Rentals	6		\$ 9,183.99		
Andrew Sheret Ltd	15		\$ 20,503.98		
Aquam Inc	1		\$ 407.72		
Arena Resources Corp.	1		\$ 2,070.84		
Armtec	1		\$ 403.49		
Arrow Lakes Aggregates	1		\$ 17,944.82		
Associated Fire Safety Equipment	1		\$ 476.70		
Authorized Security Ltd.	1		\$ 252.00		
B&L Security Patrol (1981) Ltd	3		\$ 5,204.45		
Babe's Automotive	1		\$ 517.97		
Balfour Autobody & Mechanical Ltd.	1		\$ 98.51		
Balfour Gill And Gift	1		\$ 901.51		
BC Hydro & Power Authority	2		\$ 2,079.14		
BC Transit	5		\$ 161,283.58		
Bell Media Radio GP	2		\$ 882.00		
Black Press Group Ltd	3		\$ 18,942.95		
Blewett Elementary School	1		\$ 582.00		
Bluewave Energy	1		\$ 2,348.53		
Border Holdings Ltd.	1		\$ 445,524.83		
Boswell Memorial Hall	1		\$ 50.00		
Bowick Electric	1		\$ 204.75		
Brenton Industries Ltd	2		\$ 6,991.44		
Brodie Consulting Ltd.	1		\$ 4,907.98		
Brogan Fire & Safety	2		\$ 325.93		
Burton Internet Society	1		\$ 39.20		

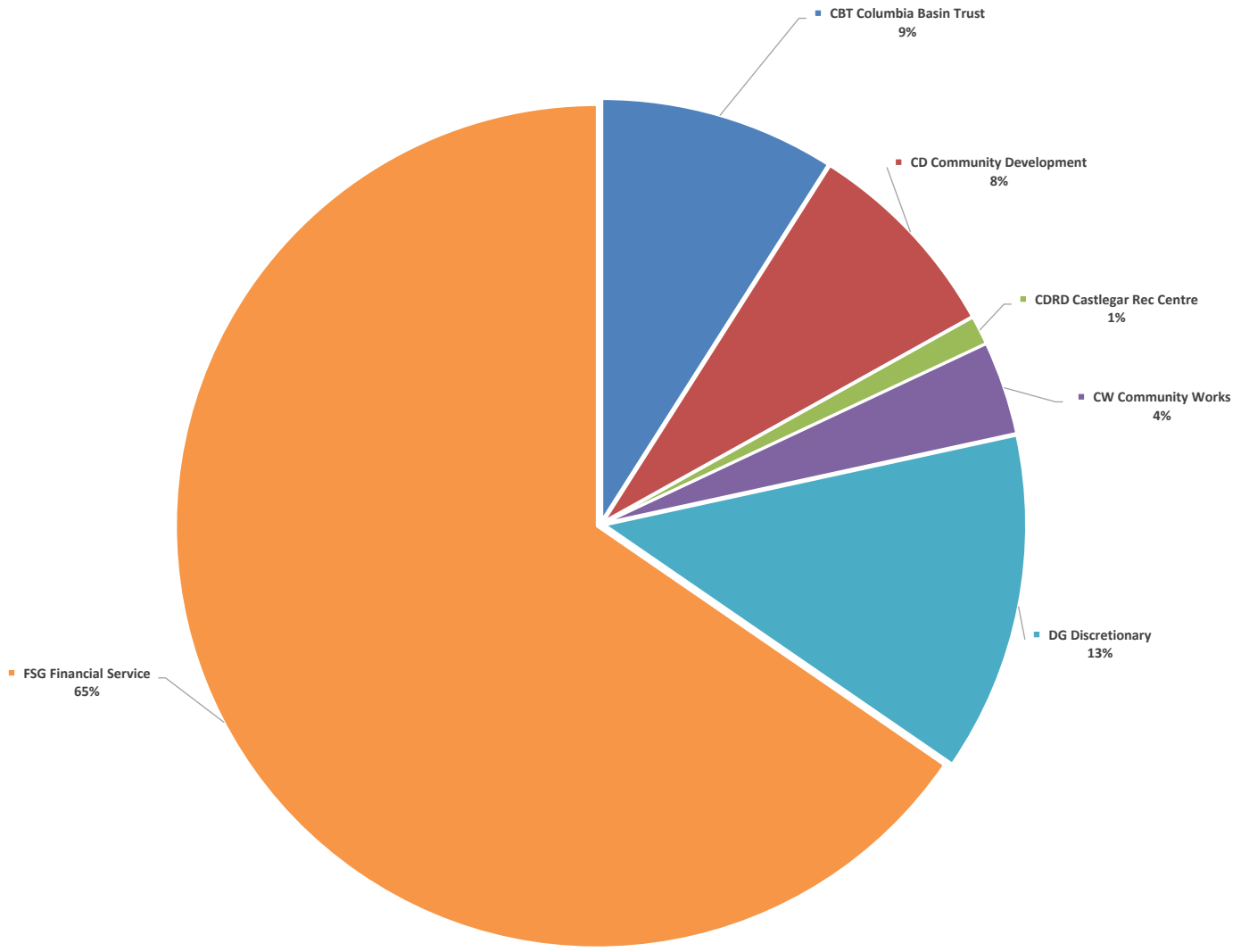
All Other Vendors	Number of Payments		Value
	1,145	\$	
BWS Enterprise Ltd	2	\$	8,279.17
C.A. Fischer Lumber Co. Ltd.	5	\$	431.46
Canadian Centre for Occupational Health and Safety	2	\$	30.00
Canadian Linen & Uniform	3	\$	257.44
Canadian Red Cross	1	\$	124.99
CanGas Propane Inc.	16	\$	6,391.06
Canyon Lister Elementary School	1	\$	360.00
Caro Analytical Services	2	\$	2,433.64
Carrier Enterprises Canada	1	\$	20,322.40
Cascade Lock & Safe	1	\$	26.88
Case Grypma Mechanical LTD	1	\$	673.00
Castle Fuels (2008) Inc	1	\$	1,964.76
Castlegar, City Of	1	\$	114,000.00
Cathro Consulting Ltd	1	\$	7,938.00
CDW Canada Corp	4	\$	2,717.39
Central Kootenay Garbage Club	1	\$	9,817.50
Central Kootenay Invasive Species Society	2	\$	9,585.54
CentralSquare Canada Software Inc.	1	\$	18,829.74
Christenson, Megan	1	\$	240.00
Classic Glass & Trim	1	\$	18.00
Cleartech Industries Inc	6	\$	16,723.24
Columbia Basin Broadband Corporation	1	\$	3,180.80
Columbia Wireless Inc	7	\$	576.80
Comfort Welding Ltd	13	\$	4,183.57
Compass Appliance	1	\$	115.50
Concept Controls	1	\$	320.60
Connect Hearing	2	\$	756.00
Coral Canada Wide Ltd.	2	\$	18,367.65
Cowan's Office Supplies	18	\$	3,526.23
Cranbrook Water Conditioning Ltd.	4	\$	204.88
Crawford Bay & District Hall & Parks Association	1	\$	52.50
Crawford Bay Hall & Parks Board	1	\$	15.00
Crawford Bay Store	7	\$	736.77
Creston Card & Stationery	3	\$	341.20
Creston Valley Chamber Of Commerce	1	\$	2,651.25
Creston, Town Of	2	\$	81,141.64
Critical Incident Program	1	\$	4,250.00
Cupe Local 2262	6	\$	23,877.96
Cupe Local 748	3	\$	2,856.98
Dave's Plumbing Ltd	3	\$	6,343.76
DB Perks & Associates Ltd	3	\$	2,689.35
DHC Communications Inc	13	\$	33,484.53
Distributel Communications Limited	1	\$	329.97
Dynamic Online Marketing Corp	2	\$	1,501.50
East Shore Internet Society	2	\$	112.00
East Shore Mainstreet	2	\$	157.50
EECOL Electric Corp.	3	\$	872.22
Ellison's Market	2	\$	262.85
Emco Corporation	2	\$	3,385.94
Environmental Operators Certification Program	5	\$	478.80
Eric Etelamaki Holdings	2	\$	1,212.75
Ernies Used Auto Parts	1	\$	336.00
Expresslane Deliveries	1	\$	362.38
Factor 5 Group Inc	1	\$	23,519.99
Federated Co-Operatives Ltd	7	\$	1,797.04
Figure 11 Consulting Inc.	1	\$	57.75
Fluent Information Management Systems Inc	1	\$	420.00
FortisBC - Electricity	38	\$	55,663.89
Fortisbc - Natural Gas	4	\$	30,448.86
Four Star Communications Inc	1	\$	115.50
Fraser Valley Building Supplies Inc.	2	\$	102.46
G&G Woodworking	2	\$	1,029.00
Geo H Hewitt Co Ltd	2	\$	255.65
Georama Holdings Ltd.	1	\$	50.82
GFL Environmental Inc.	41	\$	308,326.75
Gilbert Parts Depot	17	\$	5,905.54
Glacier Valley Tree Care Ltd	1	\$	997.50
Glacier View Glass Ltd.	1	\$	324.80
Glendale Tire Ltd.	1	\$	125.45
Goat Mountain Enterprises Ltd	1	\$	653.10
Graham Marine Construction	1	\$	2,520.00
Gray Creek Store	7	\$	468.46
Gray's Contracting	1	\$	310.80
Guille, Pam	1	\$	1,365.00
Hall Printing	3	\$	1,015.67
Harding, Kevin	1	\$	1,050.00
Heavy Metal Company	1	\$	1,905.75
Highland Consulting Ltd	1	\$	672.00
Hipperson Hardware	3	\$	178.54
Hi-Pro Sporting Goods Ltd	2	\$	1,663.84
Hitchon, William DBA: 5th Gear	1	\$	2,647.89
Hi-Way 9 Express Ltd	1	\$	81.59
Holeshot Originals	2	\$	14,066.79
HomePlus Products	1	\$	492.64
Hub Fire Engines & Equipment Ltd	16	\$	30,349.05
Hufty's Leasing Ltd	1	\$	497.88
Hume Hotel	4	\$	694.58
HuskyPro	1	\$	2,648.41
Hywood Truck & Equipment Ltd	34	\$	23,426.80
I.T. Blueprint Solutions Consulting Inc.	7	\$	18,211.59
ICESoft Technologies Holding Ltd	1	\$	3,192.03
ICONIX Waterworks Ltd Partnership	1	\$	1,092.34
Industrial Alliance Insurance and Financial Services Inc.	1	\$	827.62
Infosat Communications	1	\$	243.19
Inland Allcare	15	\$	6,086.53

All Other Vendors	Number of Payments		Value
	1,145	\$	
			4,131,601
Inland Kenworth (Castlegar)	1	\$	2,337.66
Insight Canada Inc.	2	\$	1,009.82
Integrated Sustainability Consultants Ltd.	3	\$	812,551.83
Interior Health Authority - Environmental Health	1	\$	126.00
Interior Reforestation Co. Ltd.	1	\$	11,182.50
Iron Mountain	1	\$	307.56
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	11	\$	2,331.44
Jems Propane Ltd.	1	\$	423.36
Jennifer Wickwire	2	\$	575.00
JK Excavation Ltd.	1	\$	50.00
Justice Institute Of Bc	1	\$	798.08
JY Contracting Ltd	2	\$	2,677.50
Kabatoff Sand & Gravel Ltd	2	\$	11,184.60
Kal Tire (Nakusp)	1	\$	1,061.37
Kal Tire (Nelson)	7	\$	10,059.15
Kaslo Building Maintenance	1	\$	535.50
Kaslo Building Supplies	1	\$	87.30
Kaslo Front Street Market	4	\$	148.17
Kaslo Home Hardware	3	\$	391.65
Kaslo Infonet Society	2	\$	206.98
Kaslo Pump	1	\$	144.24
Kaslo, Village Of	1	\$	64.56
Kathy Gordon's Cleaning Services	4	\$	567.00
Kel Print	1	\$	68.78
Kelly's Maintenance and Services	1	\$	2,625.00
KEM Services	3	\$	6,298.56
Kemlee Equipment Ltd	1	\$	40.83
Kendrick Equipment (2003) Ltd	3	\$	5,657.16
Kennlyn Enterprises	5	\$	6,384.00
Kilburn, Jackie	2	\$	4,200.00
Kokanee Fire & Safety Ltd.	2	\$	9,958.25
Kootenay Carshare Cooperative	4	\$	1,262.27
Kootenay Glass & Mirror Ltd	2	\$	5,236.63
Kootenay Industrial Supply Ltd	13	\$	2,506.61
Kootenay Valley Water & Spas	4	\$	125.30
Krestova Improvement District	3	\$	59,531.00
KRIK Services Co	1	\$	23.02
Ktunaxa Nation Council Society	1	\$	31,027.50
LCL Enterprises	1	\$	605.12
Levine Electric Ltd.	1	\$	533.60
Lidstone & Company	1	\$	1,879.81
Lifesaving Society	3	\$	801.90
Lin & Mike Plumbing & Heating Ltd	2	\$	6,059.42
Linde Canada Inc.	1	\$	238.49
Linn, James	1	\$	382.50
Lo-Cost Propane	2	\$	1,733.35
Lordco Parts Ltd	15	\$	1,504.51
Lupin Landscaping	1	\$	4.15
Lynx Off Grid Technology	2	\$	2,562.40
M.J Fabrication & Maintenance Welding	2	\$	1,890.00
Main Jet Motorsports Inc	4	\$	591.61
Martech Electrical Systems Ltd	1	\$	1,250.77
Masse Environmental Consultants Ltd.	5	\$	16,002.90
Matrix Industries Inc	1	\$	303.25
Mayday Electric Ltd	2	\$	294.30
MCL Group Ltd.	2	\$	601,438.91
McLeod, Hannah	1	\$	188.00
Mearl's Machine Works Ltd	3	\$	13,986.34
Medical Technology Inc	2	\$	1,282.14
Mental Health Commission of Canada	1	\$	80.00
Meridian Plumbing and Heating	1	\$	2,733.15
Mid Town Motors	3	\$	439.39
Mills Bros Construction Ltd	1	\$	672.00
Mills Office Productivity	3	\$	406.50
Minister of Finance	3	\$	7,039.75
Minister Of Finance - Product Distribution Centre	1	\$	57.08
Ministry of Transportation and Infrastructure	1	\$	73.68
Mitchell Supply Ltd	9	\$	516.55
Morrow Bioscience Ltd	1	\$	18,412.11
Mountain Transport Institute Ltd	1	\$	300.00
MyZone Media Inc.	2	\$	1,556.06
Nakusp, Village Of	1	\$	3,055.38
Nanaimo, City of	13	\$	4,142.25
Napa Auto Parts (Nelson)	2	\$	200.88
Neison Building Centre Ltd	23	\$	2,476.26
Nelson Chrysler A Division of City Auto Ltd	1	\$	189.65
Nelson Farmers Supply Ltd	7	\$	303.90
Nelson Ford Sales (2003) Inc.	1	\$	525.05
Nelson Hydro	14	\$	30,953.02
Nelson Leafs Hockey Society	1	\$	5,691.00
Nelson Toyota	7	\$	2,150.72
Nelson, City Of	5	\$	19,656.42
Nicholson Mechanical Ltd.	1	\$	754.74
North Shore Fire Social Club	1	\$	2,000.00
Northtown Rental & Sales	1	\$	504.00
Ok Tire & Auto Service (Nelson)	1	\$	618.02
Orkin Canada Corporation	1	\$	182.18
Overland West Freight Lines Ltd	3	\$	3,324.58
Panio, Gerald	1	\$	102.38
Paragon Micro Canada	9	\$	25,194.02
Passmore Laboratory Ltd	6	\$	1,100.00
Pelvienn Wellness Inc	1	\$	1,900.00
Pennywise	1	\$	195.23
Pereversoff Automotive Repair	2	\$	693.94
Pictometry Canada Corp.	1	\$	2,397.38

All Other Vendors	Number of Payments		Value
	1,145	\$	
			4,131,601
Pitbull Contracting Ltd	1	\$	1,317.40
Pitney Bowes	3	\$	1,312.86
Plumb Local Plumbing & Construction LTD	1	\$	1,781.17
PNT Contracting	1	\$	2,639.70
Precision Saw Repair	1	\$	473.81
Prestige Inn - Lakeview Nelson	1	\$	227.70
Prestige Lakeside Resort	9	\$	1,915.90
Purolator Inc	3	\$	187.54
Pyramid Building Supplies	9	\$	1,147.71
RC Strategies Inc.	1	\$	4,704.00
Read Jones Christoffersen Ltd.	1	\$	6,699.22
Receiver General	3	\$	787.16
Recreation Facilities Association Of Bc	1	\$	3,171.00
Reliance Office Services Ltd	1	\$	2,415.00
Rescue Canada Resource Group Inc	1	\$	4,231.95
ResQtech Systems Inc	2	\$	5,239.85
Rfs -Canada	6	\$	644.88
Ricoh Canada Inc	7	\$	6,919.79
Riondel Cable Society	2	\$	80.00
Riverside Farm	5	\$	7,706.22
Roadpost Inc. T46274	2	\$	576.60
Roblee Trucking	1	\$	918.75
Rocky Mountain Agencies	7	\$	19,864.36
Rocky Mountain Mobile Hearing Testing Ltd.	1	\$	10,788.75
Rocky Mountain Phoenix	16	\$	26,852.15
Rocky Point Engineering Ltd.	1	\$	787.50
Rook Design Media	1	\$	1,680.56
Rutherglen, Cohen	1	\$	202.50
Sabo Mobile Contracting Ltd.	1	\$	6,762.00
Salmo Valley Youth & Community Centre	1	\$	866.67
Sarraco Crane Service Ltd	1	\$	997.50
Scot Norsemen Enterprises Inc.	1	\$	1,563.59
Secure By Design	1	\$	61.60
Selkirk Irrigation Services	1	\$	269.58
Selkirk Security Services Ltd	1	\$	63.01
Sfj Inc	1	\$	3,424.26
Shasheen Machine Ltd	1	\$	336.00
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,040.37
Shaw Cable	25	\$	3,411.17
Shermco Industries Canada Inc. DBA Ready Engineering	1	\$	3,706.29
Shopa'S Excavating Ltd	2	\$	14,616.00
Silverton Building Supplies Ltd	3	\$	161.11
Simon's Garage Door Services	1	\$	862.05
Sk Electronics Ltd	8	\$	839.34
Slocan Park Community Hall Society	1	\$	656.37
Slocan Valley Home Hardware	1	\$	53.74
Smith Cameron Process Solutions	1	\$	637.28
SNT Engineering Ltd.	1	\$	3,711.75
Speedpro Signs	3	\$	7,665.63
Speedpro Signs (Trail)	1	\$	162.40
Speedy Glass Creston (8787) (1042700 BC Ltd.)	1	\$	3.75
Sperling Hansen Associates Inc	2	\$	24,007.51
SRK Consulting (Canada) Inc.	1	\$	46,430.23
Stafford Welding	3	\$	1,443.75
Starlight FX Ltd	1	\$	9,290.42
Starlight Tool Services Ltd	1	\$	139.68
Sterling Backcheck Canada Corp.	1	\$	93.18
Stewart Mcdannold Stuart	1	\$	254.81
Stewart, Heather	1	\$	104.00
Studio 9 Architecture & Planning Ltd	1	\$	2,668.34
Sun Life Assurance Company of Canada	2	\$	1,211.07
Sundry Vendor	56	\$	19,559.70
Swana Pacific Chapter	1	\$	377.00
Swift Internet	4	\$	291.20
Taghum Community Society	2	\$	1,250.00
Taghum Shell (1997)	30	\$	2,401.08
Tarrys Fire Department Social Club	1	\$	125.00
Technical Safety BC	2	\$	2,142.44
Teck Metals Ltd	1	\$	315.00
Telus Communications Inc	5	\$	7,653.41
Telus Mobility	2	\$	15,794.30
Tenaquip Industrial Distribution	2	\$	315.25
Terus Construction Ltd.	4	\$	359.96
The Battery Doctors	7	\$	11,569.74
The Prophet Corporation	1	\$	699.36
The Trainer's Box	1	\$	299.00
Thiele, Dustin	2	\$	320.00
Thor Mechanical Ltd.	2	\$	2,493.32
Thurber Engineering Ltd.	1	\$	511.88
Tip-it Waste Solutions Inc.	3	\$	987.44
Tratech Mechanical Ltd	3	\$	736.49
Trowelx Equipment Rentals And Sales	2	\$	260.43
Troy Life & Fire Safety Ltd	1	\$	3,732.75
Tu-Dor Lock & Safe Ltd	2	\$	82.17
Uline Canada Corporation	6	\$	4,312.45
Unifab Industries Ltd.	1	\$	56,000.00
Unit4 Business Software Corporation	1	\$	790.13
United Rentals Of Canada	1	\$	2,528.86
Urban Systems Ltd.	2	\$	19,493.90
Valhalla Concepts Ltd.	2	\$	10,500.00
Vallen Canada Inc	1	\$	767.00
Valley Voice Ltd	3	\$	364.77
Van Houtte Coffee Services	1	\$	268.95
Van Kam Freightways Ltd	2	\$	1,477.24
VH Sporte Canada	1	\$	93.63

All Other Vendors	Number of Payments		Value
	1,145	\$	
Vista Radio Ltd	1	\$	630.00
Vitalaire Canada Inc	1	\$	8.12
Wasp Manufacturing Ltd.	2	\$	225.47
Waste Management	18	\$	10,423.72
Wesco Distribution-Canada Inc	2	\$	641.91
West Arm Silviculture	1	\$	9,576.00
West Creston Community Hall Society	1	\$	540.00
Western Auto Wreckers (1974) Ltd	1	\$	421.44
WEX Canada Ltd.	1	\$	4,601.40
WFR Wholesale Fire & Rescue Ltd	5	\$	5,866.11
Wild West Drilling Inc	1	\$	33,075.00
Wildland Recreation Solutions	1	\$	27,925.71
Winlaw Mini-Mart	1	\$	199.07
Wood Wyant Inc	8	\$	6,069.89
WSP Canada Inc.	1	\$	3,175.20
Wylee Works Inc.	1	\$	9,450.00
XL Quality Industrial Services Inc.	1	\$	1,612.80
Xplore Inc.	1	\$	111.44
Yahk-Kingsgate Recreation Society	2	\$	2,000.00
Yellow Pages Group	1	\$	0.53
Yellowhead Road & Bridge	1	\$	3,219.14
Z-KO Construction Ltd.	2	\$	42,968.69
Zone West Enterprises Ltd	3	\$	527.52
			4,131,601

Grants by Type



■ CBT Columbia Basin Trust

■ CD Community Development

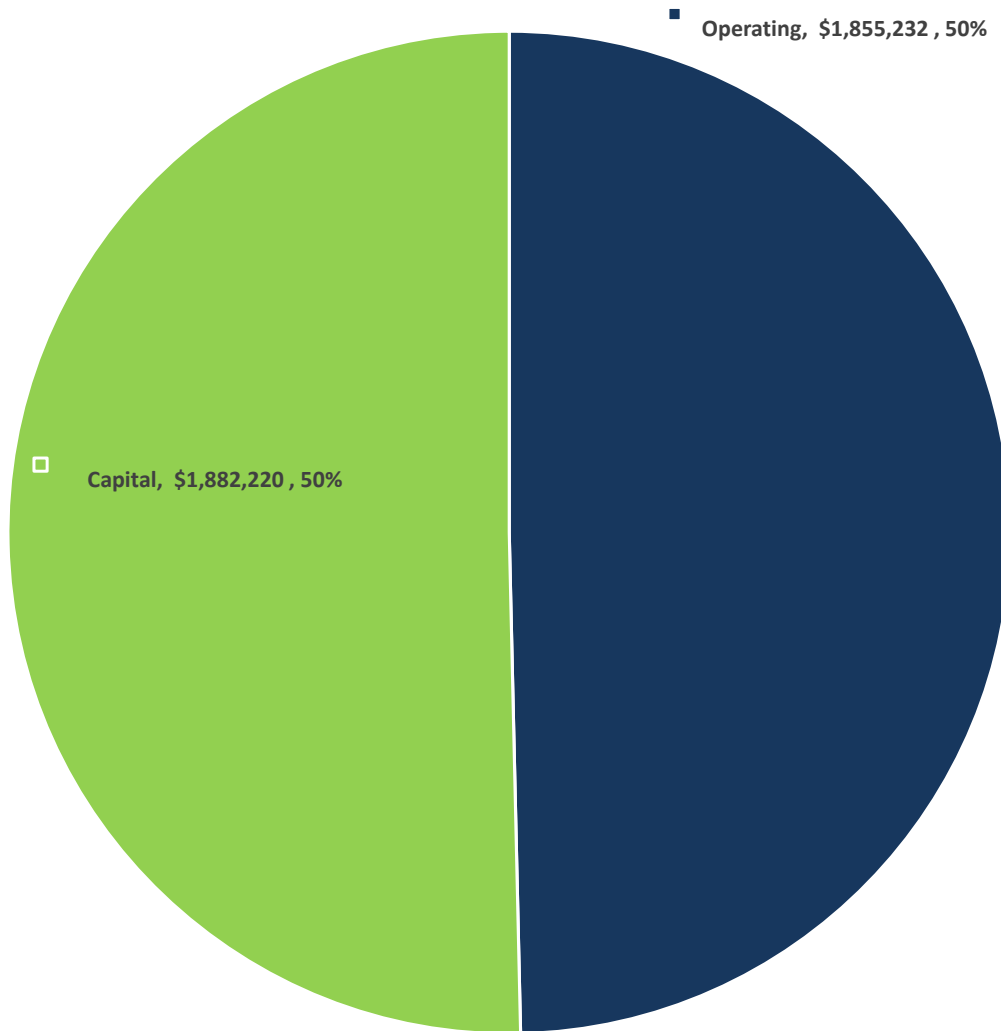
■ CDRD Castlegar Rec Centre

■ CW Community Works

■ DG Discretionary

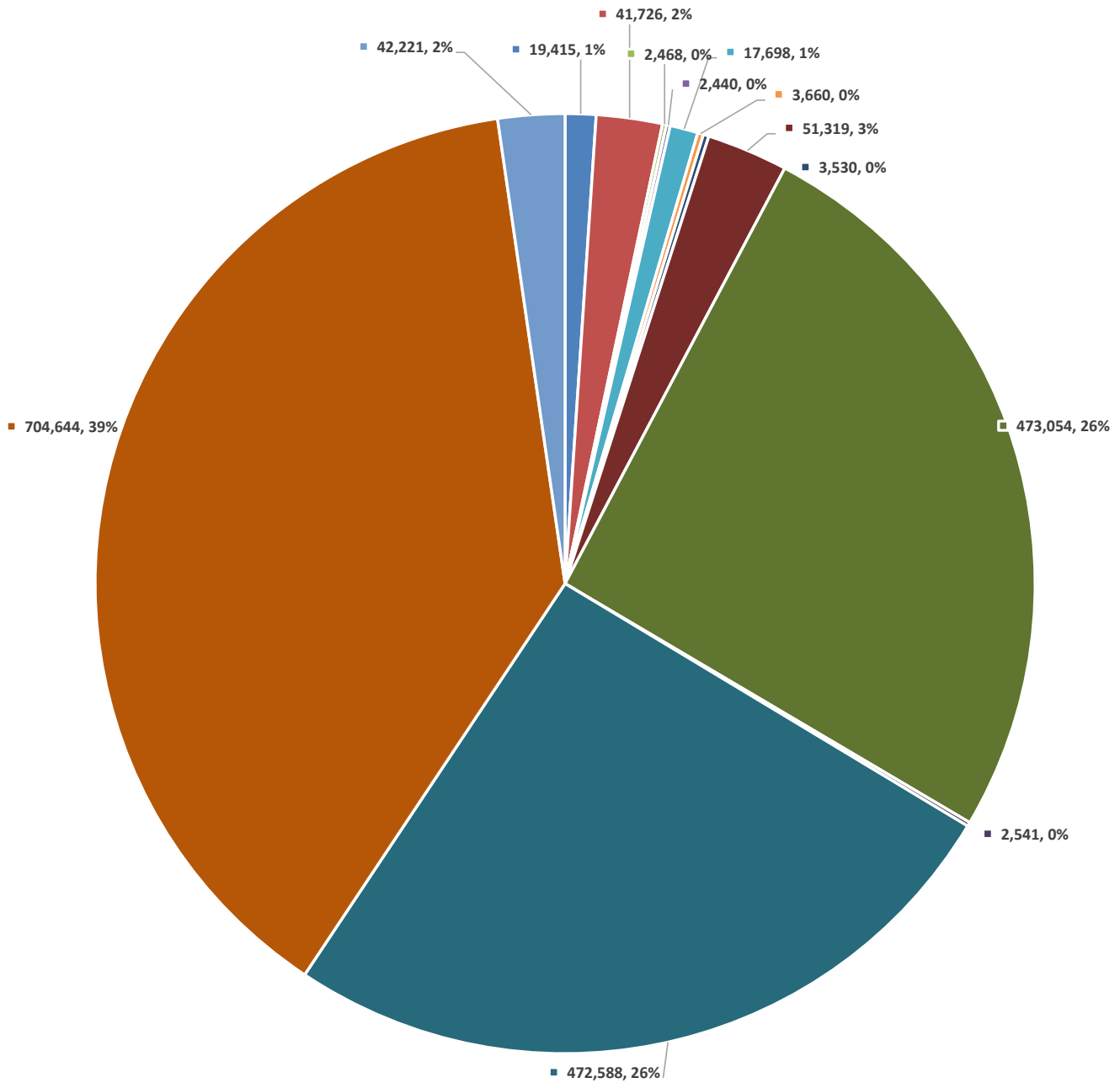
■ FSG Financial Service

November 2022 Capital VS Operating Expenditures



■ Operating

■ Capital



- Aquatic Centre-Castlegar and Areas J and I
- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Emergency Consolidated Services
- Fire Protection-Area J (Ootischenia)
- Fire Protection-Area J (Robson, Raspberry)
- Fire Protection-Areas H and I (Slocan Valley)
- Fire Response - West Creston
- General Administration
- Organics Program – Central & West Subregions
- Recreation Facility-Creston and Areas B, C and Area A
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Refuse Disposal (East Subregion)-Creston and Areas A, B and C
- Regional Parks-Nelson, Salmo and Areas E, F and G



Board Report

Date of Report: November 10, 2022
Date & Type of Meeting: December 8, 2022, Regular Open Board
Author: Eileen Senyk, Planner
Subject: LAND USE BYLAW AMENDMENTS
File: Z2207G-05608.025-ANDERSON-BA000061
Electoral Area/Municipality 'G'

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Board to consider adoption of *Electoral Area 'G' Land Use Amendment Bylaw No. 2856, 2022*. The subject property is located at 161 Sheloff Road in Electoral Area 'G'.

The proponents wish to amend the land use designation and zoning for a portion of the subject site from Agriculture (AG) to Rural Residential (RC), and to rezone from Agriculture (AG) to Rural Residential (R3). Approval of these bylaw amendments are being sought to facilitate a subdivision creating one 2.4 ha lot, and a 4.2 ha remainder parcel.

The amending bylaw was approved by the Ministry of Transportation and Infrastructure on October 27, 2022 pursuant to Section 52(3)(a) of the Transportation Act. With that condition of final approval now complete, Staff recommends that the bylaw be adopted.

SECTION 2: BACKGROUND/ANALYSIS

GENERAL INFORMATION

Property Owner: Kevin and Rose Anderson

Property Location: 161 Sheloff Rd, Electoral Area 'G'

Legal Description: Lot 2 District Lot 1237 Kootenay District Plan 6791 (PID 017-579-015)

Property Size: 6.6 hectares (16.48 acres)

Current Zoning: Agriculture (AG)

Current Official Community Plan Designation: Agriculture

SURROUNDING LAND USES

North: Rural Residential (R3)

East: Agriculture (AG) and Parks and Recreation (PR) – Salmo Valley Rail Trail

South: Agriculture (AG) and Parks and Recreation (PR) – Salmo Valley Rail Trail

West: Agriculture (AG) and Parks and Recreation (PR) – Salmo Valley Rail Trail and Country Residential (R2)

Background and Site Context

The subject property is located less than one kilometre north of the Village of Salmo. It is approximately 6.6 hectares in size. It is partially located in the Agricultural Land Reserve. Much of the southeastern portion of the property is flat farmland, but there is a break in the topography on the west side where there is a short, steep rise to a flat bench. The applicants seek to subdivide the upland portion of the property and create one additional 2.4 hectare lot, leaving a 4.2 hectare remainder. There is a large, level building site on the upper bench where the proposed new lot is located. The proposed remainder is the most farmable portion of the property.



Figure 1: Overview Map

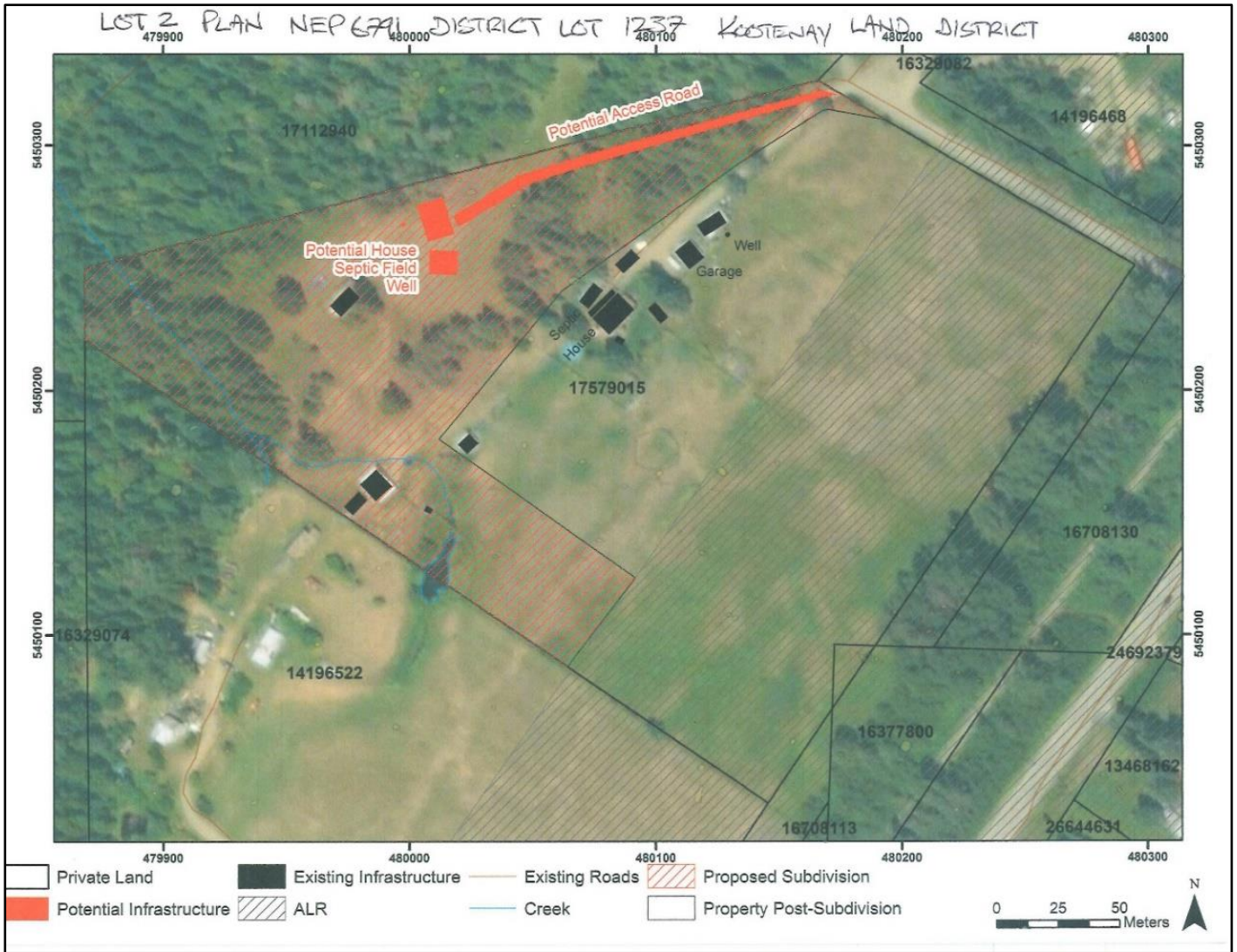


Figure 2: Site Plan

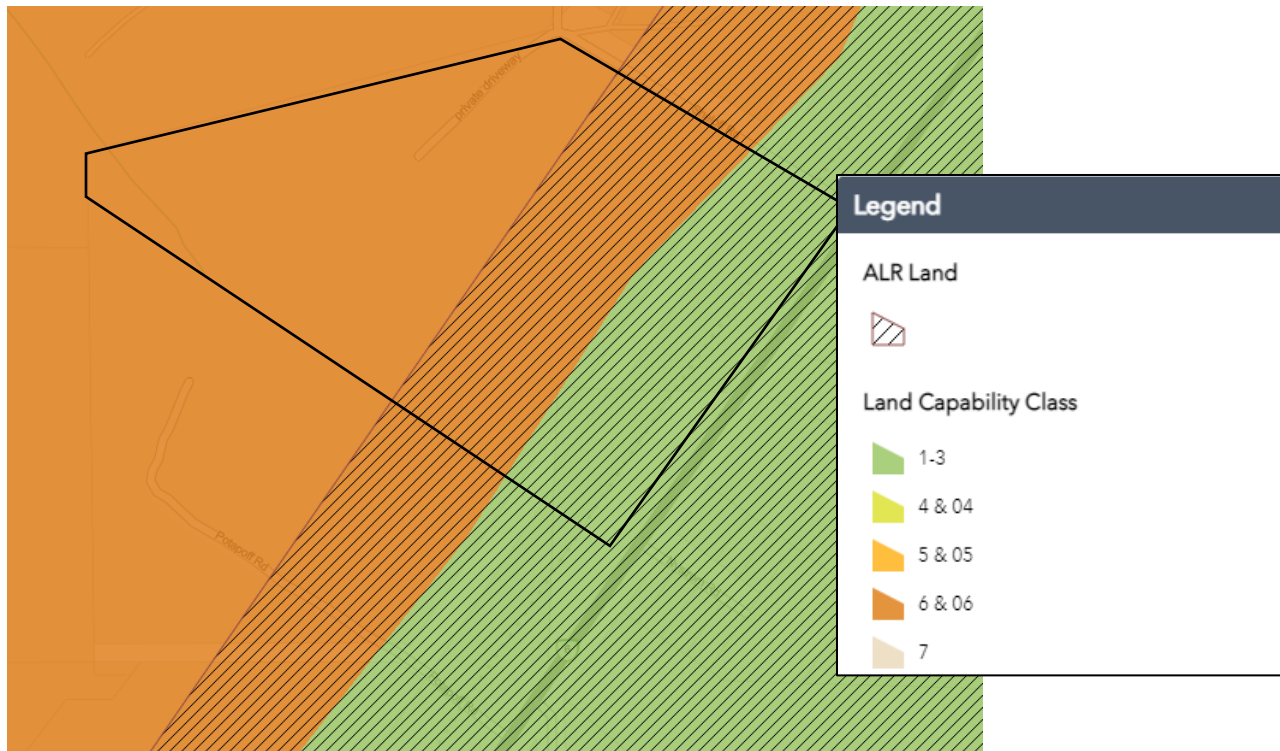


Figure 3 - Agriculture Capability



Figure 4: Proposed line of subdivision



Figure 5: Driveway Access, short steep rise on right side of image



Figure 6: Proposed new lot and building site

Planning Policy

Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018

Official Community Plan – Land Use Designations

Section 6: Agriculture Policies

The Regional Board:

6.8. Anticipates that agricultural production will be accommodated within existing lands contained within the Agricultural Land Reserve and as designated on Schedule A.1 mapping.

6.9. Existing and future agriculture will also be encouraged and accommodated where possible on lands outside of the Agricultural Land Reserve (ALR) to help meet local food demands.

6.10. Directs that the principal use of land designated Agriculture shall be farm use.

6.11. Discourages applications to the Agricultural Land Commission for subdivision and non-farm use in the ALR unless the proposal provides evidence that it does not negatively impact agriculture or agricultural potential on the subject lot and adjacent agricultural operations.

6.12. Supports the consolidation of legal lots that may support more efficient agricultural operations.

6.13. Should consider potential impacts on water resources in agricultural areas when considering land use amendment applications not related to agriculture or subdivision and non-farm use proposals in the Agricultural Land Reserve.

6.14. Directs residential and non-farm uses to lands where there is low agricultural capability.

Zoning

The property is zoned Agriculture. The minimum site area for the AG Zone is 4.0 hectares. The minimum site area for the proposed R3 zone on the northern portion of the property is 2.0 hectares. At 6.6 hectares the property is large enough for the creation one lot zoned AG and one lot zoned R3. It is not large enough to subdivide into two AG zoned lots.

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 application fee was paid in full pursuant to *Planning Procedures and Fees Bylaw No. 2457, 2015*.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Section 52 (3)(a) of the Transportation Act requires that a land use bylaw has been approved in writing by the minister or any person designated in writing by the minister before its adoption, if the property is located within 800m of a controlled access highway. Due to the proximity of the property to Highway 6, approval is required by the Ministry of Transportation and Infrastructure prior to adopting amending bylaw No. 2856. This approval has now been obtained.

3.3 Environmental Considerations

There is an unnamed creek that crosses the southwest portion of the property. The water pools on the property where it meets the flat land. *Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018* identifies creeks where Watercourse Development Permits are required. Water Course Development Permit Areas (WDPAs) are mapped for clarity. This creek is not identified as being within a WDPA. It is located on a portion of the property that is not a potential building site. There is no loss of riparian area anticipated with this development proposal.

At this time a second driveway access is not proposed. If a second driveway is constructed in the future, some land clearing would be required. No land clearing is required for construction of a house on the upper bench as the land is already clear of trees.

3.4 Social Considerations:

None anticipated.

3.5 Economic Considerations:

None anticipated.

3.6 Communication Considerations:

The application was referred to six (6) neighboring property owners, internal RDCK departments, government agencies and First Nations. The following responses were received.

RDCK Building Department

Any existing buildings on either proposed property adjacent to new property line shall conform to Sections 9.10.14 and 9.10.15 of the British Columbia Building Code 2018 for maximum building openings and construction type relative to proposed distance from the property line.

Interior Health Authority

The IH Healthy Community Development Team has received the above captioned referral from your agency. Typically we provide comments regarding potential health impacts of a proposal. More information about our program can be found at Healthy Built Environment.

An initial review has been completed and no health impacts associated with this proposal have been identified. As such, our interests are unaffected by this proposal.

Ministry of Agriculture and Food

From an agricultural perspective, the Ministry offers the following comments:

- *Approximately 2.4 ha of the 6.6 ha Subject Property is located within the Agricultural Land Reserve (ALR).*
- *The proposed subdivision is entirely on the portion of the Subject Property that is not in the ALR and hence, the submission of a subdivision application to the Agricultural Land Commission is not required.*

- *Ultimately, given that the ALR portion of the Subject Property will not be impacted by the proposed rezoning and subdivision, Ministry staff have no concerns with respect to this application.*
- *Given that other land within the ALR in the vicinity of the Subject Property is zoned AG, Ministry staff recommend that the ALR portion of the Subject Property is rezoned back to AG once the proposed subdivision is complete to ensure consistent zoning for land in the ALR.*

Penticton Indian Band

The proposed activity is located within syilx (Okanagan) Nation Territory and the Penticton Indian Band (PIB) area of responsibility. All lands and resources within the vicinity of the proposed project are subject to our unextinguished Aboriginal Title and Rights. Based upon our review and engagement today we advise that the Penticton Indian Band will offer Conditional Approval for the activity proposed above provided that the following conditions are met:

- 1. The proposed activity does not have deleterious lasting effect on the environment.*
- 2. The proposed activity does not adversely impact syilx culture, resources, environment, or archaeology.*
- 3. The PIB will continue to be meaningfully engaged.*
- 4. Prior to any ground disturbance/land altering activities the PIB will be contacted and a Cultural Heritage Resource*

Assessment will be undertaken at the expense of the proponent.

Please advise the Penticton Indian Band in writing as to your ability to meet the conditions listed above. Failure to meet these conditions will result in the revocation of our Conditional Approval for the proposed activity.

Ministry of Transportation and Infrastructure

The main interest was to ensure that the proposed driveway access to the new future R3 lot will be viable. It should be sufficient and acceptable from MOTI's perspective.

We have no concerns with the proposed zoning amendment. Thanks for the opportunity to review the proposal.

3.7 Staffing/Departmental Workplace Considerations:

Should the Board choose to give the amending bylaw First and Second readings and refer to a public hearing, staff will organize the public hearing pursuant to the *Planning Fees and Procedures Bylaw No. 2457, 2015*.

3.8 Board Strategic Plan/Priorities Considerations:

Not applicable.

SECTION 4: OPTIONS

Planning Discussion

At first glance the proposal seems to conflict with the policy direction that seeks to maintain land designated for agriculture. This amendment to the land use designation, however, is more a refinement of the truly farmable portion of the property. When the Salmo River Valley comprehensive land use bylaw land use designations were established, they mostly followed logical boundaries, such as, property lines. Seeing as the proposed new lot does not result in a loss of ALR land, or land with the highest agriculture capability rating (see Figure 3 – Agriculture Capability), re-designating this land for residential purposes would not impact agriculture. The Ministry of

Agriculture and Food noted no concerns with the proposal. The amending bylaw has been drafted to ensure that the proposed 4.2 ha remainder parcel within the ALR would maintain its agricultural zoning and land use designation.

The Ministry of Transportation and Infrastructure conducted a site visit to ensure that the proposed zoning would allow sufficient room for an access to be constructed on the R3 portion, which eventually would become its own lot. The Ministry then responded to the referral noting that they have no concerns.

The proponent has worked with the Penticton Indian Band to obtain conditional approval. The Interior Health Authority has no concerns.

Public Hearing

A public hearing was held on September 29, 2022. No public attended with the exception of the two applicants and no formal submissions were received. There has been no opposition to the application throughout the consultation process.

Approval Pursuant to the Transportation Act

The amending bylaw was approved by the Ministry of Transportation and Infrastructure on October 27, 2022 pursuant to Section 52(3)(a) of the Transportation Act.

OPTIONS

Option 1

1. That *Salmo River Valley Electoral Area 'G' Land Use Amendment Bylaw No. 2856, 2022* being a bylaw to amend the *Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

Option 2

That no further action be taken with respect to *Salmo River Valley Electoral G Land Use Amendment Bylaw No. 2856, 2022* being a bylaw to amend the *Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018* .

SECTION 5: RECOMMENDATIONS

1. That *Salmo River Valley Electoral Area 'G' Land Use Amendment Bylaw No. 2856, 2022* being a bylaw to amend the *Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,
Eileen Senyk

CONCURRENCE

Planning Manager – Nelson Wight

Approved

General Manager Sustainability and Development Services – Sangita Sudan

Approved

Chief Administrative Officer – Stuart Horn

Approved

ATTACHMENTS:

Attachment A – Draft Bylaw

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Salmo River Valley Electoral Area G Land Use Amendment Bylaw No. 2856, 2022

A Bylaw to amend Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018

WHEREAS it is deemed expedient to amend the Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 That Schedule 'A' and Schedule 'B' of the Salmo River Valley Electoral Area 'G' Land Use Bylaw No. 2452, 2018 be amended by changing the Land Use Designation of the portion of Lot 2 District Lot 1237 Kootenay District Plan 6791 (PID 017-579-015) shown on Schedule 'A' from Agriculture to Rural Residential and the zoning of the portion of Lot 2 District Lot 1237 Kootenay District Plan 6791 (PID 017-579-015) shown on Schedule 'B' from Agricultural to Rural Residential, as shown on the attached Maps.
2 This Bylaw shall come into force and effect upon its adoption.

CITATION

- 3 This Bylaw may be cited as "Salmo River Valley Electoral Area G Land Use Bylaw No. 2856, 2022"

READ A FIRST TIME this 21st day of July, 2022.
READ A SECOND TIME this 21st day of July, 2022.
WHEREAS A PUBLIC HEARING was held this 29th day of September 2022.
READ A THIRD TIME this 13th day of October, 2022.
APPROVED under Section 52 (3)(a) of the Transportation Act this 27th day of October, 2022.







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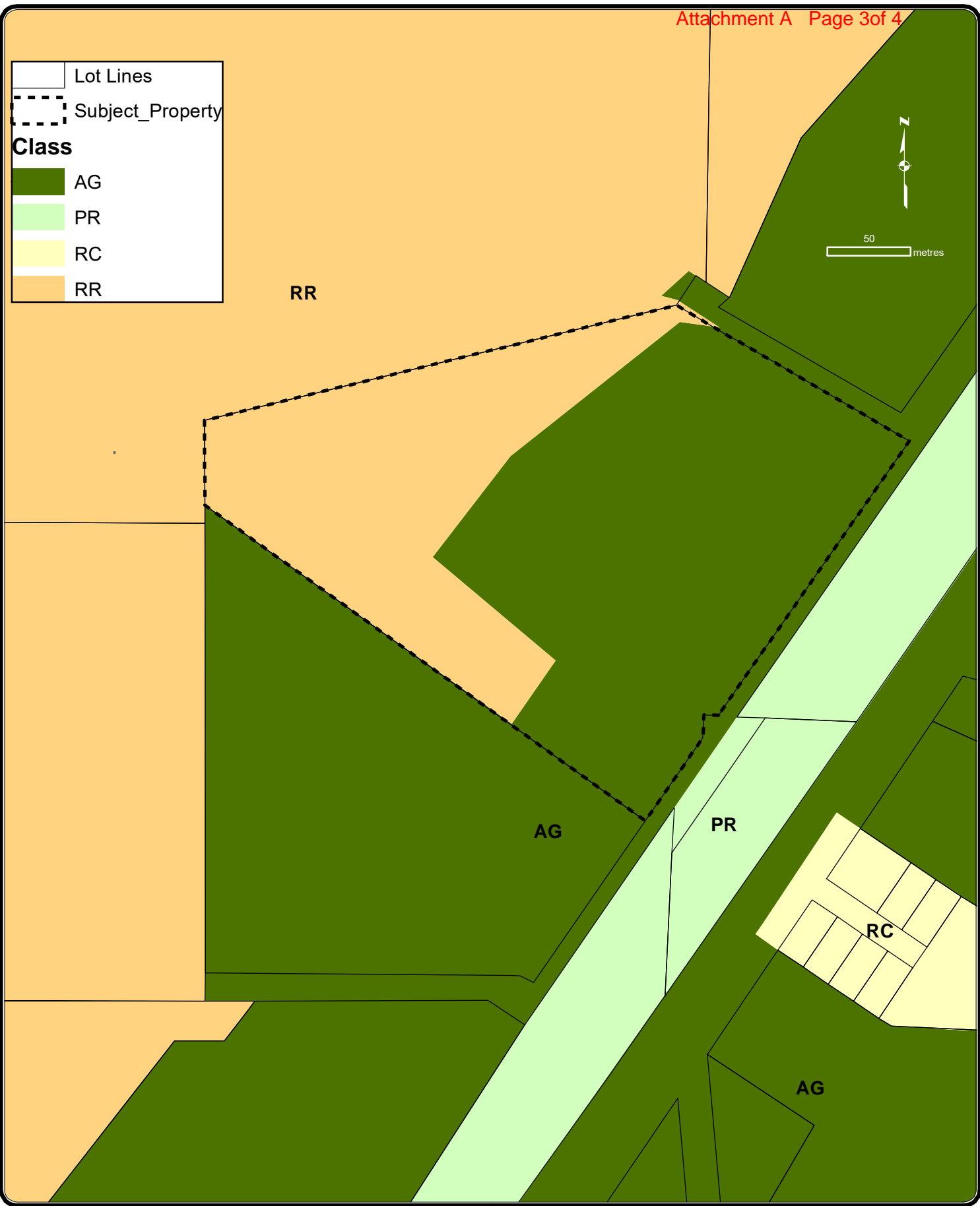
Approval Authority,
Ministry of Transportation and Infrastructure

ADOPTED this 8th day of December, 2022.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

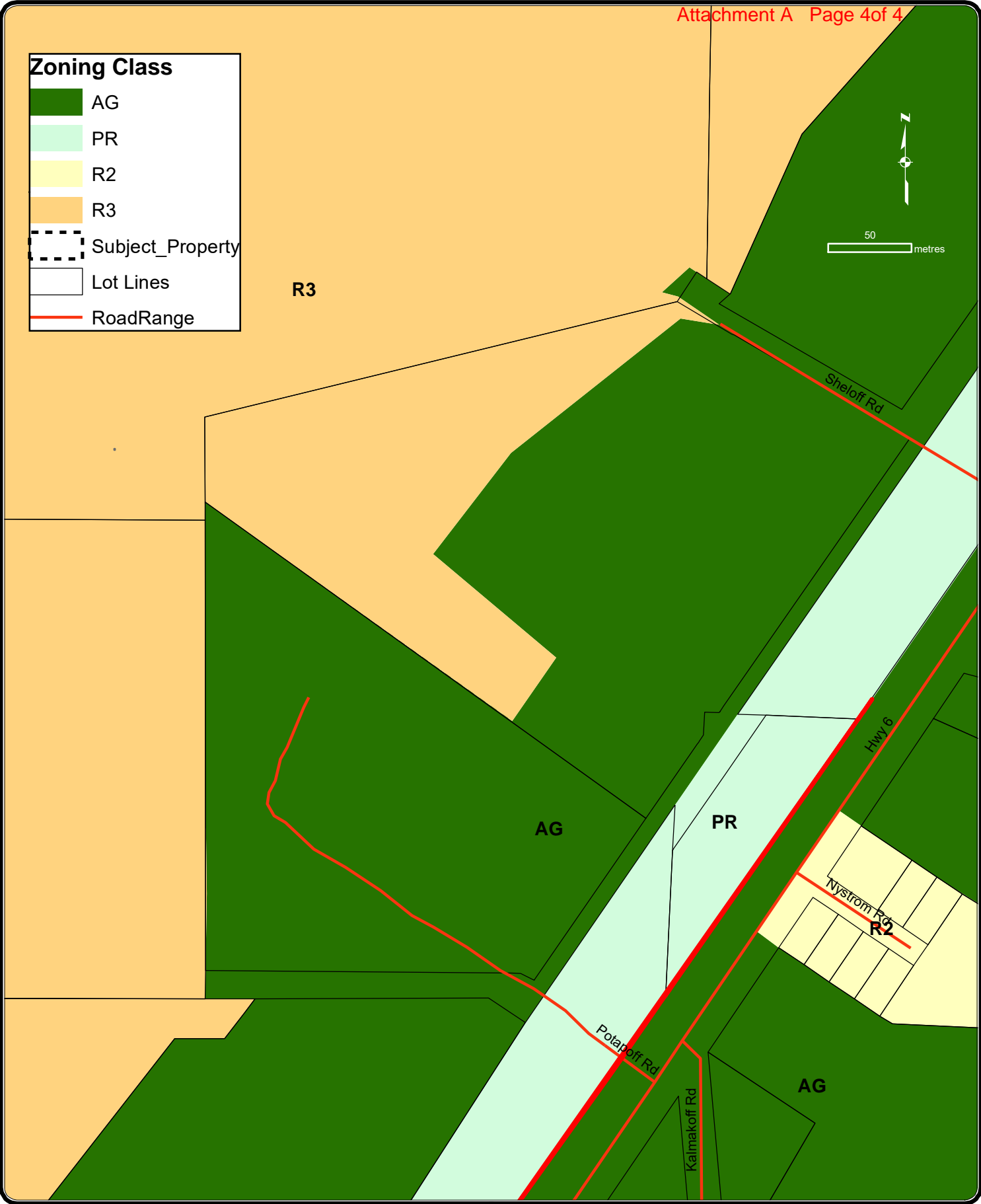
	Lot Lines
	Subject_Property
Class	
	AG
	PR
	RC
	RR



Schedule 'A'
Bylaw 2856, 2022
392

Zoning Class

- AG
- PR
- R2
- R3
- Subject_Property
- Lot Lines
- RoadRange



Schedule 'B'
Bylaw 2856, 2022
393

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2873

A bylaw to amend Local Conservation Fund Service Area Parcel Tax Bylaw No. 2438 which provides for the imposition of a parcel tax on owners of land within the Local Conservation Fund Service Area.

WHEREAS the Board of Directors of the Regional District of Central Kootenay has, by Regional District of Central Kootenay Local Conservation Fund Service Establishment Bylaw 2420, 2014, established the Local Conservation Fund Service;

AND WHEREAS the Board has, by Regional District of Central Kootenay Local Conservation Fund Service Area Parcel Tax Bylaw No. 2438, 2014, imposed a parcel tax on property owners within the service area;

AND WHEREAS the Board has, by Regional District of Central Kootenay Local Conservation Fund Service Establishment Amendment (Area H) Bylaw 2811, 2022, included Electoral Area H in the Local Conservation Fund Service;

AND WHEREAS the Board considers it necessary to amend Bylaw 2438 to impose a parcel tax on Electoral Area H;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1 That portion of Section 1 of which reads:

“Local Conservation Fund Service Area” is comprised of Electoral Areas A, D, and E

shall be deleted in its entirety and replaced with the following:

“Local Conservation Fund Service Area” is comprised of Electoral Areas A, D, E, and H

2 This Bylaw may be cited as “Local Conservation Fund Parcel Tax Amendment (Area H) Bylaw No. 2873, 2022.”

READ A FIRST TIME this 8th day of December, 2022.

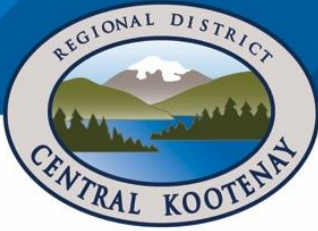
READ A SECOND TIME this 8th day of December, 2022.

READ A THIRD TIME this 8th day of December, 2022.

ADOPTED this 8th day of December, 2022.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



Board Report

Date of Report: November 17, 2022
Date & Type of Meeting: December 8, 2022 Open Regular Board Meeting
Author: Paris Marshall Smith, Sustainability Planner
Subject: RDCK INVASIVE PLANT MANAGEMENT
File: 10-5200-20-CKISS
Electoral Area/Municipality: All

SECTION 1: EXECUTIVE SUMMARY

In January 2022, the RDCK Board directed staff to work with Central Kootenay Invasive Species Society (CKISS) to conduct an invasive plant inventory on RDCK-owned or leased properties and prepare a detailed implementation plan of the Regional Invasive Species Strategy.

This report provides recommendations for invasive plant management on RDCK-owned or leased properties. An accompanying report, coming in January, provides recommendations for implementation of the Regional Invasive Species Strategy.

Recommendation: That the Board direct staff to enter into a sole-source agreement with the Central Kootenay Invasive Species Society for invasive plant management on RDCK-owned-leased properties, as outlined in the 2022 RDCK Invasive Plant Management Plan up to a maximum amount of \$48,230 plus gst.

AND FURTHER, that the costs for the invasive plant management be added to the 2023-2027 Financial Plan for the departments responsible for the lands and building sites identified.

SECTION 2: BACKGROUND/ANALYSIS

This report provides recommendations for invasive plant management on RDCK-owned or leased properties. These recommendations come from an inventory (attached) conducted from June to August 2022.

BACKGROUND

In 2020, the Board requested a Regional Invasive Species Strategy from the Central Kootenay Invasive Species Society (CKISS) that addresses the following objectives:

1. Invasive species management that is efficient, region-wide and continues over the long-term
2. Prevention and Early Detection and Rapid Response: Control invasive species in the most cost- efficient manner through education, management and outreach.
3. Multi-jurisdictional coordinated planning and treatment

In response, a strategy was written outlining 4 goals for both RDCK and the region at large:

1. Improve regional organizational capacity
2. Implement prevention and management
3. Develop a legal and policy framework
4. Improve awareness and community engagement

In June 2021, the Board directed Development and Community Sustainability staff to coordinate with RDCK departments to create a proposal for an implementation plan of the draft Regional Invasive Species Strategy.

Following the recommendation of the strategy, there was agreement that RDCK invasive species management should first focus on regional district owned and leased lands and facilities. In January 2022, the Board directed staff to work with the Central Kootenay Invasive Species Society for an invasive plant inventory on RDCK-owned or leased properties and development of a detailed implementation plan of the Regional Invasive Species Strategy.

TIMEFRAME	TASK	STATUS & RESPONSIBLE
Spring 2021	Receipt of draft Strategy and review by staff	Completed
June 2021	Delivery of draft Strategy to the Board and proposal to create an implementation plan	Completed
Summer 2021	Development of proposal to create an implementation plan with small working group	Completed
December 2021	Board consideration of staff proposal to create a Regional Invasive Species Implementation Plan	RDCK Board - approved
2022	Develop a Regional Invasive Species Implementation Plan with associated schedule and budget focussed on RDCK facilities and properties	CKISS & RDCK staff – completed
Summer 2022	Complete inventory work	RDCK staff with support from CKISS staff - completed
Fall 2022	CKISS completes inventory and makes management recommendations for RDCK owned and leased lands AND for regional strategy implementation	CKISS - completed
December 2022	Board review recommendations and provide direction on next steps	RDCK Board
Spring 2023	Implement Board recommendations	RDCK & CKISS staff

NEXT STEPS

The Weed Control Act requires the RDCK as landholder to “...control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person”. Across RDCK departments invasive species management is inconsistent year to year. Departmental staff have requested clear organizational policy and guidelines that would enable consistent funding and activity.

It is therefore recommended that action be taken in 2023 to manage our properties/lands to ensure the RDCK is keeping within the bounds of provincial legislation concerning invasive species.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No
Debt Bylaw Required: Yes No

No Financial Plan Amendment: Yes No
No Public/Gov’t Approvals Required: Yes No

These recommendations for invasive plant management on RDCK-owned or leased properties come from an inventory (attached) conducted from June to August 2022. Costs to manage RDCK lands have been divided according to the service area – water, parks, fire, recreation and administration.

Department	2023 estimated costs
Water services	\$8,030.00
Parks	\$32,310.00*
Fire Halls	\$4,380.00
Recreation	\$1,060.00
Administration	\$2,450.00
TOTAL	\$48,230

Parks’ budget (\$32,310.00) reflects the scale of lands to be managed. On page 9 of the ATTACH01, the budget for Parks has been broken out into two priority levels in order to facilitate planning discussions and ensure that available budgets can be targeted to the highest priority activities during the first year of implementation.

All managers have been consulted and are comfortable with including the costs in their budgets.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Weed Control Act - In accordance with the regulations, an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person.

3.3 Environmental Considerations

Invasive species also have a significant impact on ecosystem health, and the International Union for the Conservation of Nature (IUCN) considers them one of the greatest threats to biodiversity globally. Invasive species can erode natural habitats and out compete native species. This is exacerbated by the affects of the changing climate as invasive species tend to be more effective at adapting than native species.

3.4 Social Considerations:

This work will engage staff from across the RDCK to consider how best to implement the proposed recommendations in the Regional Invasive Species Strategy.

3.5 Economic Considerations:

Invasive species can affect the economic and environmental potential of RDCK's communities. Tourism, recreation, agriculture, energy infrastructure and property values are all vulnerable to the impacts of invasive species. For example, zebra and quagga mussels have created great monetary and functional losses for hydroelectric facilities in eastern Canada. Knotweed has the potential to damage infrastructure and lower property values. Crop losses due to invasive plants, like knapweed, cost BC farmers and ranchers over \$50 million annually.

3.6 Communication Considerations:

This report has been developed in collaboration with staff from Community, Community Sustainability, Environmental and Fire Services. If the proposal is supported by the Board, Sustainability staff will continue to coordinate communication with individual area leads and with the group as a whole.

3.7 Staffing/Departmental Workplace Considerations:

While most of the work will be managed by CKISS staff, leads from Parks, Water Services, Fire Services and Administration will be required to work with CKISS on the management plan development. This time commitment should be minimal (10-12 hours over the course of a year) and seasonally related (spring & fall). Training will also be offered for staff in the spring.

3.8 Board Strategic Plan/Priorities Considerations:

The work is being completed in response to the Board's direction:

918/19 - That the Board approve a contribution in the amount of \$10,000 to Central Kootenay Invasive Species Society for the purpose of developing an invasive species strategy for the RDCK properties from General Administration S100

129/22 - That the Board direct staff to negotiate and enter into a sole-source agreement with the Central Kootenay Invasive Species Society for an invasive plant inventory on RDCK-owned or leased properties and development of a detailed implementation plan of the Regional Invasive Species Strategy for an amount not to exceed \$44,472 exclusive of GST;

AND FURTHER, that the costs for the inventory be paid from the services responsible for the lands and buildings sites identified and the costs of \$8,500 for the Regional Invasive Species Implementation Plan be paid from General Administration Service S100.

SECTION 4: OPTIONS & PROS / CONS

Option 1 – APPROVE

That the Board direct staff to manage invasive plant inventory on all RDCK-owned or leased properties in order to inform future management plans.

Pro: RDCK will take action to manage invasive species on owned and leased lands to meet legislated requirements. This regional directive is requested by staff to provide consistent action from year to year.

Con: Proceeding with management will require funding and staff time that could be used elsewhere.

Option 2 – NO FURTHER ACTION AT THIS TIME

Pro: Deferring action on management can allow for funding and staff time to be used elsewhere.

Con: RDCK will defer responsibility of taking action to manage invasive species on owned and leased lands. The inconsistency that currently defines response to invasive species will continue.

SECTION 5: RECOMMENDATIONS

That the Board direct staff to enter into a sole-source agreement with the Central Kootenay Invasive Species Society for invasive plant management on RDCK-owned-leased properties, as outlined in the 2022 RDCK Invasive Plant Management Plan up to a maximum amount of \$48,230 plus gst.

AND FURTHER, that the costs for the invasive plant management be added to the 2023-2027 Financial Plan for the departments responsible for the lands and building sites identified.

Respectfully submitted,
Paris Marshall Smith, Sustainability Planner

CONCURRENCE

Chief Administrative Officer – Stuart Horn	Approved	
Chief Financial Officer - Yev Malloff	Approved	
General Manager of Development and Community Sustainability Services – Sangita Sudan		Approved
Manager of Community Sustainability Services – Chris Johnson	Approved	

Attachment A – BRD-IPM-ATTACH01



Invasive Plant Management Plan

Regional District of Central Kootenay Properties



Invasive Plant Management Plan

Regional District of Central Kootenay Properties

Prepared for: **Regional District of Central Kootenay**
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September 2022



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Introduction and Background

In accordance with Goal 2.3 of the Invasive Species Strategy developed for the RDCK in 2021, the Central Kootenay Invasive Species Society (CKISS) was contracted to conduct invasive plant inventories on RDCK-owned or leased properties in 2022, and provide invasive plant management recommendations and budgets based on inventory findings.

Inventories were conducted on properties managed by the Water Services, Parks, Fire, Administration and Recreation departments during June and July 2022. All inventories were completed in accordance with provincial standards, and all data will be uploaded to the provincial database (Invasive Alien Plant Program, IAPP) in December of 2022. Copies of all data will be provided to relevant departments at that time. A summary of notable inventory findings, supplemented with pre-existing current data where applicable, is provided within the management plans detailed below.

The following Invasive Plant Management Plans are based on the CKISS Operational Framework¹ and follow integrated pest management standards. Species are prioritized for treatment based on the Central Kootenay Invasive Plant Priority List 2022², which is reviewed and updated each year at the CKISS Land Manager Meeting and provides region-wide guidance for all land managers. Species in the top 3 priority categories (1. Prevent, 2. Eradicate, or 3. Contain) are recommended for control in this management plan.

A summary of inventory results and property-specific management plans are provided below for each of the relevant RDCK departments, with estimated costs for each affected property in 2023. All invasive plant management recommendations and budgets include completion of updated surveys prior to control work, monitoring of at least 10% of treated sites to ensure efficacy and regulatory compliance, data collection and data entry into the provincial database, and reporting along with recommendations for the upcoming year. Budgets also include administration, mileage, and other associated costs to complete the recommended work. CKISS will work closely with RDCK staff to develop the scope of work and associated budgets as needed.

¹ https://ckiss.ca/wp-content/uploads/2022/06/CKISS_Operational-Framework_2022_FINAL.pdf

² <https://ckiss.ca/species/invasive-plant-priority-lists/>

Where herbicide treatment is recommended as the most feasible and effective option, only experienced and qualified sub-contractors will complete the work. All herbicide treatments on invasive plants are targeted, small-scale applications following all applicable laws, regulations, and industry best practices. Any planned herbicide treatments will not include the use of glyphosate-based products, as per the RDCK Board resolution passed in 2019.

RDCK Water Services

Summary of Inventory Findings

Water Services Asset	Summary of inventory findings
Erickson Pressure Release Valve A	Low priority, low density plants on small site
Erickson Pressure Release Valve B	Low priority, low density plants on small site
Arrow Creek Reservoirs (x2)	Low priority plants concentrated on roadsides and around buildings.
Arrow Creek Treatment Plant	Low priority plants with high concentration of spotted knapweed and sulphur cinquefoil surrounding water treatment plant infrastructure. Lower concentrations found on driveway into site.
Balfour Lake Pump House	Small amount of low priority species. Some scotch broom on adjacent property. Very small site.
Balfour Reservoir and Water Treatment Plant	Low priority species with low density, most plants found around perimeter of site.
Burton Reservoir	Fairly overgrown and dense concentration of low priority species except for black knapweed which was in patches along the main road under power line.
Burton Well and Pump House	Small site mostly mowed, containing low priority species. Large patch of spotted knapweed on adjacent property.
Duhamel Pump House and Well	Very low density of low priority plants, most of polygon is established forest without much underbrush.
Edgewood Well and Pump House (non-production wells)	Low priority species, higher concentration of sulphur cinquefoil within fenced area. Spotted knapweed concentrated on slope facing river. Area accessible to survey is much smaller than polygon, essentially around fenced area and driveway, and some of river slope.
Edgewood Reservoir, Well and Pump House	Low priority species concentrated around roadside and buildings. Area accessible for survey much smaller than polygon - essentially just around driveway and buildings.
Erickson Pressure Release Valve C	Low priority, low density plants on small site. Evidence of mowing.
Fauquier Water Treatment Plant and Reservoirs	High density of low priority species concentrated around roadsides and buildings. Only one higher priority found which was Black knapweed.
Grandview Pumphouse and Electric Control Shed	Low priority species, dense Scotch broom in areas next to road.

Grandview Properties Treatment Building	Low priority species, low density.
Lister Reservoir, Well and Pumphouse	Low priority plants with areas of higher density on roadsides and around buildings. High density Reed canary grass concentrated near wetland.
Riondel Reservoir Building and Water Treatment Plant	Low to moderate density of invasive plant species and low priority except for Scotch broom and Himalayan blackberry.
Robson Reservoir	None
Rosebery Control Room and Well	No high priority plants found, fairly high densities of low priority species along access roads and cleared areas, as well as adjacent private parcels.
Rosebery Reservoir	No high priority plants found, fairly high densities of low priority species along access roads and cleared areas, as well as adjacent private parcels.
South Slocan Water Treatment and Reservoir	No high priority plants found, fairly high densities of low priority species along access roads and cleared areas, as well as adjacent private parcels. Himalayan blackberry on adjacent private and cutleaf blackberry observed on adjacent MOTI.
West Robson Well Pumps	Low density of invasive plant species and low priority except for a patch of Japanese knotweed.
Woodbury Village Pump House	Low density and low priority of invasive plants species on site.
Woodbury Village Reservoir	Low density and low priority of invasive plants species on site. They are mainly around the reservoir building and on the hillside next to the highway.
Woodland Heights Reservoir	Low priority and low to moderate density of invasive plant species.
Woodland Pump House	Low priority and low to moderate density of invasive plant species. In the same property as the Woodland pump house, both of which are in the same survey on fulcrum.
Ymir Water Plant	Low priority and low density of invasive plants. The plants were concentrated along roadsides, building, and disturbed areas around the building (banks).
Grandview Reservoir	Low priority, low density plants. Most of polygon is inaccessible due to dense forest.
Duhamel Reservoir	Low priority species.

Water Services Invasive Plant Management and Budget for 2023

Site	Recommended Invasive Plant Management	Budget 2023
Arrow Creek Reservoirs	Chemical treatment of scentless chamomile, treat hoary alyssum while on site (sub-contractor); treatment monitoring	2,450.00
Balfour Reservoir and Water Treatment Plant	Mechanical treatment and disposal of Scotch broom	1,070.00
Grandview Pumphouse and Electric Control Shed	Mechanical treatment and disposal of Scotch broom	1,070.00
Riondel Reservoir and Water Treatment Plant	Mechanical treatment and disposal of Scotch broom and Himalayan blackberry	1,110.00
West Robson Well Pumps	Chemical treatment of Japanese knotweed, treat hoary alyssum while on site (sub-contractor); treatment monitoring	2,330.00
Total All Water Services Sites		\$8,030.00

RDCK Parks

Summary of Inventory Findings

Asset	Summary of inventory findings
Historic Ainsworth Wharf Regional Park	Low density, low priority plants.
James Johnstone Regional Park	Low priority, low density species along beach, trail and just off of the trail.
Bonnington Regional Park	The highest density of invasive plants was in the bike park. The trails were very clean. All invasive plants found on site are low priority.
Riondel Regional Park	(based on pre-existing data) Scentless chamomile on dirt pile, mechanically controlled in 2021 and 2022 by Action Team. Scotch broom in many areas, some mechanical control completed by Action Team in 2022. Additional low priority and low density invasive species throughout the site perimeter outside of mowed areas.
Balfour Beach Regional Park	Low density low priority invasive plant species, mostly along main trail and beach areas.
Glacier Creek Regional Park	Low priority, low density plants concentrated along parking areas and beach access.
Robson Boat Ramp Regional Park	Low priority, low density species on both sides of the boat launch.
Winlaw Regional and Nature Park	Low priority, low density invasive plants. Water hemlock found at front of park but RDCK signage present to warn. Higher concentration of invasives around rec area near river.
Glade Regional Park	Low density, low priority species throughout the property
Bigelow Bay Regional Park	A few scattered low priority species scattered throughout the park.
Pulpit Rock Access Regional Trail	An extremely low density of invasive plants. Low priority of invasive plants.
Waterloo Eddy Regional Park	Scentless chamomile and yellow flag iris found on site. Mostly low density, some higher density of invasives along the access area and the trails. Previously existing yellow flag iris site (near high water mark) was treated under MFLNRO funding in 2022.
Brilliant Bridge Regional Park	Low density, low priority species found along the main trail and roadside.
Taghum Beach Regional Park	Low density, low priority invasives found in access areas along trails and parking areas.
McDonalds Landing Regional Park	Low priority and low density of invasive species along the edges of the road and parking area.
Morning Mountain Regional Park	(based on pre-existing data) Extremely high density of invasive plants in lower open area. Some found along the bike trails and in other open disturbed areas. Many invasive plants along the lower, open section of the bike trail "Lefty".

Campbell Fields	Low density, low priority invasives.
Crescent Valley Beach Regional Park	Mostly low priority invasive plants. Found in disturbed, open areas near parking lot and along trails. Invasives also found in the meadow. Spotted knapweed distributed throughout park.
Pass Creek Regional Park	Bohemian knotweed, Himalayan blackberry, and hoary alyssum found on site. Additional low density, low priority species concentrated on high traffic areas within park.
Rosebud Lake Regional Park	Low density, low priority invasive plants are mostly along roadsides, the day use parking area, and boat launch area. Walking trails had sparse distributions of low priority species (mostly oxeye daisy and spotted knapweed).
Cottonwood Lake Regional Park	Low density and low priority of invasive species. Invasive plants were found mainly along edges of parking lot, walking trails, and beach.
Sunshine Bay Regional Park	(based on pre-existing data) Many invasive plants found in this park. Some species that are a priority to contain and prevent further spread (hoary alyssum and scotch broom). Many low priority species found throughout the park.
Crawford Bay Regional Park	Not inventoried due to insufficient funding in 2022. Inventory recommended as soon as possible.
Rosebery to Three Forks Regional Trail	Low density of invasive plants. Low priority species except for two patches of Himalayan blackberry
Lardeau Regional Park	Low priority low density species, except for spotted knapweed which is quite dense and wide spread.
Nelson Salmo Great Northern Trail	Field scabious, knotweed, and Himalayan blackberry found along Rail Trail. Many additional low priority species found. Higher densities of plants present in open sunny areas and areas of high traffic (parking lots and popular trail entrance points).
Rosebery Parklands Regional Park	Low priority plants spread throughout the trail network. Hoary alyssum located in parking lot at entrance.

Recommended Invasive Plant Management and Budget

The following budget for Parks has been broken out into two priority levels, in order to facilitate planning discussions and ensure that available budgets can be targeted to the highest priority activities during the first year of implementation.

Park Asset	Recommended Invasive Plant Management	Priority	Budget 2023
James Johnstone Regional Park	Mechanical treatment of Scotch broom and yellow flag iris on beach	2	920.00
Taghum Beach Regional Park	Mechanical treatment of Scotch broom patch	2	500.00
Sunshine Bay Regional Park	Mechanical treatment of extensive Scotch broom, hand pull hoary alyssum while on site (8 days, 2-person crew); includes disposal trips. <i>Note: Work could be spread over multiple years, or completed internally, to reduce single year cost.</i>	2	8,020.00
Crawford Bay Regional Park	Full baseline inventory (not completed in 2022)	1	2,820.00
Rosebery Parklands Regional Park	Mechanical control of small hoary alyssum site (combine with Rosebery Trail day)	2	560.00
Rosebery to Three Forks Regional Trail	Mechanical treatment of Himalayan blackberry (combine with Rosebery Parklands day)	2	1,110.00
Nelson Salmo Great Northern Trail	Herbicide treatment of high priority knotweed (4 sites), field scabious, hoary alyssum; treatment monitoring	1	6,210.00
	Mechanical removal of Scotch broom and disposal	2	500.00
Riondel Regional Park	Mechanical treatment of Scotch broom (4 days, 2 person crew); includes disposal trips	2	3305.00
	Herbicide treatment of high priority scentless chamomile (sub-contractor), monitoring	1	2545.00
Pass Creek Regional Park	Herbicide treatment of bohemian knotweed, Himalayan blackberry, and hoary alyssum; treatment monitoring	1	3,140.00
Balfour Beach Regional Park	Mechanical removal of Scotch broom and disposal	2	740.00
Waterloo Eddy Regional Park	Herbicide treatment of scentless chamomile, monitoring of yellow flag iris	1	1,550.00
Morning Mountain Regional Park	Work with CKISS, Kootenay Native Plant Society, Nelson Cycling Club and others to control invasive plants, install signage, and restore the site as a community project. While the species are low priority, the high traffic nature of the park and the connectivity with adjacent habitat areas makes it an important priority.	2	TBD
Pulpit Rock Access Trail	Mechanical removal of Scotch broom and disposal	2	390.00
Total All Parks			32,310.00

RDCK Fire Halls

Summary of Inventory Findings

Asset	Summary of inventory findings
Balfour Fire Department	Scotch broom and hoary alyssum found on site. Additional low priority, high density plants concentrated in green spaces near hall and car enclosure, slowly decreasing towards eastern side. Eastern edge less accessible as no trails.
Beasley Fire Department	Low priority and low density of invasive species. Plants were found mainly along the perimeter.
Blewett Fire Department	Low priority and low density of invasive plant species.
Canyon Lister Fire Department	Low priority and low density of invasive plants. The invasive plants were found along the perimeter of the site.
Crescent Valley Fire Department	High priority scentless chamomile found on site. Additional low priority, low density invasives concentrated on perimeter and back of site.
Robson/Raspberry Fire Department	Low density, low priority species, mostly within fenced enclosure and strip of grass at the front of property
Kaslo Fire Department	Low priority low density species.
Ymir Fire Department	Low priority and low density of invasive plants. The plants were found along the perimeter of the property.
Yahk-Kingsgate Fire Department	Low density and low priority of invasive plant species.
Wynndel Fire Department	Low priority low density invasive species.
Winlaw Fire Department	Low density and low priority invasive plant species.
Tarrys Fire Department	Low priority species concentrated on the edges of the property. Larger patch of chicory observed near gate at the back of property.
Slocan Fire Department	Large paved area. Moderate amounts of low priority species around perimeter. No high priority species found.
Riondel Fire Department	Patch of Scotch broom behind hall. Additional low priority, low density plants scattered around property.
Passmore Fire Department	Low density and low priority of invasive species found mostly around perimeter.
Harrop Fire Department	Scotch broom found on site. Additional low priority invasive species found in moderate density along the perimeter.
Pass Creek Fire Department	Low priority and low density of invasive plants
Ootischenia Fire Department	Low density and low priority of invasive plants.
North Shore Fire Department	Low priority and low density of invasive plants found along the perimeter.

Recommended Invasive Plant Management and Budget

Site	Recommended Invasive Plant Management	Budget 2023
Balfour Fire Hall	Mechanical treatment and disposal of Scotch broom; pull hoary alyssum while on site if time allows	1,010.00
Crescent Valley Fire Hall	Herbicide treatment of scentless chamomile, monitoring	1,500.00
Riondel Fire Hall	Mechanical treatment of Himalayan blackberry and Scotch broom	1,230.00
Harrop Fire Hall	Mechanical treatment and disposal of Scotch broom	640.00
Total All Fire Halls		4,380.00

RDCK Recreation

Summary of Inventory Findings

Asset	Summary of inventory findings
Castlegar and District Community Complex	Low density, low priority species on site, mostly located on east side of property boundary behind rec. centre
Castlegar Arena	Low density, low priority species are mostly located along the sides of the arena building and the strip of vegetation behind the building.
Creston & District Community Complex	Entire parcel is paved, mowed, or landscaped. Very small amounts of low priority species found scattered in mowed areas and along property perimeter.
North Shore Hall	Low density and low priority invasive species. Plants were found along the perimeter.
Nelson & District Community Complex	A few low priority invasive plants. Low densities of plants around the community center. Site is mostly a parking area with community center
Nelson Civic Centre	Extremely low density and low priority species.
Former South Slokan School House	Low priority species, low density except for large patch sulphur cinquefoil north of the playground. Couldn't access furthest Northeast end of parcel as no roads or trails in wooded area.
Riondel Community Centre	Low priority and low density of invasive plants. Plants were found mainly around the perimeter of the property.
Rotocrest Hall	Entire parcel is paved, mowed, or landscaped. Very small amounts of low priority species found scattered in mowed areas and along property perimeter.
Riondel Curling Rink	One single patch of scotch broom; additional low priority and low density of invasive plants.

Recommended Invasive Plant Management and Budget

Site	Recommended Invasive Plant Management	Budget 2023
Riondel Curling Rink	Mechanical treatment and disposal of Scotch broom	1,060.00
Total All Recreation		1,060.00

RDCK Administration

Summary of Inventory Findings

Asset	Summary of inventory findings
Creston Library	Teasel, hoary alyssum and low priority species found beside walking path along rear of property (plants extend onto CP Rail jurisdiction). Remainder of property is paved or landscaped and very clean.
Nakusp Office	Mowed lawn. No invasive plants found other than yellow hawkweed.
Main Office	Low priority invasive plants found in low densities, scattered around the sites.
Riondel Commission	Single patch of Scotch broom found, otherwise low density, low priority plants. Forested area on edge of property not accessible by any trails.

Recommended Invasive Plant Management and Budget

Site	Recommended Invasive Plant Management	Budget 2023
Creston Library and RDCK Office	Herbicide treatment of teasel, treat hoary alyssum while on site; treatment monitoring	2,450.00
Total All Admin		2,450.00

Medium and Long Term Invasive Plant Management: All Departments

All priority sites should be monitored and re-treated in future years (2024 and beyond) according to best practices based on the invasive plant species present on the site. Sites with extensive and/or dense infestations should be planned for restoration (such as seeding or re-planting) in order to replace vegetative ground cover and provide long term competition to minimize future invasive plant establishment. Over time, the effort required for control and the frequency of monitoring are expected to decline as priority species are reduced on the site and the soil seed bank becomes depleted.

In addition, all properties should be re-inventoried at minimum every five years, in order to ensure that new infestations of priority invasive species are detected and controlled.

Apart from on-the-ground control and monitoring, long term effective management will need to include improving awareness among operational staff by providing annual training, installing signage in publicly used areas such as parks, and including invasive plant prevention and awareness measures within departmental operating policies, procedures, and planning. The RDCK is aiming to address these aspects of invasive plant management through the overall Invasive Species Strategy Implementation Plan. This Invasive Plant Management Plan is being developed and budgeted separately, and will require effort from all departments to ensure coordinated and effective implementation in the coming years.



From Flood Risk to Resilience in B.C.:

An Intentions Paper

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Summary

Flooding is by far the most common, costliest disaster in Canada.¹ In British Columbia, periodic floods have been a fact of life along rivers, lakes, and coasts since time immemorial. Floods are prominent in many First Nations' creation stories and have shaped seasonal migrations and stewardship practices for ages. Major flood events in 1894, 1948, and 1972 in B.C. triggered significant investments and policy and legislative responses. In contrast, long periods with no major flood disasters have tended to be followed by periods of lower investment in flood management policies, programs, and projects.

Due to the placement of many reserves on floodplains, First Nations in B.C. have faced flood concerns for years. The unprecedented atmospheric river events in 2021 led to major flooding and landslides across south central and southern B.C., which impacted many people across British Columbia. Impacts of the Atmospheric River events included, but were not limited to, overflow of the Nooksack River into the Sumas Prairie, extensive damage to critical infrastructure including highways, and devastating impacts to Merritt and Princeton, and First Nations communities along Highway 8. These events, in addition to widespread flooding around the province in 2020, have brought into sharp focus the significant disruption that flooding causes for communities, economies, critical infrastructure, and the environment

Flood risks to British Columbians are substantial and continue to grow due to land use pressures and climate change. Meanwhile, government mandates and priorities such as future-proofing our ability to respond to crises, adapting to climate change, and meaningful Indigenous reconciliation are strong policy drivers, requiring new, modern approaches to flood management that better serve the needs of the people.

Defining a coherent, strategic vision for flood management is needed to turn the corner and increase flood resilience for British Columbians. This strategic vision must clearly define what needs to be achieved, as well as how this could be done over time. It also must build on what the provincial government has already heard at multiple engagement events related to flood management,

disaster risk management, climate change, and resource stewardship forums.

The core of this Intentions Paper is a proposed strategic framework, which includes a Vision, Outcomes, and Principles for flood resilience in B.C. It underscores the need for collective leadership in innovative, holistic flood risk management to enhance B.C.'s flood resilience. The framework is complemented by four strategic 'program areas' and associated potential Actions for future implementation. These program areas and Actions are based directly on the United Nations' Sendai Framework for Disaster Risk Reduction, combined with core themes that have been heard through all engagements to date.

Program Area 1: Understanding Flood Risks

Action 1.1: Work with other levels of government to advance flood maps to better inform flood construction levels and development decisions

Action 1.2: Conduct a province-wide flood risk assessment

Action 1.3: Strengthen dike regulatory programs

Action 1.4: Increase public and business awareness of flood risks

Action 1.5: Support applied research and training

Program Area 2: Strengthening Flood Risk Governance

Action 2.1: Improve First Nations' involvement in flood resilience decision-making

Action 2.2: Review and modernize provincial legislation, regulations, and policies to address flood risks

Action 2.3: Review and modernize provincial technical guidance

Program Area 3: Enhancing Flood Preparedness, Response, and Recovery

Action 3.1: Enhance flood forecasting capabilities and early warning systems

Action 3.2: Enhance flood preparedness by developing and exercising flood emergency response plans at multiple scales

Action 3.3: Enhance emergency response activities

Action 3.4: Enhance pre-disaster recovery planning and post-disaster recovery, including “Build Back Better”

Program Area 4: Investing for Flood Resilience

Action 4.1: Enhance investments in flood avoidance

Action 4.2: Enhance investments in flood accommodation

Action 4.3: Enhance investments in flood protection

Action 4.4: Enhance investments in community-led retreat

The new provincial vision and programs must have strong legitimacy and voice, to help align across partner agencies, and reflect the will of the majority of British Columbians. Critically, Indigenous needs, values, and worldviews will be better incorporated in all flood management decisions moving forwards.

Intended Audiences for this Intentions Paper include:

- Partner agencies, including Indigenous, federal, and local government staff working in flood and disaster management, land use planning, climate change adaptation, or related areas.
- Private industry, including insurance, land developers, railways and ports, commercial, industrial small and medium businesses and enterprises in flood risk areas, and the consulting industry.
- Academia, including researchers and subject matter experts in flooding, climate change, recovery, disaster management and resiliency.
- Professionals, including engineers, planners, agrologists, economists, geoscientists involved in flood and disaster management, or related areas.
- Non-government agencies and local community groups interested in watershed management issues
- Engaged members of the public interested in flood management

The feedback received through engagement on this Intentions paper will inform (or provide guidance to) the B.C. Flood Strategy.

Figure 1. Vision Diagram



Indigenous Peoples and Flooding

The B.C. government acknowledges the need for increased rights recognition, self-determination, and partnerships with B.C.'s Indigenous peoples, and is committed to processes to bring all provincial laws into harmony with the UN Declaration on the Rights of Indigenous Peoples Act, particularly Articles 19, 27, and 29.

Many First Nations' worldviews centre around water bodies in their land, and caring for that land, including all people, living things, and other resources in their traditional territories. First Nations peoples have had well structured governance systems before contact. Historical decisions related to flood management and land use have put many First Nations communities at a loss. To move forward with reconciliation, it is essential First Nations' needs, values and worldviews are incorporated in flood management and First Nations must be partners in decision-making going forwards. Accordingly, early and ongoing engagement with Indigenous peoples has informed this Intentions Paper, and First Nations' voices are respected and incorporated throughout this paper.

Introduction + Context

The rainy coasts, mountain valleys, and river deltas in this part of the world have been shaped by floods. Floodplains throughout B.C. have always been viewed as attractive locations for many communities. First Nations have thrived in these landscapes, coexisting with floods and the environment to support their way of life. Since time immemorial, river valleys and floodplains have hosted human settlements, drawn to these areas by an abundance of food, fish, fertile soils, access to water and transportation routes, scenic views, and gentle slopes. Today, over 500,000 people and countless businesses can be found in flood risk areas across B.C. These communities can be exposed to damaging flood events, threatening lives, infrastructure, and the environment. As climate change advances and cities and settlements expand, the risk of damaging floods in B.C. continues to intensify.

This Intentions Paper is a key step along the path to create a modern B.C. Flood Strategy. Its goal is to create dialogue and enable you and your organization to provide input towards this process. Once complete, a B.C. Flood Strategy will provide a strategic bridge from the present status quo, to a more vibrant future of a holistic, integrated approach to living with floods. The core of the strategy will be unifying provincial vision, outcomes, and guidance on priorities to improve flood resilience, which in turn will inform future implementation (Figure 2).

Figure 2. Flow Chart of Flood Strategy Development and Implementation

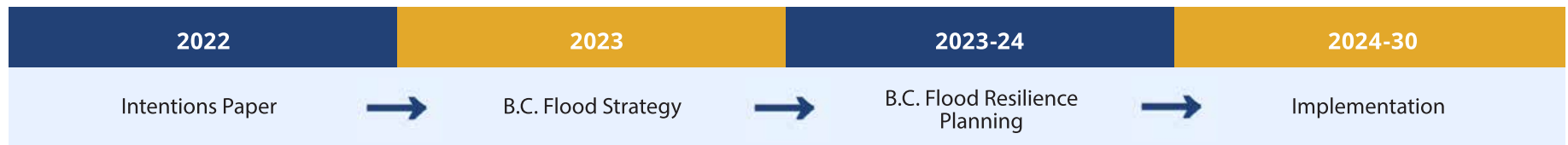




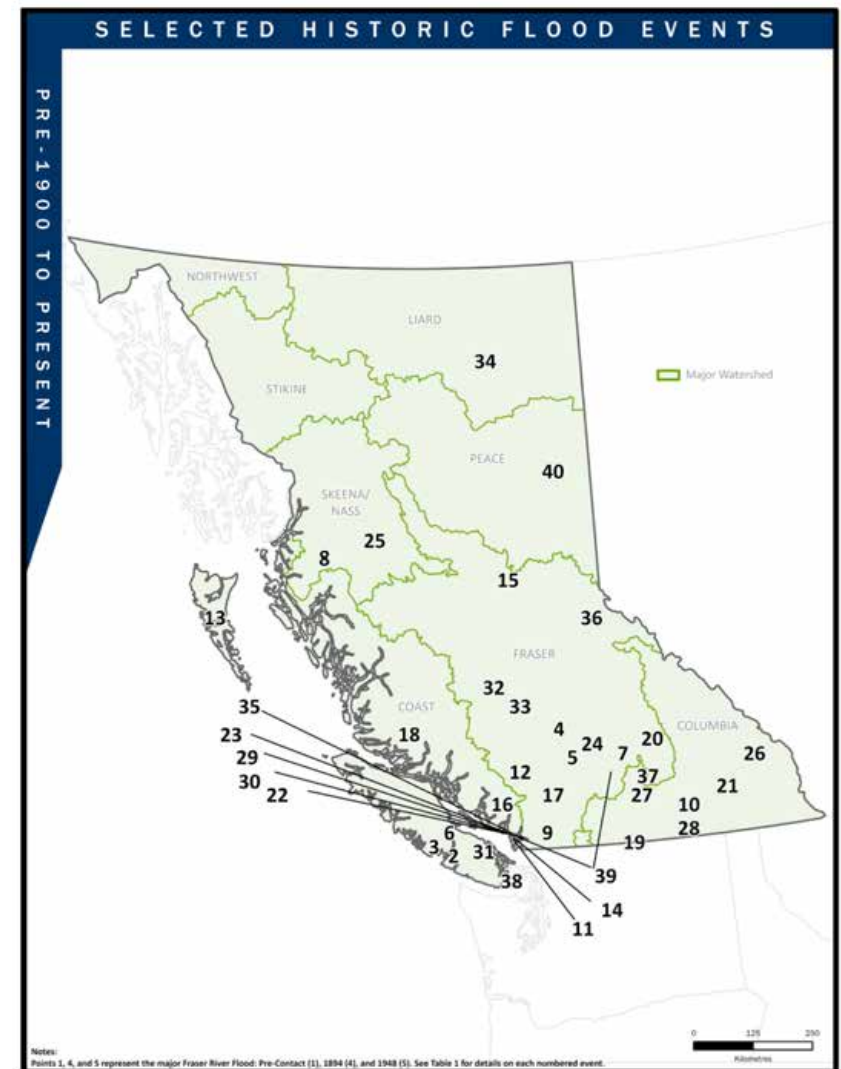


Table 1. Major Causes of Floods in B.C. and Examples of Events

Flood Type	Description	Causes
 Riverine Floods	Water levels in a river, lake, or stream overflow onto adjacent lands or infrastructure. Erosion is also typical during these types of floods.	Intense rainfall, atmospheric rivers ^{8, 10, 18, 31, 39, 40}
		Rapid snowmelt ^{4, 5, 32, 33}
		Ice jams ^{15, 25, 34}
		Structural / operational dam failure ^{10, 19, 35}
		Natural dam failure/glacial outburst ¹
		Debris floods in steep terrain ^{16, 20, 26, 36}
Coastal Floods	Seawater inundates lands in coastal zones.	Storm surge wind and wave Action ^{13, 14}
 Coastal Floods		Tsunamis ^{2, 3, 6}
		High tides ^{22, 23, 29}
Local Pluvial/ Stormwater Floods	Extreme rainfall creates local flooding away from water bodies.	Sea level rise
 Local Pluvial/ Stormwater Floods		Heavy rainfall exceeds the capacity of stormwater sewers, culverts, and landscapes to absorb + convey flows ^{11, 17, 24, 20, 37, 40}
	Groundwater Floods	Rising underground water table floods basements or parkades
 Groundwater Floods	Rising underground water table floods basements or parkades	Regional flood events
		Areas with high water tables

Selected Flood Events in B.C. (Pre-1900 to Present)



¹Fraser River Coast Salish Communities-Pre Contact, ²Huu-ay-aht – early 1700s, ³Nuu-Chah-Nulth – early 1700s, ⁴Fraser River-1894, ⁵Fraser River-1948, ⁶Port Alberni-1964, ⁷Kamloops-1972, ⁸Terrace-1978, ⁹Sumas/Abbotsford-1990, ¹⁰Cannon Creek-1995, ¹¹White Rock-1999, ¹²Pemberton-2003, ¹³Haida Gwaii-2003, ¹⁴Delta-2006, ¹⁵Prince George-2007, ¹⁶Cheekye-2009, ¹⁷Chilliwack-2009, ¹⁸Kingcome-2010, ¹⁹Testalinden Creek-2010, ²⁰Sicamous-2012, ²¹Central Kootenays-2012, ²²Metro Vancouver-2012, ²³Metro Vancouver 2014, ²⁴Kamloops-2014, ²⁵Smithers-2015, ²⁶Fairmont-2016, ²⁷Okanagan Lake-2017, ²⁸Grand Forks-2018, ²⁹Metro Vancouver-2018, ³⁰Metro Vancouver-2018, ³¹Cowichan-2020, ³²Nazko-2020, ³³Chilcotin-2020, ³⁴Muskwa-Kechika-2020, ³⁵Cleveland Dam-2020, ³⁶McBride-2020, ³⁷Kelowna + Vernon-2020, ³⁸Oak Bay – 2020, ³⁹Southern (e.g. Nooksack River, Abbotsford) and Southcentral B.C. (e.g. Merritt, Princeton)-2021, Peace flood events -2011, 2016



Floods in British Columbia

Floods are common events in B.C. and can be categorized into four main types: riverine, coastal, local stormwater, and groundwater (Table 1). Floods can unfold extremely rapidly - such as the Okanagan Lake floods of 2017 and the Grand Forks floods of 2018 - or very gradually - such as sea level rise impacting coastal communities.²

Floods carry nutrients to an area and renew plant growth and habitat. Exposing people, roads, or buildings to floods negatively impacts them. Negative impacts from floods include damage to property and infrastructure, economic and social disruption, and loss of life (7 flood-related fatalities recorded in B.C. in 2020).

The Need for a B.C. Flood Strategy

Current provincial government mandates have increased focus on future-proofing our ability to respond to crises, preparing for climate impacts, and reconciliation with Indigenous peoples. As outlined below, all three of these focus areas relate clearly and directly to the need for a modern B.C. Flood Strategy.

Future-Proofing Our Ability to Respond to Crises

Both Canada and B.C. have signed the UN Sendai Framework for Disaster Risk Reduction, which includes four priorities related to knowledge, governance, funding, and disaster preparedness (Figure 2). Sendai sets global targets and pathways for disaster risk reduction and advocates a whole-of-society approach to “empower local authorities, through regulatory and financial means, to work and coordinate with civil society, communities and Indigenous peoples and migrants in disaster risk management at the local level.”

Preparing for Climate Change

Climate change is happening, and it is increasing flood risks. A warmer atmosphere leads to heavier rainfall events, earlier and more rapid snowmelt, and rising seas. Severe wildfires also destabilize the landscape’s ability to absorb water, leading to more intense peak flows, and flashier rivers and streams that persists years after the flames are put out. Due to climate change, river flooding is expected to be at least 10-20% more frequent, local floods from heavy downpours are expected to be 40% more frequent, and sea level rise of 1m or more is expected by the end of this century.^{3,4} The Climate Preparedness and Adaptation Strategy confirmed high public concern on the issue of flooding – with over 80% of those engaged supporting more Provincial Action on flood management, including completion of a Flood Strategy in the short term.

Meaningful Indigenous Reconciliation

It is well documented that First Nations have been disproportionately impacted by flood events in B.C. and have not always received appropriate funding and capacity to reduce flood impacts on their communities. To move forward with reconciliation, it is essential First Nations’ needs, values, and worldviews are incorporated in flood management decisions. The B.C. government also acknowledges the need for increased rights recognition, self-determination, and partnerships with B.C.’s Indigenous peoples, and is committed to bringing all provincial laws into harmony with the [Declaration on the Rights of Indigenous Peoples Act \(Declaration Act\)](#). Reconciliation also means greater attention paid to environmental sustainability issues, and ecosystem-based approaches that realize the interconnectedness of water and the land. These also relate directly to many Indigenous rights. It is time for conventional planning and design practices for flood control to be better reconciled with Indigenous priorities, knowledge, and wisdom to achieve flood resilience.

The need for a B.C. Flood Strategy has also been previously recognized by:

- B.C. Office of the Auditor General (2018)
- Abbott/Chapman report Addressing the New Normal: 21st Century Disaster Management in B.C. (2018)



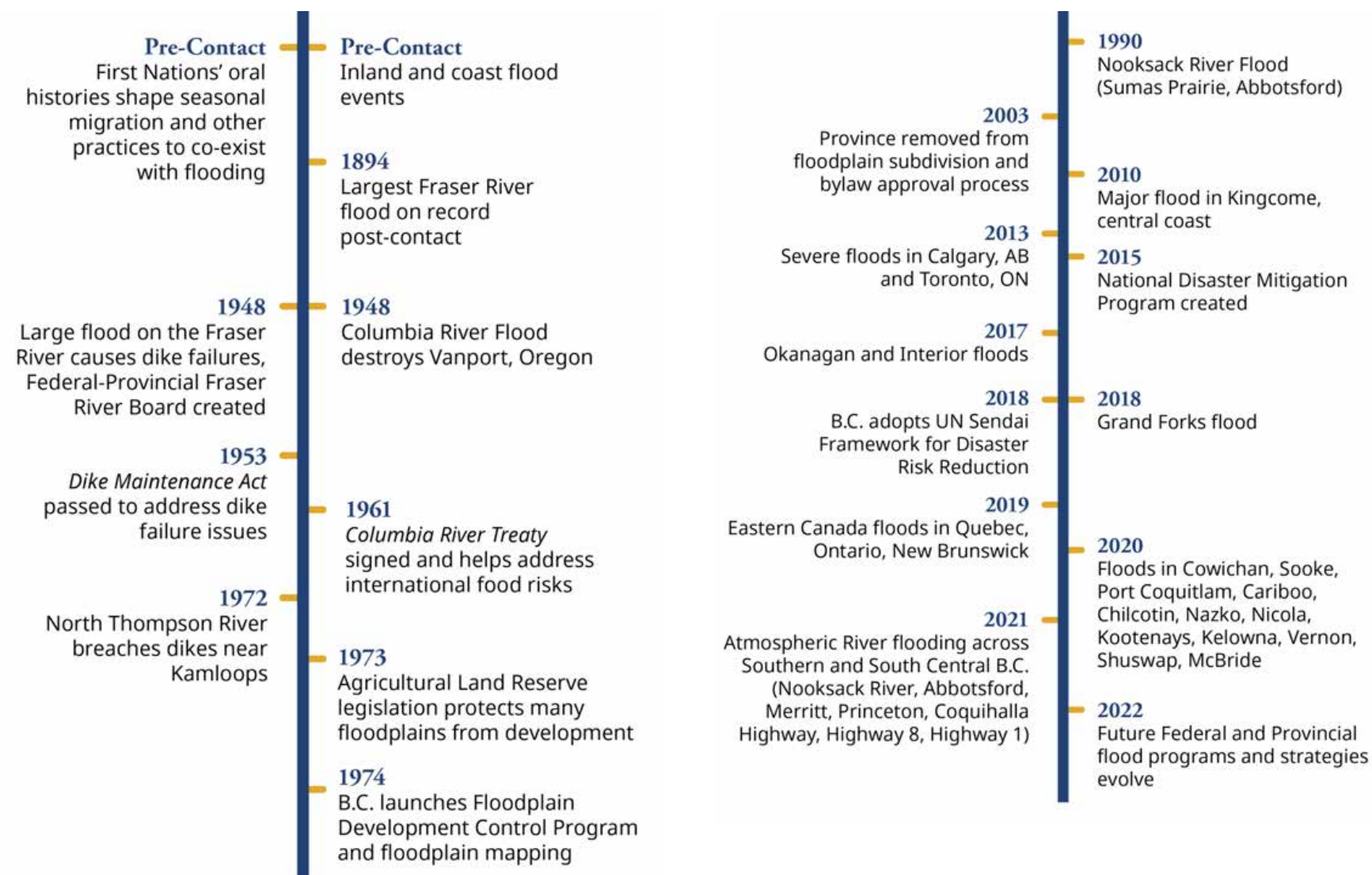
Figure 2. Four Priorities of the Sendai Framework

- 1** Understanding disaster risk.
- 2** Strengthening disaster risk governance to manage disaster risk.
- 3** Investing in disaster risk reduction for resilience.
- 4** Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation, and reconstruction.

Building on Our Shared History of Flood Management

Understanding how past events have shaped current policies is important.⁵ Throughout history, governments and communities have often reacted to flood events with new policies, programs, and practices (Figure 3). This reactive approach needs to be shifted to a more proactive approach to better prepare for flooding.

Figure 3. Summary of historical flood events and related policy and legislative responses in British Columbia and Canada



A Summary of Engagement to Date

Numerous provincial engagement sessions, workshops, surveys, meetings, and reports addressing flood topics have occurred over the last several years. Under a “whole of government” approach,⁶ Provincial staff have compiled a diverse range of perspectives, knowledge and opinions from First Nations, local governments, businesses, the public, non-profit and volunteer organizations, and emergency management practitioners. This feedback has been synthesized into key themes below. Importantly, engagements have shown agreement on two points: that funding and staff capacity at multiple levels in the governance system are frequent barriers to improved flood management in B.C., and that better alignment among Provincial Ministries would provide clearer direction and support.

Table 2.1 Summary of key feedback received through Provincial government engagements to date

Indigenous Peoples	Local + Regional Governments	Non-Government Organizations	Business + Industry
Capacity and funding shortfalls at the provincial, regional, and local levels are frequent barriers to improved flood management	Capacity and funding shortfalls at the provincial, regional, and local levels are frequent barriers to improved flood management	Capacity and funding shortfalls at the provincial, regional, and local levels are frequent barriers to improved flood management	Capacity and funding shortfalls at the provincial, regional, and local levels are frequent barriers to improved flood management
Alignment among agencies needed	Alignment among agencies needed	Alignment among agencies needed	Alignment among agencies needed
A need for “balance” - when protecting communities from floods, the land, ecology, fish and wildlife must also be respected and protected	Clearer, modern tools, standards, and policy direction from the Province are needed	Reduce barriers to natural approaches to flood risk, and include fish habitat and passage in flood management	Flooding is the single greatest risk to the public due to climate change (insurance industry)
Better alignment and coordination needed between provincial Ministries and the federal government (“engagement fatigue”), and improved capacity to participate and collaborate	Most local authorities want to remain in control of flood planning	Improve existing flood-related funding programs to better target ecological + social objectives	Senior governments should ensure flood maps are current and sufficient capacity and expertise is available (real estate industry)
The need for tangible results that are meaningful at the community level	More provincial support is required on funding; data/mapping/ technical advice; coordination with other provincial and federal agencies	A need to better address increasing uncertainties due to climate change	A need to increase capacity to evacuate livestock from flood risk areas, particularly smaller operators (agriculture industry)

Table 2.2 Summary of key feedback received through Provincial government engagements to date

Indigenous Peoples	Local + Regional Governments	Non-Government Organizations	Business + Industry
<p>A need to reflect all Indigenous values, knowledge, laws, Rights and Title, and the Declaration on the Rights of Indigenous Peoples Act, including the right to self-determination. This includes acknowledging and respecting the unique cultures, customs, law, and aspirations of each individual community, tribe, and Nation.</p>	<p>Extreme weather events causing urban and overland flooding is a top climate-related concern of local governments</p>	<p>Senior government disaster financial assistance is perversely promoting unsustainable floodplain development, by 'bailing out' those who make poor decisions by developing flood risk areas</p>	<p>The provincial government should prioritize data collection and open data sharing</p>
	<p>Local governments have different needs and requirements depending on size and context</p>		<p>Improve communications with the public on flood risks</p>

In June 2021, partner agencies - including Indigenous, federal, and local government staff working in flood and disaster management, land use planning, climate change adaptation, or related areas – provided feedback on an earlier iteration of this paper in the form of a Discussion Paper. The input received from those engagement sessions will inform drafting of the B.C. Flood Strategy.



A Strategic Framework for Discussion

The core of the B.C. Flood Strategy will include a guiding Vision and Outcomes outlining goals for the future (Figure 4). Followed by clear guiding Principles (Figure 5), and coherent Priority Program Areas and actions outlining how the Strategy will be executed. All of these reflect what we heard to date from people across B.C., as well as best practices.

Enhanced Public Safety

In B.C.'s flood resilient future, flood-related public safety risks will improve as communities are built and managed to allow "safe flooding" to help prevent and minimize death, injury, stress, and social disruption from flood events. Over time, negative outcomes on public safety and public health due to floods will be reduced. This includes death from drowning or hypothermia, injuries, disease transmission from compromised sewage systems, or stress and mental health impacts from flood trauma and flood evacuations. In the future, Gender Based Analysis Plus (GBA+) and Intersectional insights (including all identifying factors, such as race, ethnicity, religion, age and mental or physical disability) are applied to meet the needs of specific population segments. For example, reducing the negative experiences many women have after floods such as increased domestic and childcare responsibilities, lost income, and increased anxiety years after flood recovery. For men, this might include efforts to reduce risk-taking behaviour which makes them more prone to death and injury during floods. For low-income residents, this might mean reduced vulnerability through expanded flood insurance programs, and increased access to resources and capacity to repair flood-damaged housing. Greater care will also be taken to meet the needs of the equity-denied populations, such as the unhoused, children, seniors, and Indigenous peoples, who require special considerations during evacuations. Particular attention must increasingly be paid to the needs of Indigenous peoples, who face disproportionate flood risks to their homes and infrastructure, and loss of land and cultural sites to erosion and sea level rise.⁷

Economic Stability

The atmospheric river events of November 2021 demonstrated the significant consequences that flooding can have on communities, economies, critical infrastructure, supply chains, the movement of people and extensive losses to the agricultural sector. It is considered the biggest natural hazard disaster impact in Canadian history, with costs in the billions. Flooding is the most common, costliest disaster in Canada and B.C.⁸ In B.C.'s flood resilient future, provincial and local economies and supporting critical infrastructure will absorb flood shocks with less economic disruption and property damage. Every \$1M of public investment made towards flood resilience during the 2020s-2030s will save an average of \$7-\$10M in avoided flood damage and recovery costs in the 2040s-2060s, consistent with recent cost/benefit analyses.⁹ Proactive flood resilience investments spread over a number of years will reduce the flood damage costs of a major Lower Fraser River flood - previously estimated at over \$30 billion⁹- to a fraction of this amount when it occurs. The trend of ever-increasing government disaster financial assistance payments is reversed, and taxpayers no longer foot the majority of bills for flood damages. As our infrastructure stock becomes more flood resilient, increasing costs to rebuild provincial highways, bridges, public buildings, and other infrastructure damaged by floods stabilizes and reverses over time. Major dam or mine tailings pond failures are averted, through continuous improvement of engineering practices and regulations. Provincial and federal disaster mitigation and green infrastructure funding programs also work together, to help realize multiple benefits.

25% of all Canadians exposed to significant flood hazard threats are in B.C.

Natural Resources Canada

Environmental Sustainability

In B.C.'s flood resilient future, natural floodplains, river corridors, lakes, watersheds, coastal ecosystems, and green infrastructure provide a wide range of valued ecosystem services. These include flood regulation, salmon and wildlife habitat, clean water, open spaces, recreational opportunities, and many cultural and spiritual benefits. Increasingly, flood protection and environmental protection complement one another. Community choices achieve a greater balance between the need to protect people and infrastructure from flooding, with the need to protect our natural watersheds and floodplain ecosystems from people, including engineered alteration of waterfront land. As communities build back better, nature-based solutions are used wherever possible in B.C.'s watersheds. The wisdom of Indigenous peoples - who have always viewed environmental sustainability as inseparable from economic stability and public health issues – is increasingly understood, embraced, and reflected in decision-making. The rights of Indigenous peoples and their traditional ways are protected on our pathway to reconciliation.

**“When we take care of the land and water,
the land and water take care of us.”**

-siw̓tkʷ (water) Declaration



Principles for Strategic Flood Resilience

Principles are important starting points for any complex, multi-faceted issue such as societal flood resilience. The following principles provide high-level guideposts for flood resilience initiatives across multiple jurisdictions. These principles have been distilled and synthesized from engagement inputs to date, as well as the [UN Sendai Framework for Disaster Risk Reduction](#),¹⁰ the B.C. Office of the Auditor General's [Public Sector Governance Guide to the Principles of Good Practice](#),¹¹ the [B.C. Emergency Management System \(2016\)](#),¹² the Climate Change Preparedness and Adaptation Strategy, and the review paper "Strategic Flood Management: 10 'Golden Rules' to Guide a Sound Approach".¹³ These principles are considered universal, true, and foundational elements for any flood resilience initiative or program in B.C. - at any scale. Successful strategic flood management in B.C. must be Proactive, Place-Based, Accountable, Collaborative, Transparent, and Fair (Figure 4).

Holistic: A holistic approach to flood management is interdisciplinary, balanced, and Indigenous-centred, and integrates across a network of relations within watersheds, ecosystems, land, and society.

Proactive: Flood resilience must be built before major floods occur - not reactively in response to flood disasters - to proactively protect people and property and enable nature-based solutions.

Place-based: Decisions to reduce flood risks must be based on the best available place-based data and knowledge and reflect regional, watershed-based approaches including upstream and downstream connections. No single solution will work for every flood, requiring flexibility and diversity in solutions.

Accountable: Organizations and individuals must take responsibility for their decisions and Actions to build greater flood resilience over time.

Collaborative: Reducing flood risks requires effective collaboration across diverse roles and responsibilities at all levels of governments (including First Nations), and include industries, businesses, communities, landowners, and the public.

Transparent: Flood resilience decisions and flood risk data must be open and accessible to all, enabling full, accurate, clear information on flood risks – including uncertainties.

Fair: Programs to reduce flood risk must be equitable and accessible to all people at risk - including Indigenous peoples - and must apply a GBA+ lens addressing race, culture, gender, sex, age, income, and ability, while respecting human rights and the rule of law.

Figure 4. Draft Provincial Principles for Flood Resilience



Priority Program Areas + Key Actions

Priorities and coherent actions are essential to ensure a tangible Strategy that can guide execution. Accordingly, four priority program areas aligned with the UN Sendai Framework for Disaster Risk Reduction have been identified:¹⁴ (1) Understanding Flood Risks, (2) Strengthening Flood Risk Governance, (3) Enhancing Flood Preparedness, Response and Recovery, and (4) Investing for Flood Resilience. For each program area, a set of key actions are identified. We are seeking feedback from you on possible gaps, changes, or additions you feel are needed. Your ideas are greatly appreciated!



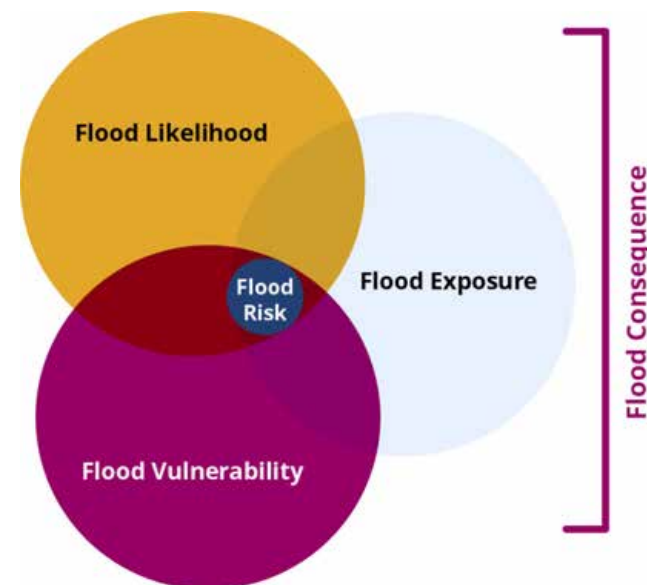
Program Area 1: Understanding Flood Risks

Increasing knowledge and understanding of flood risks in B.C. is critical to effectively build flood resilience over time. Western science, engineering, and risk management disciplines typically define flood risk as the combination of the likelihood and consequence of flooding at a particular location (Figure 5). Flood likelihood represents the chance flooding will occur, often calculated with statistics (Table 3).

Table 3. Understanding Flood Risks: Flood Return Periods and Encounter Probabilities

Likelihood of Flooding	Estimated Flood Return Period	Annual Exceedance Probability (AEP)	Flood Encounter Probability Within 25 Years	Flood Encounter Probability Within 100 Years	Consequence of Flooding
Decreases	10 years	10%	93%	1	Increases
Decreases	50 years	2%	40%	87%	Increases
Decreases	100 years	1%	22%	63%	Increases
Decreases	200 years	0.5%	12%	39%	Increases
Decreases	500 years	0.2%	5%	18%	Increases
Decreases	1000 years	0.1%	2%	10%	Increases

Figure 5. Key Components of Flood Risk



Flood consequence includes the impacts of flooding on people, buildings, infrastructure, ecosystems, and other values. Flood consequence includes the exposure of people or infrastructure to flooding, and vulnerability of people, places, or ecosystems to flood damages (Figure 6). Modern best practices examine a spectrum of flood risk scenarios of differing magnitudes and resilience pathways - rather than focus on a single regulatory flood scenario (e.g., 200-year flood).

There is also a strong need for respectful, reciprocal sharing of information and data to balance Western Science with Indigenous ways of knowing. The knowledge, practices, and values of First Nations - which are complex and deeply contextual - needs to be respected alongside Western science to better understand flood risks. Understanding past decisions that have shaped flood risks - including historical inequities - is also important to understand and address.

Action 1.1: Work with other levels of government to advance flood maps to better inform flood construction levels and development decisions

Clear, consistent, up-to-date flood maps are critical to direct new growth away from flood risk areas and inform decisions on infrastructure investment and emergency management in a changing climate. Yet most flood maps in B.C. remain 20-30 years out of date. Several local flood maps were updated recently, but standards, quality control, and public accessibility has varied considerably.

An improved, provincially coordinated flood mapping program can address this situation. Such a program would include other levels of government, and First Nations, to apply consistent standards and quality control processes, while building on prior work and related initiatives.¹⁵ Innovative modelling and mapping of multiple flood scenarios and channel migration patterns should be integrated, to produce easily accessible flood maps tailored to different learning styles. This information will better enable risk-informed decision-making by communities and individuals.

During implementation of this action the province could guide flood mapping at regional and local scales, maintaining a central, accessible inventory of flood maps. Alternatively, the province could lead a new provincial flood mapping program. In either case, including Indigenous knowledge keepers and building on other flood mapping initiatives and expertise is critical.

Action 1.2: Conduct a province-wide flood risk assessment

A Provincial Flood Risk Assessment based on available province-wide data would provide a more consistent provincial picture of flood risk. This assessment would highlight regions and communities of highest concern including upstream watersheds, integrate Indigenous lenses and GBA+ issues, and inform investment prioritizations at targeted locations. Initial costs to complete a province-wide assessment would be offset in the future through more efficient funding allocations to communities at risk.¹⁶ Implementation must align with ISO 31000 (risk management guidance codified by the International Organization for Standardization) and watershed-based scales. The Provincial Flood Risk Assessment would also build on provincial climate risk assessment and provincial hazard, risk, and vulnerability guidelines. It would also include a cost/benefit assessment, and multi-criteria analysis of economic, social, and environmental values and trade-offs, while addressing future climate conditions (e.g., 2050 and 2100).

Recent flood assessment projects led by the Province over the last few years included:

- A Dike Consequence Study, which classified 35 dikes as “High” consequence dikes
- Orphan Dike study
- Provincial Dike Crest Elevation Survey
- B.C. Extreme Flood Project

A recent study showed that only 6% of Canadian homeowners living in designated flood risk areas are aware of the flood dangers they face.

University of Waterloo Centre on Climate Change, 2020

Action 1.3: Strengthen dike regulatory programs

Over 216 dikes in B.C. are provincially regulated. These protect over 1,600 km² (160,000 Ha) of land, well over half a million people, and several hundred thousand buildings – including homes, businesses, industries, schools, hospitals, and airports – with a total estimated value of \$100 Billion.¹⁷ Over time, our river landscapes have changed, and many of the dikes within B.C. have fallen into disrepair. Today, the vast majority no longer meet provincial standards, with one study estimating only 5% of all dikes in the entire Lower Mainland meet current standards. Many emergency responders continue to rely on information that does not reflect actual conditions. There is a need to complete a publicly accessible, central repository of dike information, capturing the condition, height, and key deficiencies for each dike in B.C. Benefits derived would include:

1. Increased support for effective dike maintenance by Diking Authorities
2. Increased effectiveness of dike safety audits and regulatory compliance
3. Improved information for local governments and other authorities responsible for land use planning and development regulation behind dikes
4. More streamlined emergency planning, response and recovery related to dike failures during flooding
5. Enabling more comprehensive flood risk assessments to prioritize funding for dike upgrades
6. Increased public awareness of flood risks

In addition, increasing the capacity of provincial regulatory staff would support improvements in dike regulatory programs, including approvals, auditing and compliance, guidance documents, and support for implementing innovative solutions.

Action 1.4: Increase public and business awareness of flood risks

Public outreach and increased transparency are critical to achieve public and visitor safety and well-informed decisions before, during, and after floods. All British Columbians living or working in a flood risk area should know the risks they face, the level of protection offered by dikes, what their insurance policies cover, and actions they can take to protect themselves, their families, and their business or property. Flood risk information must be easily accessible and understandable to help inform personal and investment decision-making.

Many existing flood outreach tools and programs are available to draw from, including the federal [Flood Ready](#) website, the provincial [Flood Preparedness Guide](#) and [Storm Ready](#) social media package, the Fraser Basin Council's [Flood Wise](#) website, and the Intact Centre's [Under One Umbrella](#) report and [FloodSmart Canada](#) website.

Action 1.5: Support applied research and training

Post-secondary institutions have a critical role to play in increasing societal understanding, knowledge, awareness, and capacity on what it means to build flood resilience. To the extent possible, research and education should be framed by contemporary needs and priorities, complemented by Indigenous ways of knowing.

UBC's Living With Water project is exploring issues of future coastal flood governance and adaptation along the South Coast.



Program Area 2: Strengthening Flood Risk Governance

Many provincial, federal, Indigenous, regional, and local government agencies have decision-making roles and responsibilities affecting flood risks.⁵ Roles are also played by hydropower producers, water boards, insurance providers, businesses, families, private property owners, and individuals. International governance is also drawn where watersheds cross borders - such as the Columbia River and Nooksack River basins. In short, building flood resilience is everyone's business.

Strengthening flood risk governance requires strong, coordinated roles at all levels of government. This includes support from the Federal government, coordination of policy and programs by the Provincial government, and implementation of specific on-the-ground actions by local authorities and First Nations (Figure 6).

Action 2.1: Improve First Nations involvement in flood resilience decision-making

Strengthening disaster risk governance is a crucial part of reconciliation between Indigenous peoples and other governments and needs to prioritize Indigenous self-determination and the interests of First Nations. Current, evolving flood governance systems must fully incorporate First Nations' inherent and legal rights, set out in Section 35 of the Canadian Constitution, the federal *United Nations Declaration on the Rights of Indigenous Peoples Act*, and the provincial Declaration Act. First Nations' roles in revised governance models must be inclusive, and ideally supported by funding that builds and enhances First Nations' capacity to participate. Many relationships developed by First Nations with neighbours in their watersheds have already established trust and a shared sense of responsibility. Strengthening these relationships across the watershed and beyond are important foundations to co-develop effective future flood resilient governance.

Implementing the Declaration Act within the context of shared decision-making must apply collaborative models allowing First Nations, their priorities and their worldviews to be a part of all plans going forward, while also allowing past plans to be upgraded. The First Nations Emergency Management Services Funding Agreement (2017) requires a review and update, as it provides substantial funding to improve risk assessments, hazard planning, and improvement of emergency response - but currently has limited funding available to increase community level, staffing capacity. Additionally, current funding models for emergency response requires communities to be reimbursed post-event, something that many communities do not have the upfront capital for. Moving forward, a paradigm shift is needed to improve support within and between First Nations communities, allowing individual or groups of communities to build their own emergency coordination centres to better enable participation in regional activities.

Figure 6. Summary of key roles in flood governance



Key Declaration Act Articles

- Article 19: Free, Prior and Informed Consent
- Article 29: Right to the conservation and protection of the environment
- Article 32: Right to determine and develop priorities and strategies

Action 2.2: Review and modernize provincial legislation, regulations, and policies to address flood risks

Provincial legislation, regulations, and policies related to flood management no longer reflect modern public environmental values and growing risks and liabilities. For example, the responsibility to plan and regulate land uses in flood risk areas remains at local and regional levels, whereas many of the liabilities for flood damages continue to accrue to senior levels of government. One significant liability is the existence of over 100 “orphan” dikes and other flood structures in B.C. which are not currently being inspected or maintained by a responsible authority; these protect over \$1.9 billion in building values.¹⁷ Where dike owners do exist, there are capacity gaps for enabling more robust compliance, auditing, and enforcement. Clarifying how the province will respond to the Declaration Act will also be needed as well as the province modernizes legislation over time. Addressing these challenges requires careful work across jurisdictions, within regional, watershed-based scales of analysis. Identified key priorities to better address these growing liabilities and changing public values include:

- Complete the Emergency Program Act modernization, with greater focus on mitigation, preparedness, recovery, and disaster risk reduction, and revise the Compensation and Disaster Financial Assistance regulations to better support recovery and resilience
- Create a new Orphan Dike Policy to facilitate the transfer of orphaned dike assets to responsible owners
- Complete the repeal of the Drainage, Ditch, and Dike Act and related processes
- Develop clear regulations under the Dike Maintenance Act to ensure resilient, innovative flood protection infrastructure
- Through the Forest and Range Practices Act Improvement Initiative, modernize forest policy to improve governance of watershed values - including increased risk of peak flows - through forest landscape-level planning and complementary legislation, regulations, and policy
- Review the B.C. Building Code and B.C. Electrical Code to determine if and how codes can further flood resilience
- Consider a climate attestation program for qualified professionals to ensure that the design and construction of flood protection structures incorporates the best available climate, hydrology, and coastal sea level rise modelling



Action 2.3: Review and modernize provincial technical guidance

Much of the provincial technical guidance related to floods and flood hazards are at least 20 years old, and do not fully reflect current practices or innovative design practices. Updates to several guidelines and templates are needed, to improve the accessibility and utility of the information for diking authorities and other interested parties. To help better enable innovative and resilient flood infrastructure planning, design, and construction practices – including seismically resilient dikes, and fish-friendly green flood infrastructure – ongoing improvements to technical guidance and standards are critical. Several professional practice technical guidelines identified as possible priorities for renewal include:

- **Flood Infrastructure Guidelines:** A new, comprehensive set of guidelines for the design, construction, and management of dikes, erosion protection works, and other flood infrastructure is needed, to reflect current science and engineering best practices, and include provisions for emerging bio-engineering and greener technologies. A key goal will be to make these guidelines accessible for multiple users including: diking authorities, design professionals, regulators, and operations and maintenance staff.
- **Flood Hazard Area Land Use Guidelines:** Including updates to better address risks to publicly funded infrastructure and promote green infrastructure.¹⁸
- **B.C. Dam Emergency Response Plan** to better prevent and mitigate dam breaches.
- **Forestry Watershed Best Practices:** Incorporate and synthesize modern research and knowledge on forestry best practices to reduce peak flow risks.
- **Local Flood Risk Assessment Guidelines** to better standardize professional practices and techniques for conducting flood risk assessments.

“Picking up the phone, checking in, building relationships and taking time to understand the processes is so helpful.”

-Indigenous engagement participant

- **Integrated Flood Planning Guidelines** to satisfy the Province’s minimum expectations for flood risk management including structural and non-structural approaches, climate change considerations, community planning processes, and First Nations involvement.
- **Local Authority Guidance:** Improved guidance and support to local governments to more explicitly address flood risk and mitigation when developing Official Community Plans, approving new developments or redevelopments in flood risk areas, and informing residents or new homebuyers in flood risk areas of flood risks.
- **Stormwater Guideline Adoption.** Local stormwater flooding issues are the responsibility of local authorities and communities. However, the province is considering the formal adoption of nationally recognized standards and design guidelines for urban flooding, stormwater infrastructure, and development.¹⁹



Program Area 3: Enhancing Flood Preparedness, Response, and Recovery

The Provincial Flood Emergency Plan describes how flood-related preparedness, response, and recovery is coordinated across the provincial government, local authorities and First Nations. The Plan supports clarifying roles and responsibilities before, during, and after floods. The nature of the flood risks at different locations and watersheds means that regional and local perspectives are critical to shape effective flood preparedness, response, and recovery plans for flood resilience.

Flood preparedness consists of actions taken by individuals, businesses, and governments to ensure they are ready to undertake emergency response and recovery when required. Flood emergency planning and preparedness is generally a local government responsibility, but often requires collaboration and coordination with regional, provincial and federal levels. Flood preparedness helps ensure British Columbians and visitors receive timely flood warning information and develop and exercise comprehensive plans to respond to and recover from flood events.

Flood response helps ensure activities are coordinated across agencies, to effectively support British Columbians and visitors during a crisis. Emergency response can include construction of urgent flood mitigation works, temporary measures like sandbag dikes, and evacuation plans for people and animals. Before and during flood response, effective communication is critical so residents, visitors and businesses can take steps to protect life and property. If required, evacuation needs to be managed and emergency shelter and other services provided.

Flood recovery focuses on reducing risk in communities to prevent or mitigate future flooding. The goal of flood recovery is to increase community resilience to future flood disasters and to “Build Back Better” by:

- Supporting communities to rebuild post-disaster in a resilient, culturally safe and appropriate way, and recover in a timely way from economic, social and cultural disruption.
- Reducing future losses by ensuring reconstructed infrastructure can resist more intense events in a changing climate or relocating exposed assets or people out of floodplains.
- Accelerating reconstruction through measures such as contingent reconstruction plans, pre-approved contracts, and financial assistance.
- Ensuring post-disaster support reaches all affected population groups, community resiliency is leveraged, and community knowledge integrated

“People don’t understand how valuable our traditional knowledge keepers are in knowing how to respond.”

-Indigenous engagement participant

Action 3.1: Enhance flood forecasting capabilities and early warning systems

Accurate, up to date flood advisories for the public and emergency responders is imperative to enable flood resilience through effective early warnings, which allow people to evacuate out of harm's way or fortify their defences. Flood forecasting is a considerable challenge across B.C.'s diverse geographies, especially as climate change continues to increase severe weather risks. The best available science must be integrated into fast-paced daily operational river forecasts. Notably, the Global Commission on Adaptation found that investments in strengthening early warning systems has a 9:1 cost/benefit return.²⁰

Ensuring continuous improvements in flood modelling and forecasting services across B.C. requires investments. A fully staffed, well trained team with sufficient scientific knowledge must be in place, who can provide shift coverage seven days a week to respond to flood events and changing weather forecasts. Cutting edge technologies are also prerequisites for ongoing success, including:

- Robust data management systems and computing resources
- Enhancements to hydrometric and climate monitoring networks
- Ability to rapidly process satellite-based snow data
- Acquisition and integration of a range of numeric weather model outputs
- Continuous improvements in river, lake, and coastal flood forecast models and analysis tools
- Integration of local-scale flood risks into early warning systems; and
- Collaboration across all agencies collecting, producing, and communicating hydrometric and climate monitoring data.

For every dollar of insured losses borne by insurers in Canada, three to four dollars are borne by governments as well as home and business owners.

Source: IBC Facts Book 2017, PCS, CatIQ, Swiss Re, Munich Re and Deloitte

Action 3.2: Enhance flood preparedness by developing and exercising flood response emergency plans at multiple scales

The province develops and exercises a provincial flood response emergency program, encompassing strategic priorities for planning, testing, and validating plans to enhance overall preparedness. Under the Emergency Program Act, local authorities are responsible for developing emergency response plans addressing business continuity and emergency management concerns. Business continuity planning is the process of developing prior arrangements and procedures to enable critical services to remain functional despite a disaster or disruption. Emergency management plans must describe how authorities will prepare, respond, and recover from flood events, while integrating with neighbouring jurisdictions and First Nations.²¹ Exercises validate plans, test procedures and provide realistic training for emergency response staff. They are also an effective way to test equipment and facilities. Exercises foster internal and external relationships, confirm expectations, and develop rapport with key partners. Programs such as the Community Emergency Preparedness Fund (CEPF) help communities build capacity for flood emergency response, by funding local Emergency Operations Centres, equipment that supports emergency programs, personnel training, and planning of evacuation routes.

Action 3.3: Enhance emergency response activities

A response to a flood event must be immediate and well-coordinated, to ensure the safety of residents, visitors, and protect property and communities, and meet the needs of residents and businesses. Provincially, this includes training, regional and provincial coordination, cross-cultural competency training, setting priorities for operations and resources, and developing strategies to resolve challenges that arise during multi-agency response situations. The province also must establish logistical supports, such as the provision of sandbags, sandbag filling machines, tiger dams, and gabions. Response activities also include emergency social support services (ESS), including reception centres, and the provision of food, clothing and lodging that can house and feed evacuees, including cultural safety. ESS also provides information about the crisis, coordinates volunteers, and assists in family reunification. Continued enhancement of emergency response by local governments, First Nations, and the Province is critical for future resilience.

Action 3.4: Enhance pre-disaster recovery planning and post-disaster recovery, including “Build Back Better”

In advance of recovery, the modernized B.C. emergency management legislation will place greater emphasis on community planning. Defining community-based flood recovery blueprints before a flood disaster occurs is critical to improve the balance between reactive and proactive approaches. By doing so, opportunities to integrate “Build Back Better” principles into post-disaster recovery can be articulated, while also integrating climate change adaptation opportunities. Creating space for these discussions prior to a crisis allows for more fulsome engagement on options, costs and benefits, and plays a critical role to guide timely, effective recovery decisions in the future. These plans should include considerations of environmental issues, place-making, community values, community-led retreat, and future land use planning and zoning within risk areas during the process of community-based planning and visioning.



Program Area 4: Investing for Flood Resilience

Flood Resilience: The ability of a system, community or society exposed to flood hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a flood in a timely, efficient manner, including through the preservation and restoration of essential basic structures and functions through risk management (UNDRR).

Since 2015, most flood resilience investments in B.C. have been tailored to federal funding programs such as the National Disaster Mitigation Program (NDMP). The province must continue working with the federal government to secure additional funding, as every \$1 of public investment in flood mitigation tends to avoid \$7-\$10 in damage and recovery costs.²³ Natural, green infrastructure approaches to combat increasing flood risks in Canada remain underutilized and need to be scaled up²³. Building a more flood-resilient B.C. will require further investments not only from senior governments, but also by landowners, individuals, and industry.

These investments must be distributed wisely, to achieve “balance” across several dimensions as shown below:



Current funding models must be reimagined – particularly with respect to Indigenous communities. Improvements are needed to better coordinate funding opportunities at regional, watershed-based scales, while integrating local community needs. Funding distributed directly to local communities, and with longer-term planning horizons in mind will help build capacity over time to plan, collect data, establish relationships, and prioritize and lead actions locally.

“Build back better” refers to rebuilding communities and systems stronger, faster, and more inclusively after a disaster, and is a key principle of the UN Sendai Framework.

Action 4.1: Enhance investments in flood avoidance

Flood avoidance refers to approaches to prevent new building in flood hazard areas, often with open spaces and ecological infrastructure approaches (Figure 7). These types of investments allow room for rivers to expand and contract with natural flood cycles and channel migration over time. It also allows for natural water storage in undeveloped floodplains and wetlands, acting as a safety release valve during major flood events to help protect areas downstream. Tools to achieve this include: zoning restrictions on floodplain developments in local government bylaws, acquisition of private lands, or tradeable transfer of development credits. In the past, federal funding programs often excluded land acquisition from eligibility, which has posed barriers to pursue these options more at local levels. Future funding programs should ideally be designed to help support flood avoidance concepts, pilots, and innovative approaches to enhance resilience while promoting environmental stewardship and deterring new flood exposure.

Action 4.2: Enhance investments in flood accommodation

Flood accommodation allows flooding to occur periodically in developed or agricultural areas, with measures taken to limit, mitigate, or reduce vulnerability to flood damage with appropriate investments made in proportion to the risks (Figure 8). Approaches include grading subdivisions above flood construction levels, elevating living spaces in homes, investing in backwater valves and sump pumps, as well as private flood damage insurance. It also includes having people learn to “live with their feet wet” during floods, by, for example, leaving basements undeveloped or avoiding the storage of valuables in low-lying areas subject to flooding.

Options to enhance flood accommodation investment programs to better reflect modern priorities include:

- Expand existing funding programs to support flood accommodation measures, particularly where communities have no means to relocate. This is an issue in particular for some First Nations communities and mobile home parks. Funding streams should add flexibility to allow support for grant programs to retrofit in order to elevate living spaces above Flood Construction Levels while remaining in the floodplain.
- Upgrade funding programs to include accommodation measures specifically related to tsunamis (e.g., vertical evacuation towers or evacuation routes to higher ground) to save lives.
- Incentivise homeowners and businesses in high-risk areas to floodproof their buildings, potentially through rebate programs.
- Expanded flood insurance coverage.

Figure 7. Illustration of Flood Avoidance (natural floodplain)



Figure 8. Illustration of Flood Accommodation (raised grades)



Action 4.3: Enhance investments in flood protection

Flood protection involves building and upgrading structures that hold back flood waters or prevent erosion or flood damage. Dikes, floodwalls, diversion structures, erosion protection structures, debris traps, stormwater ponds, as well as some dams, reservoirs, and spillways all fall into this category. Protection has often been a preferred approach in B.C., particularly where high-value land uses and settlements are vulnerable to flood risks. These approaches can fail, however, under extreme flood scenarios, and can never offer full protection, and are generally not environmentally friendly approaches. It is expected that the use of flood protection as a preferred approach will decrease further during the 21st century, except in circumstances where critical infrastructure, large numbers of people, or vulnerable facilities are present.

Options to enhance flood protection investments to better reflect modern priorities include:

- Seek co-benefits for flood protection investments with fish habitat restoration, agricultural land protection, reconciliation with Indigenous peoples, and rural economic development.
- Emphasize green infrastructure as a preferred option in structural mitigation funding guides, to incentivize the design and construction of environmentally friendly flood protection works where suitable, such as bioengineered erosion control structures (e.g., timber crib walls, live stakes), and other green flood protection structures such as green shores, foreshore nourishment, engineered wetlands, living dikes, or fish-friendly pumps.
- Ensure archaeological resources and sites of Indigenous cultural significance are identified and protected, in partnership with First Nations and Métis, early on in the planning and design process for any flood protection infrastructure.
- Incentivize enhanced pumping capacity and back-up power generation at pump stations behind dikes, particularly where critical infrastructure is present.
- Consider new funding programs for more regular, proactive maintenance and inspection of dikes by local authorities and/or regional task forces.
- Conduct more post-flood infrastructure and riverbank inspections, to address deficiencies while leveraging local knowledge and science.

Figure 9. Flood Protection



B.C. Provincial staff are participating in Public Safety Canada’s Task Force on Flood Insurance and Relocation examining options to protect homeowners with inadequate flood insurance.

Action 4.4: Enhance investments in community-led retreat

This involves the purposeful movement of people and infrastructure out of known high-risk floodplains. Often called “Managed Retreat”²⁴ or “buyouts”, this can be achieved through fee simple purchase, land swaps, or expropriation. In some cases, redistribution of people or infrastructure can occur out of flood hazards altogether, while in some cases it may entail the redistribution of assets out of the highest risk areas (e.g., floodway) into lower risk areas (e.g., flood fringe). Some obstacles typically faced by local governments with these types of initiatives include community opposition, and the lack of cohesive financial and administrative resources or supporting policy, legislation and regulations. Effectively executing such programs over time to maximize success requires close collaboration between all levels of government. Critically, affected communities must support such measures and be involved in leading change to enable success.²⁵

Importantly, many First Nations in both coastal and inland areas commented during engagements on ongoing and projected losses of their reserve lands due to coastal sea level rise or river erosion as a major issue. Many First Nations strongly expressed expectations that sooner rather than later, the federal and provincial governments must proactively plan and implement measures to address this loss of land in collaboration with them.

Figure 10. Flood Retreat



“The Sto:Lo worldview is similar to other First Nations – a worldview centred on water bodies – that’s what needs to be incorporated into a B.C. Flood Strategy – A First Nations way of thinking for the future.”

-Tyrone McNeil, Sto:Lo Tribal Chief

Next Steps + Conclusions

At its' core, governing for flood resilience implies significant shifts in philosophy. Rather than a primary focus on costly yet fallible engineering defences to resist flooding, more balanced approaches to avoid, cope with, prepare, and adapt to flooding will increasingly complement structural approaches. Rather than relying on senior government disaster financial assistance during flood recovery, more balanced approaches will include a greater role for risk transfer, flood insurance, and private investments in flood resilience initiatives. Rather than seeking to predict and control changes, we will enhance community capacity to anticipate uncertainties and adapt to change. Rather than focus on static norms and rigid, hazard-based standards, increasingly, strategic alternatives and pathways to adapt to flooding within our watersheds will be explored. Rather than a focus on Western science, increasingly, Indigenous ways of knowing and seeing will complement and strengthen our governance systems.

All levels of government have critical and distinct roles to play in strengthening B.C.'s flood resilience over time. Critical provincial coordination roles to strengthen over time include: setting clear high-level strategy and policy direction, linking higher and local scales of governance at a watershed-based scale, adopting technical standards as well as enabling legislation and regulations.

Once robust engagement on this Intentions Paper is complete, all feedback will be considered carefully prior to creating and releasing a B.C. Flood Strategy.

The Flood Strategy aims to clearly articulate why new directions for the province are needed and how that can be achieved over time. Subsequent program planning will need to better answer questions such as when (phasing/timing of specific commitments), who (clarifications to roles and responsibilities), where (locations for pilots and investments), and how much (funding amounts government is willing to dedicate to building flood resilience). Importantly, implementation planning must also commit to what performance indicators, metrics, and targets will be monitored, measured, and tracked at the provincial scale to ensure accountability. These are likely to include flood-related fatalities, flood-related economic losses in relation to GDP, and floodplain and river ecosystem indicators such as salmon habitat. It is envisioned that implementation planning will continue to be based on the 'golden threads' of the four program priorities of the UN Sendai Framework for Disaster Risk Reduction, complemented by a watershed ecosystem-based lens.

Full implementation of all actions will be phased over time. Implementation will need the appropriate balance between regulation, guidance, and funding, and include performance monitoring. Once final and approved, the B.C. Flood Strategy is intended to be reviewed every 10 years, as part of an adaptive management cycle and continuous improvement.

By shifting to more proactive measures in collaboration with partners, we will be better prepared to reduce the number of people impacted by flooding, while securing future growth and prosperity, avoiding cultural asset destruction, and improving our shared environments for the benefit of all. This Strategy will be future-focused and will meet current government mandates to: support communities to prepare for climate impacts; future-proof our province-wide ability to respond to flood crises; protect land and water; and invest in the infrastructure of tomorrow.

Call to Action

It is important that we hear from you:

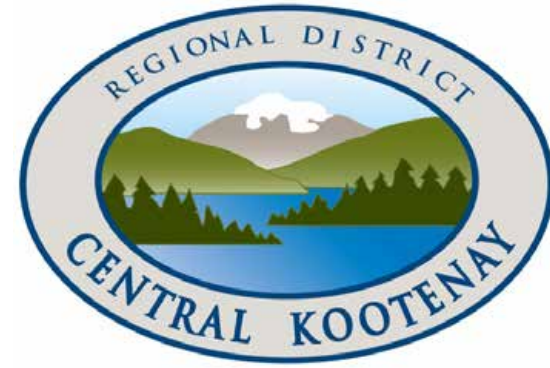
BCFloodStrategy@gov.bc.ca

Together, we will define B.C.'s flood resilient future, then act accordingly to make that vision a reality.

Thank you in advance for your feedback—it is highly valued and appreciated.

Endnotes

- 1 Insurance Bureau of Canada. 2019. Combatting Canada's Rising Flood Costs: Natural infrastructure is an underutilized option
- 2 City of North Vancouver. Draft North Shore Sea Level Rise Risk Assessment and Adaptive Management Strategy.
- 3 Canadian Standards Association (draft 2020). CSA W210, Prioritizing Flood Resilience Work in Existing Communities. Khaliq, M.N. 2019. An Inventory of methods for estimating climate change-informed design water levels for floodplain mapping. National Research Council of Canada. Ocean, Coastal, and River Engineering. Report no: NRC-OCRE-2019-Tr-011, 2019t
- 4 EGBC. 2018. Legislated Flood Assessments in a Changing Climate in BC.
- 5 Appendix B provides additional events, details, and descriptions
- 6 Engagement inputs related to flood risks to date have been received from the former Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Environment and Climate Change, Emergency Management B.C., and Ministry of Municipal Affairs and Housing
- 7 Public Safety Canada. 2019. Evaluation of the National Disaster Mitigation Program. Also see: US National Institute of Building Sciences. 2019. Natural Hazard Mitigation Saves.
- 8 Insurance Bureau of Canada. 2019. Also see: Insurance Bureau of Canada et al. 2018. Combatting Canada's Rising Flood Costs: Natural infrastructure is an underutilized option.
- 10 UNDRR. 2021. What is the Sendai Framework?. [online]. <https://www.undrr.org/implementing-sendai-framework/what-sendai-framework>
- 11 Office of the Auditor General of British Columbia, (n.d.). Public Sector Governance - A Guide to the Principles of Good Practice.
- 12 The Government of British Columbia, 2016. British Columbia Emergency Management System.
- 13 Sayers et al. (2014). Strategic flood management: ten 'golden rules' to guide a sound approach. *International Journal of River Basin Management*. 13(2): 137-151.
- 14 The draft priority program areas and key actions are based on the engagement and research results to date, and international and national best practices, including the UN Sendai Framework for Disaster Risk Reduction, as well as consulting reports received in 2020 under the ongoing FBC-managed "Investigations in Support of Flood Strategies in British Columbia" projects.
- 15 Including LiDAR elevation data acquisition and hydrometric monitoring data
- 16 Ebbwater Consulting Inc. 2020. DRAFT Fraser Basin Council Investigations in Support of Flood Strategies in British Columbia: Issue B-3: Flood Risk Assessment.
- 17 Kerr Wood Leidal Consulting Inc. and Ebbwater Consulting Inc. 2020. B.C.'s Orphaned Flood Protection Structures.
- 18 Alberta's Flood Risk Management Guidelines (2017) indicate different risk thresholds for various public facilities e.g., 0.1% AEP flood level for hospitals + extended care facilities.
- 19 Examples include: CSA W204 (Flood resilient design of new residential communities), CSA W210 (Prioritizing flood resilience work in existing residential communities), CSA W211 (Management Standard for Stormwater Systems), and CSA Z800 (Guideline on basement flood protection and risk reduction).
- 20 Global Commission on Adaptation. 2019. Adapt now: a global call for leadership on climate resilience - Global Center on Adaptation (gca.org)
- 21 A local Integrated Flood Management Plan addressing all components of flood risk reduction should be nested above local emergency response plans
- 22 Public Safety Canada. 2019. Evaluation of the National Disaster Mitigation Program. Also see: US National Institute of Building Sciences. 2019. Natural Hazard Mitigation Saves.
- 23 Insurance Bureau of Canada. 2018. Combatting Canada's Rising Flood Costs: Natural infrastructure is an underutilized option.
- 24 Freudenberg, R., Calvin, E., Tolkoﬀ, L. Brawley, D. 2016. Buy-in for Buyouts: The Case for Managed Retreat from Flood Zones. Lincoln Institute of Land Policy.
- 25 Thistlethwaite, Jason, Daniel Henstra, and Anna Zirolecki. 2020. Managed Retreat from High-Risk Flood Areas: Design Considerations for Effective Property Buyout Programs. Centre for International Governance Innovation Policy Brief No. 158. April 28, 2020.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

2023 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	1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
Rural Affairs Committee	8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
Budget Meeting	15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
Conventions	22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
WKBHRD	29	30	31												EOS - AKBLG - Kimberley							30						
Resource Recovery																												
Water Services																												
NDCC- Rec No.5																												
CDCC Rec Commission																												
All Recreation Committee																												
Creston Valley Services Committee																												
Community Sustainable Living Advisory Committee (CSLAC)																												
Agenda Prep																												
Senior Management Team (SMT)																												
Office Closure																												

	May							June							July							August						
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	1	2	3	4	5	6	7	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
Rural Affairs Committee	8	9	10	11	12	13	14	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
Budget Meeting	14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
Conventions	21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
WKBHRD	28	29	30	31											30	31												
Resource Recovery																												
Water Services																												
NDCC- Rec No.5																												
CDCC Rec Commission																												
All Recreation Committee																												
Creston Valley Services Committee																												
Community Sustainable Living Advisory Committee (CSLAC)																												

	September							October							November							December						
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	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
Rural Affairs Committee	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
Budget Meeting	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
Conventions	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
WKBHRD																												
Resource Recovery																												
Water Services																												
NDCC- Rec No.5																												
CDCC Rec Commission																												
All Recreation Committee																												
Creston Valley Services Committee																												
Community Sustainable Living Advisory Committee (CSLAC)																												

Updated November 28, 2022

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 25, 2022
Date & Type of Meeting:	December 8, 2022 Regular Board Meeting
Author:	Mike Morrison, Manager of Corporate Administration & Corporate Officer
Subject:	Directors Code of Conduct Policy
File:	01-0590-10
Electoral Area/Municipality:	Entire RDCK

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to introduce recent changes to the Community Charter requiring local governments to review their existing code of conduct and to seek Board direction on conducting a review of the RDCK's existing Director's Code of Conduct policy.

SECTION 2: BACKGROUND/ANALYSIS

On Nov. 3 2022 the Province enacted the Municipal Affairs Statutes Amendment Act , 2021 which introduces requirements to the Community Charter for local governments to consider either establishing a code of conduct or where one may already be established, whether or not to review that Code of Conduct. This legislation follows several years of work by the UBCM's Working Group on Responsible Conduct and the publishing of the Model Code of Conduct (Attachment A to this report).

The notable requirements now included in the Community Charter and applicable the RDCK are as follows:

1. Considering that the RDCK already has a code of conduct established in Policy 100-01-17- Directors Code of Conduct (Attachment B) , the Board must decide within 6 months of the Nov. 2022 inaugural meeting whether or not to review the code of conduct
2. The RDCK Board is required to consider the prescribed principles for codes of conduct and other prescribed matters prior to making a decision on whether or not to review the code of conduct. These are included in Attachment A.
3. If the RDCK Board decides not to review the code of conduct, it must prepare a statement outlining the reasons for that decision.
4. If the RDCK Board decides not to review the code of conduct, it must reconsider that decision in 2025 prior to the general elections in 2026

Given the considerable effort expended to develop the Model Code of Conduct and responsible conduct training for elected officials and backed up by new legislated requirements for review the Province is sending clear signals that local governments should take this matter seriously.

The current Policy 100-01-17- Directors Code of Conduct was developed by staff in 2016 and subsequently adopted by the Board. A detailed review of the policy and comparison to the new Model Code of Conduct is beyond the scope of this report. However Directors should note the following:

- The current policy is lengthy and prescribes specific actions whereas the Model Code of Conduct is more concise and emphasizes adherence to principles rather than specific actions;
- The current policy tends to explain the reasons for a requirement, which may detract from emphasis on the requirement itself;
- The current policy repeats material already included in the oath of office, the RDCK procedures bylaw, and legislation;
- The current policy does not adequately reference Leadership & Collaboration principles, which are core principles included in the Model Code of Conduct;
- The current policy does not include references to other RDCK policies that may be impactful to Director conduct. Additional policy references are a proposed feature within the Model Code of Conduct;
- The enforcement mechanisms within the current policy do not include several of the elements suggested within the Model Code of Conduct.

Considering all relevant circumstances staff recommend that the Board initiate a review of the current code of conduct policy. If so directed by the Board, staff estimate that an initial draft of the policy would be considered by the Board in late Q2 2023. The policy review would involve an assessment of best practices from other local governments who have recently adopted a code of conduct. Staff expect several iterations of Board review prior to adopting a new code.

It must be noted that despite the current policy being outdated and not completely aligned with the Model Code of Conduct, it does currently provide clear direction on conduct to Directors. Staff considers there is a low risk to the organization to retaining the current policy should the Board decide not to direct the code of conduct review at this time.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov't Approvals Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

None at this time

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Community Charter requirements are outlined in Section 2.

3.3 Environmental Considerations

None at this time

3.4 Social Considerations:

The process of reviewing of the code of conduct policy would reinforce the principles described within the code for all directors, which in turn drive better governance outcomes for the RDCK

3.5 Economic Considerations:

None at this time

3.6 Communication Considerations:

A revised code of conduct aligned with best practices would strengthen the public's confidence in the governance of the RDCK.

3.7 Staffing/Departmental Workplan Considerations:

The review of the code of conduct policy would be led by the Corporate Administration group. The Board decision on the review is being brought forward now to meet a pending legislated requirement however the review itself is not considered a high priority item at this time. If a review is directed by the Board, it could be included in the 2023 work plan.

3.8 Board Strategic Plan/Priorities Considerations:

This review aligns with the Excel in Governance and Service Delivery strategic priority

SECTION 4: OPTIONS & PROS / CONS

Option 1

"That the Board direct staff to initiate a review of Policy 100-01-17 Directors Code of Conduct in accordance with Community Charter requirements"

Pro/ Cons

- Project is entered into the 2023 departmental work plan, however it may delay other Board assigned projects
- The policy review is timely considering the Board has recently reviewed and signed the current policy
- Will align current policy with best practices

Option 2

"That the Board take no action to review Policy 100-01-17 Directors Code of Conduct for the following reasons: _____, and further that staff be directed to prepare a statement summarizing these reasons in order to satisfy Community Charter requirements"

Pros/ Cons

- Prevents the timely alignment of RDCK policy with the accepted best practices
- The current Code of Conduct is adequate and a review/ update is not urgently required
- Taking no action on the review would enable staff time to be allocated to other projects

Option 3

"That the Board defer a decision on reviewing Policy 100-01-17 Directors Code of Conduct until the May 2023 RDCK Board meeting"

Pros/ Cons

- Allows the Board more time to consider the priority of directing the review and to participate in the Responsible Conduct Everyday learning program
- No additional information is expected to be available regarding this matter prior the decision required by the Board by May 2023.

SECTION 5: RECOMMENDATIONS

That the Board direct staff to initiate a review of Policy 100-01-17 Directors Code of Conduct in accordance with Community Charter requirements

Respectfully submitted,
Mike Morrison, Manager of Corporate Administration & Corporate Officer

CONCURRENCE

CAO – Stuart Horn Approved

ATTACHMENTS:

Attachment A – UBCM Working Group on Responsible Conduct - Model Code of Conduct

Attachment B – Policy 100-01-17- Directors Code of Conduct

MODEL CODE OF CONDUCT

Getting Started on a Code of Conduct for Your Council / Board

Produced by the Working Group on Responsible Conduct

Updated in October 2022



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The Working Group on Responsible Conduct is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

INTRODUCTION & EXPLANATORY NOTES

What is a code of conduct?

- A code of conduct is a written document that sets shared expectations for conduct or behaviour. A local government council or board can adopt a code of conduct to establish shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.
- Responsible conduct of elected officials is not optional; it is essential to good governance. Responsible conduct refers to how government elected officials conduct themselves with their elected colleagues, with staff, and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration.
- A code of conduct is one tool that can be used by a local government council or board to promote or further responsible conduct. See the [Forging the Path to Responsible Conduct in Your Local Government](#) guide for complementary tools.

What is the purpose of this document?

- The purpose of this document is to provide local government council or board members with a model code of conduct which establishes a set of principles and general standards of conduct that can be used as a starting point to develop their own code of conduct.
- This model code of conduct may also be useful for councils or boards who already have a code of conduct in place but are required to consider updating their code following the 2022 general local elections.
- The Working Group on Responsible Conduct has also developed a “Companion Guide” to accompany this document that provides discussion questions, things to keep in mind, and other tips to facilitate a council or board’s conversation in developing a code of conduct.
- The general standards of conduct set out in this model code of conduct reflect the foundational principles of integrity, respect, accountability, and leadership and collaboration. Local governments are required to reflect on these principles when considering whether to establish or update a code of conduct.
- Councils or boards may choose to customize and expand on the general standards of conduct provided in this model code of conduct by:
 - Adding examples of specific behaviours or other details to further elaborate on the standards of conduct that are provided;
 - Including additional standards of conduct that address topics of importance to the council or board and which are not directly dealt with by the standards of conduct already provided;
 - Including additional provisions in the code of conduct to support compliance or to cover informal resolution processes, formal enforcement processes such as complaints investigation and final resolution, and sanctions; and/or

- Incorporating, referencing or attaching other policies that are generally related to responsible conduct (such as social media policies), where a council or board feels it is appropriate.

What are some considerations in developing and using a code of conduct?

- In developing a code of conduct, council or board members should consider not just the content of the code of conduct, but also how to make it meaningful for members, both as individuals and as a collective decision-making body. While there is no ‘right’ way to develop and use a code of conduct, councils or boards should consider the following to maximize the effectiveness of their code of conduct:
 - *Don’t overlook the importance of the process when developing and adopting a code of conduct:* How a code of conduct is developed and adopted matters; providing opportunities for council or board members to discuss not just the “what” but also the “why” of a code of conduct will help ensure its effectiveness.

To start with, understanding the context for developing and adopting a code of conduct is important – is the council or board being proactive or have there been particular incidents of concern; does the council or board need to consider its collective “blind spots”, such as identifying and airing subconscious assumptions or systemic barriers? Discussing the language and content of the code of conduct and how it can best be customized to meet the needs of the council or board and individual members is also important. Discussing shared expectations as a part of the orientation process for newly elected officials or including the code of conduct as an outcome of a strategic planning process (with dedicated follow-up opportunities for development) could be good ways of ensuring a code of conduct is adopted in a meaningful way.

- *Make the code of conduct meaningful:* Finding ways to integrate the code of conduct into the council or board’s ongoing governance will help ensure that it remains a relevant and effective living document. For instance, some councils or boards may choose to refer to the code of conduct at every meeting; others may have a copy included in every agenda package or framed on the wall in the meeting room or placed on the desk of each elected official as a regular point of reference.
- *Make sure the code of conduct is consistent with existing laws and policies:* Council or board members may include a variety of topics in their code of conduct. Where existing laws or policies deal with topics they choose to include in their code of conduct (i.e., privacy legislation; Human Resources policies; etc.), they must ensure that their code of conduct is consistent with those laws and policies.
- *Offer ongoing advice, education, and support:* A council or board will also want to consider how members can best be supported in working with their code of conduct. This could include, for example, general education around the purpose of codes of conduct, opportunities for members to receive specific advice on how the code of conduct should be interpreted and applied, as well as other ongoing opportunities for support and education – for example, orientation when new members join the council or board or regular debriefings following council or board meetings to discuss how effectively the code of conduct guided the discussion.
- *Revisit it regularly:* Council or board members should approach their code of conduct as a living document to be reviewed and amended from time to time, to ensure that it remains a relevant and

effective tool. At a minimum, councils and boards are required to consider updating their code of conduct following a general local election; however, it is encouraged that councils and board review it more often than once per term.

MODEL CODE OF CONDUCT ¹

A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the [city / municipality / regional district / district] of [name of local government].

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This code of conduct applies to the members of [city / municipality / regional district / district] of [name of local government]. It is each member’s individual responsibility to uphold both the letter and the spirit of this code of conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This code of conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

¹ Some sections of this code of conduct include additional information in a shaded box. This information is for guidance and context only and is not intended to be included in a local government’s code of conduct.

C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

Information about the Foundational Principles:

The foundational principles of integrity, respect, accountability and leadership and collaboration have been identified by the Working Group on Responsible Conduct as being important to promoting and furthering responsible conduct and should be incorporated into every code of conduct.

A high-level definition of each foundational principle, along with a general description of the type of conduct that upholds each principle, is provided below. These principles are intended to provide members with a shared understanding of responsible conduct and guide them in fulfilling their roles and responsibilities both as individual elected officials and as a collective council or board. Key standards of conduct are set out in subsequent sections of this model code of conduct to provide specific examples of the types of conduct that demonstrate the foundational principles.

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

1. **Integrity** – means conducting oneself honestly and ethically.
2. **Respect** – means valuing the perspectives, wishes, and rights of others.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

D. OPTIONAL: VALUE STATEMENTS

Information about including Value Statements:

A council or board may wish to customize their code of conduct to include ‘value statements’. These are high-level statements that identify the values that the council or board consider important and feels should be included for context in their code of conduct.

A council or board may find the “Companion Guide” to this code of conduct useful as they consider how ‘value statements’ may be incorporated into their own code of conduct.

E. STANDARDS OF CONDUCT

Information about the Standards of Conduct:

The following section provides general standards of conduct that reflect the foundational principles identified above. A council or board can customize their code of conduct by including additional standards of conduct, or by expanding on existing standards of conduct to more clearly demonstrate how a member can exemplify responsible conduct.

A council or board may find the “Companion Guide” to this code of conduct useful as they consider how these general standards of conduct may be customized to best fit their needs.

Integrity: Integrity is demonstrated by the following conduct:

- Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.
- Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Members will act in the best interest of the public and community.
- Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board.
- Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

Respect: Respect is demonstrated through the following conduct:

- Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- Members will acknowledge that people’s beliefs, values, ideas, and contributions add diverse perspectives.
- Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.

- Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- Members will honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor/Director dutifully.
- Members will recognize and value the distinct roles and responsibilities of local government staff.
- Members will call for and expect respect from the community towards elected officials and staff.
- Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be transparent about how elected officials carry out their duties and how council conducts business.
- Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
- Members will correct any mistakes or errors in a timely and transparent manner.
- Members will accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.
- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.
- Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will demonstrate behaviour that builds public confidence and trust in local government.

- Members will provide considered direction on municipal policies and support colleagues and staff to do the same.
- Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary
- Members will create space for open expression by others, take responsibility for one’s own actions and reactions, and accept the decisions of the majority.
- Members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.
- Members will foster positive working relationships between elected officials, staff, and the public.
- Members will commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

F. ENCOURAGED: ENFORCEMENT MECHANISMS

Information about including Enforcement Mechanisms:

A council or board may want to include enforcement mechanisms to support compliance of their code of conduct. These mechanisms may include informal resolution, administratively fair and formal complaint processes, third-party investigators, and sanctions. Local governments are always first encouraged to focus on continuous improvement to foster responsible conduct, maintain good governance, and resolve conduct issues informally. A council or board may want to consult the “Companion Guide” and the “Forging the Path to Responsible Conduct in Your Local Government” guide for tips and resources that support the development of practical enforcement mechanisms.

G. OPTIONAL: ADDITIONAL POLICIES

Information about including Additional Policies:

A council or board may choose to include additional policies as part of their code of conduct. These additional policies may be useful in addressing matters of importance that require deeper attention or that are connected to the four foundational principles. Some examples of the types of policies that a council or board could include are provided below.

A council or board may want to consult the “Companion Guide” for tips and resources for including additional policies.

Policies About Communications

- *Use of social media by members.*
- *How members communicate as representatives of the local government.*

Policies About Personal Interaction

- *Interactions between members and others, such as the public, staff, bodies appointed by the local government, and other governments and agencies (e.g., respectful workplace policies).*
- *Roles and responsibilities of staff and elected officials.*

Policies About How Information is Handled

- *Proper handling and use of information, including information which is confidential or otherwise protected and is made available to members in the conduct of their responsibilities.*
- *Retention and destruction of records.*
- *How and when information that was relevant to the decision making process is made publicly available.*

Policies About Other Matters

- *Creation, use, and retention of the local government’s intellectual property.*
- *Personal use of local government resources.*
- *Receipt of gifts and personal benefits by members.*
- *Provision of remuneration, expenses, or benefits to members in relation to their duties as members.*



Number: [100-01-17]
REGIONAL DISTRICT OF CENTRAL KOOTENAY
Policy Manual

Chapter: BOARD & GOVERNANCE

Section: BOARD

Subject: CODE OF CONDUCT

Board Resolution:	311/16	Established Date:	16-JUNE-2016	Revised Date:	
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POLICY:

PURPOSE:

The purpose of the Code of Conduct is as follows:

- *to provide guidance to Directors and Staff so as to ensure that all are accorded reasonable and fair treatment;*
- *to assist the Directors in avoiding problems relating to role clarity and behaviour;*
- *to preserve the integrity of the RDCK;*
- *to protect the rights of Directors and Staff as individuals.*

SCOPE:

The Code of Conduct shall be a policy of the Board and apply to Directors of the RDCK, as well as Alternate Directors when acting in the capacity of a Director/representing the RDCK.

DEFINITIONS:

“Board” – means the Board of the Regional District of Central Kootenay.

“Confidential Information” – includes but is not limited to information:

- (a) in the possession of the RDCK that is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the *Freedom of Information and Protection of Privacy Act* or other legislation; and
- (b) concerning matters that are permitted to be discussed in an in camera meeting pursuant to the *Community Charter*.

“Director” – Directors and appointed alternates representing the Regional District Board.

“RDCK” – Regional District of Central Kootenay.



“Staff” – an employee or contract employee of the Regional District.

POLICY:

The residents of the Regional District of Central Kootenay (hereinafter referred to as the “RDCK”) are entitled to have fair, honest, open and accountable local government and to expect the highest standards of conduct from the members that it elects to the Board. Such a government requires that public officials comply with both the letter and the spirit of the laws and policies affecting operations of the government; be independent, impartial and fair in their judgment and actions; use their public office for the public good and not for personal gain; and conduct public deliberations in an atmosphere of respect and civility. All processes and deliberations, unless legally confidential, shall be conducted openly.

Improving the quality of public administration and governance can be achieved by encouraging high standards of conduct on the part of all local government officials. The Board of the RDCK commits itself and its members to conduct that meets the highest ethical standards. In turn, adherence to these standards will protect and maintain the RDCK’s reputation, credibility and integrity.

The RDCK seeks to maintain and enhance the quality of life for all Regional District residents through effective, responsible and responsive government.

Guidelines

It is the purpose of this policy to outline certain basic guidelines for Directors so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of Directors is, at all times, service to their communities and the public.

These guidelines are additional to any requirements at law and do not excuse any member from complying with the common law or an applicable statute, act or other enactment.

These guidelines are as follows:

A. Public Interest

Recognizing that the RDCK seeks to maintain and enhance the quality of life for all RDCK residents through effective, responsive and responsible government, Directors will conduct their business with integrity, in a fair, honest and open manner. Directors recognize that they are agents of the public whose primary objective is to address the needs of the citizens. Thus, Directors shall work for the common good of the residents of the RDCK and not for any private or personal interest. Directors shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Government of Canada and the Province of British Columbia as well as those policies and bylaws that the



Board imposes on itself. Directors shall inform themselves of public issues, listen attentively to public discussions before the Board and focus on the business at hand and shall make decisions based upon the merits and substance of the matter at hand. Directors will recognize the unique role and contribution each person has in making the Regional District a better place in which to work and live.

B. Stewardship

The Board recognizes that it is a steward which is responsible for managing and looking after the interests of RDCK residents and taxpayers. Recognizing that stewardship of the public interest must be their primary concern, Directors are elected to act and to make decisions solely in terms of the public interest.

C. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in the Board's ability to provide good government and to provide services, facilities or other things that, in the opinion of the Board, are necessary or desirable for all of or part of the RDCK. Directors must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity.

Directors shall perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability exhibiting the personal values of integrity – giving the region's interests priority over private individual interests; honesty – being truthful and open; objectivity – making decisions based on a careful and fair analysis of the facts; accountability – being accountable to each other and to the public for decisions taken; and leadership – confronting challenges and providing direction on the issues of the day.

As elected leaders, Directors shall hold themselves and their fellow Directors to the highest standard of behavior and conduct.

D. Accountability

Directors themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the RDCK. Directors must govern their conduct in accordance with the requirements and obligations as set out in any applicable Act of the Government of Canada or the Province of British Columbia. In performing their duties, Directors must abide by any Board policy, bylaw, process or rule of order established by the Board.

E. Respect

The RDCK promotes and expects respectful and responsible behavior when interacting with each other, with Staff, with the public and with all other stakeholders during the course of



RDCK business. All Directors and Staff of the RDCK have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Directors shall support the maintenance of a positive and constructive environment for the Board, Staff, public, and all other stakeholders and shall refrain from abusive conduct, bullying, harassment, discrimination, personal charges or verbal attacks upon the character, reputation or motive of employees, other members of the Board, commissions, committees, Staff, the public or any other stakeholder group.

Directors shall promote respectful workplaces that are collaborative and inclusive, that encourage diversity, and that encourage open and robust communication at all times.

F. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit to one person over another for improper reasons. Directors shall perform their duties of office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

Directors shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a pecuniary interest under the *Local Government Act* and the *Community Charter*. Directors must not place themselves under any financial obligation that may influence them in discharging their duties and responsibilities as Directors.

G. Role

Directors shall respect and adhere to the corporate structure of local government as practiced in the RDCK. In this structure, the Board determines the policies of the RDCK based on advice, information, analysis and recommendations provided by the public, committees, commissions and Staff. Directors, therefore, shall not interfere with the administrative functions of the RDCK or with the professional duties of Staff; nor shall they impair the ability of Staff to implement Board policy decisions. In practical terms, there are distinct and specialized roles carried out by the Board as a whole and by individual Directors when performing their other roles. These roles include dealing with constituents and the general public, and participating on various committees, commissions or other agencies to which the Director may be appointed.

Similarly, there are distinct and specialized roles expected of staff both in carrying out their responsibilities and in dealing with the Board. Staff are accountable to the Chief Administrative Officer and the Chief Administrative Officer is accountable to the Board. As such, it is inappropriate for Directors to involve themselves in matters of administration, departmental management, personnel or other administrative responsibilities that fall within the jurisdiction of the Chief Administrative Officer.



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The Board as a whole, and not individual Directors, gives direction to Staff through Board decisions. The Chief Administrative Officer directs staff and oversees the implementation of Board decisions. Accordingly, Directors shall not request Staff to undertake work that has not been expressly authorized by the Board. Directors shall submit such requests directly to the Board or, where the Director believes the request is of a minor nature consistent with corporate policies, to the Chief Administrative Officer who shall determine if the request can be accommodated without compromising other Board-approved directives or if the request needs to be referred to the Board for consideration of resource allocation.

Directors shall not interfere with the administrative functions of the Regional District or with the professional duties of Regional District Staff; nor shall they impair the ability of Staff to implement Board policy decisions. Any concerns Directors may have regarding the implementation of Board policy decisions shall be directed to the Chief Administrative Officer.

H. Meetings

Directors shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Cell phones and other handheld devices should be turned off during meetings, however, if an urgent matter necessitates that a Director take a call or respond to an email during the meeting, the cell phone or handheld device shall be kept on silent or vibrate and the Director shall immediately leave the meeting to respond to the call or email.

Directors shall make every effort to participate diligently in the activities of the Board and any other committees, commissions agencies or organizations to which they have been appointed by the Board or by virtue of holding the office of an elected official.

Directors shall treat with respect the Chair, colleagues, Staff and members of the public present during Board meetings or other RDCK proceedings. They shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Board.

It is recognized that Directors play a dual role of representing the interests of their respective taxpayers, while recognizing the benefits of regional collaboration and cooperation within the democratic process of decision making as a regional entity. All members of the Board shall respect the diverse interests of its citizenry and the role of Directors to balance the views of their respective jurisdictions with that of other jurisdictions. As such, a Director may oppose a decision of the Board that does not reflect the values or wishes of his/her particular electoral area or municipality. While it is not anticipated that all decisions will be unanimous, it is recognized that the decisions of the Board will be the only position portrayed as a corporate decision.

I. Communications

Members of the Board will accurately and adequately communicate the attitudes, positions



and decisions of the Board, even if they disagree with the majority decision of the Board. The Director may state that he/she voted against a decision but will refrain from making disparaging comments about other Directors or the Board's decision and by doing so will affirm the respect for and integrity in the decision-making process of the Board.

When presenting their individual opinions and positions, Directors shall expressly state that the views are their own and do not represent the views of the RDCK.

J. Conflict of Interest

All Directors shall be aware of their responsibilities under Part 4, Division 6 of the Community Charter and shall and shall fulfill the requirements of the legislation to ensure the decision making process is not compromised by a conflict of interest.

Board Members will not act in such a way as to constitute a conflict of interest. All residents will be treated equally. Any decisions on matters of pecuniary interest (either direct or indirect) which impact family members of Director in a way not in common with electors generally will be deferred pending the advice of a solicitor.

In this, as in all matters, the legislation will prevail.

K. Confidentiality

Directors must use the Board information which is not available to the public, in accordance with any relevant Board policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Directors shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the RDCK. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

After leaving office, Directors shall continue to keep confidential information acquired as a member of Board confidential.

L. Gifts

All Directors shall be aware of their responsibilities under the *Local Government Act* and the *Community Charter*. Directors shall not accept any gifts, money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the RDCK, save appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany



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the duties and responsibilities of the member. A Director may participate in Regional District programs open to the public and may purchase Regional District property or goods offered for public sale.

Directors are expected to avoid any actual or reasonable apprehension of bias in the acceptance of gifts and shall not accept a fee, gift or other benefit that is connected directly or indirectly with the performance of the duties of his/her office.

All gifts shall be reported to the Corporate Officer in accordance with the *Community Charter*.

Any gifts, benefits, or hospitality that contravenes these guidelines or the *Community Charter* shall be refused or immediately returned. Gifts, souvenirs, or mementos with a value greater than \$200, if accepted, shall be the property of the RDCK.

Nothing in this section prevents the receipt of personal gifts, benefits, rewards, commissions or compensation from any person or organization not connected directly or indirectly with the performance or duties of office (i.e. full time employment with another organization).

Directors may also generally accept the following:

- political contributions that are otherwise offered, accepted, and reported in accordance with applicable Provincial law (i.e. *Local Government Act and Local Election Campaign Financing Act*);
- food and beverages at banquets, receptions, ceremonies or similar events;
- food, lodging, transportation, and entertainment provided by other orders of government, boards, or commissions;
- reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with local government associations or agencies.

M. Law

Directors shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*, the Provincial Human Rights Code, the Criminal Code, the *Freedom of Information and Protection of Privacy Act*, the *Community Charter* and the *Local Government Act*; laws pertaining to financial disclosures and employer responsibilities; and relevant RDCK bylaws and policies.

N. Implementation

The Regional District's Code of Conduct is intended to be self-enforcing. Directors should view



the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Directors are thoroughly familiar with the Code, understand it, and embrace its provisions. Members are expected to formally and informally review their adherence to the provisions of this Code of Conduct on a regular basis.

- a) Upon adoption of this Code of Conduct and thereafter at the beginning of each Director's term, the Director will be required to sign two copies of the Code of Conduct (one for the Director and one for the Corporate Officer's office) to convey to each other and all stakeholders that they have read, understand, and accept it;
- b) The Code of Conduct will be provided to candidates for RDCK elections.
- c) A copy of the Code of Conduct will be included as part of the orientation workshop for all Directors.
- d) The Board shall review annually the Code of Conduct, shall consider recommendations from staff, and update the Code as necessary.

O. Enforcement

- a) Alleged breaches of this Code of Conduct by Directors shall be reported in writing to the Board Chair. The Board Chair shall then investigate the breach and speak to the parties involved. If it is determined that the Director has breached the Code of Conduct, the Board Chair will then address the Board at an in camera meeting to take one or more of the following actions:
 - require the Director to apologize for the misbehavior;
 - counsel the Director;
 - implement such other measures as the Board deems appropriate.

If a resolution cannot be reached, the Board Chair will meet with the Board at in camera meeting to discuss other such measures as the Board deems appropriate.

- b) Alleged breaches of this Code of Conduct by the Board Chair shall be reported in writing to the Vice-Chair and the Rural Affairs Committee Chair. These two members of the Executive Committee shall then investigate the breach and speak to the parties involved. If it is determined that the Board Chair has breached the Code of Conduct, the Vice-Chair will then address the Board at an in camera meeting to take one or more of the following actions:
 - require the Chair to apologize for the misbehavior;
 - counsel the Chair;
 - implement such other measures as the Board deems appropriate.



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If a resolution cannot be reached, the Vice-Chair will meet with the Board at in camera meeting to discuss other such measures as the Board deems appropriate.

RELATED LEGISLATION:



SCHEDULE A – CONCURRENCE

I affirm that I have read and understood the Regional District of Central Kootenay Code of Conduct.

Name (please print)	Signature
Director <u>JESSICA LUNN</u>	
Director <u>Ricky C. Smith</u>	
Director <u>Suzan Hewat</u>	
Director <u>Adam Casemore</u>	
Director <u>Tanya Wall</u>	
Director <u>Leah Main</u>	
Director <u>GARRY JACKMAN</u>	
Director <u>Tom Zelenak</u>	
Director <u>Joseph Hughes</u>	
Director <u>COCIN MOSS</u>	
Director <u>JANICE MORRISON</u>	
Director <u>WALTER POPOFF</u>	
Director <u>HANZ CUNNINGHAM</u>	
Director <u>Brittany Anderson</u>	



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Director Ramona Rose Faust Ramona Faust

Director DIANA Lockwood Diana Lockwood

Director Andy Davidoff Andy Davidoff

Director Bruno Tassoni Bruno Tassoni

Director Paul Peterson Paul Peterson

Director Tom Newell Tom Newell

Director RON TOYOTA Ron Toyota

Director Aimee Watson Aimee Watson

Dated at Nelson, BC, in the Province of British Columbia, this 21st day of NOV., 2020

Director Jen Comer Jen Comer



Nov 28, 2022

Re: Whitewater Ski Resort and a new Destination Development Program, Tourism Grant Opportunity

Dear RDCK Board of Directors:

Whitewater Ski Resort wanted to reach out to our local government RDCK, to advise them of new provincial government programs that were launched mid- November 2022, that funds various grants for local ski areas. Whitewater would like to partner with the RDCK again to further its all season resort plans. The Programs are the Rural Economic Diversification and Infrastructure Program (REDIP) and the Destination Development Program (DDP).

Background: The RDCK and Whitewater jointly obtained a \$1M grant under the provincial government's Community Economic Recovery Infrastructure Program (CERIP) in early 2021 to build a Backcountry Lodge, a campground for Tenting and RV's, and an accessible mountain biking trail. In addition to these structures, the associated civil works, including a new state of the art septic line and field was part of the project as was new fresh water infrastructure to support the development.

The total project budget was \$1.7M.

This project has allowed Whitewater to launch itself into a four season resort and was phase 1 in a five year plan for its business. To date this project is on schedule to be completed in March 2023. The campground will be open to serve RV's this winter, tenting will officially be open 2023 summer and the new Hummingbird Lodge will be open for business this March 2023. All underground services are in place and operational.

Along side of this grant, the Friends of Pulpit Rock Society of Nelson obtained funds to build new hiking trails on the Whitewater terrain including The White Queen trail, new hiking trails to the shoulders of Ymir Peak from west Ymir and to Sherpa Peak. These trails and services are for the community at large. The main focus of the summer programs at Whitewater are directed at alpine hiking, mountain running, accessible mountain biking, and camping. It is one of the few alpine areas in the kootenays where vehicle access is not on a forest service road.

In addition, Whitewater continues to build its successful winter programs and has contracted Poma Lift Company to install a new Quad chairlift at the resort in the summer of 2023. At the start of winter season 2023, Whitewater will have invested close to \$5M, not including the CERIP \$1M grant, over the preceding 2.5 years.

Our New Projects: Like the CERIP program of the past 2 years, eligible applicants, like RDCK, can help sponsor for profit ski areas, like Whitewater, to obtain these grants that are targeted for ski areas. The Destination Development Program (DDP) is a new Ministry of Tourism program and will offer up to \$30M over the next 2 years. These funds are for small rural communities and support the local

community further by way of local contractors, service companies that work on the project, trades and the public at large.

For example, even though Whitewater received no economic benefit from opening these hiking trails to the public, they were anecdotally, the second most sought out hiking trails in the Kootenays behind the Kokanee Provincial park. Working with the RDCK to create the path to developing these new camping and hiking centers has increased the RDCK tourism draw provincially, and accelerated Whitewater's development plans which may not have happened during the pandemic.

For the DDP, the application process is two-staged, through a short Expression of Interest (EOI) submission first, then a full formal application. Funding streams include **Activate** – new & improved infrastructure (up to \$1M) and **Elevate** – enhancements to existing tourism experiences (up to \$500K).

For REDIP grants, applications are required by January 4, 2023 and stream 2 is for funding projects that promote economic diversification and development. It is earmarked for small rural communities with populations of less than 25,000.

Key benefits of Whitewater's applications is that they are shovel ready, able to be completed by March 2025 and be in alignment with government's tourism plans and strategies.

Whitewater has two projects that they would like to submit grant applications for, with the help of the RDCK. Both projects are consistent with our Master Plan and have had a considerable amount of planning along with some infrastructure already in place to support them. Whitewater would categorize the projects as 'shovel ready' and would also align with the province's tourism plans and strategies.

Project (1). DDP ELEVATE \$500,000

This would be the development of Phase 2 of the Hummingbird Lodge and Campground project. The project would be the construction of 2-3 rental cabins (services in place) adjacent to the current Hummingbird Lodge and Campground. Build a wheelchair accessible covered deck to the front of the Lodge. Continue to develop the accessible mountain bike trails in the ski area boundary. Build a new disk golf area adjacent to the camping area. Upgrade the Campground facilities to include a covered cooking and clean up facility. Increase accessible, interpretative and educational signage. Approximate budget \$750,000-1M. EOI required Dec 7, 2022 Formal application approximately Jan 2023. Project completion March 2025.

Project (2). REDIP \$1M or DDP Activate \$1M

This would be to develop civil works infrastructure in order to develop and add future Skier Services, Food and beverage outlets, first aid services and public space. Build a new water treatment facility. Build a micro-hydro plant to augment electricity usage. Increase electrical charging facilities for patrons. Approximate budget \$1-2M. Intakes to 2024/2025

Summary:

Whitewater would be pleased to again partner with the RDCK to pursue these grant funding opportunities. RDCK and Whitewater have already created a process between our organizations to improve tourism facilities within the RDCK utilizing Provincial grant funds and Whitewater's capital in partnership. These programs and resulting opportunities for economic investment and diversification provide some recognition of the role ski resorts and community ski areas have in supporting a globally competitive tourism sector that fosters vibrant communities across BC and similar to what we have here in the RDCK. These programs will also deploy capital during a potential economic downturn/recession.

If for any reason we were unable to apply for a DPP grant as outlined in project (1) above, (because of timing issues re: missing the EOI deadline) we would then redirect the application for a REDIP infrastructure grant for that project. These grant programs are not dependent on having other grant projects completed.

Thank you for your consideration and we look forward to your response. Let me know if you have any questions or need additional information.

Sincerely,

Andrew Kyle Owner Kirk Jensen VP Development

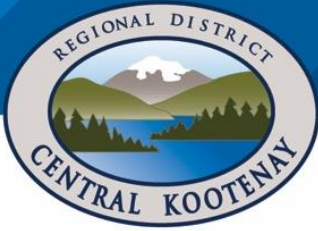
We live, love, and work on the traditional, ancestral, and unceded territory of the Sinixt, Syilx, and Ktunaxa Peoples. We feel privileged and grateful to be here and invite our guests to explore their own relationship to place.

602 Lake Street, Nelson, B.C. Canada V1L 4C8 1-800-666-9420 info. & Reservations (250) 354-4944 Fax (250) 354-4988 www.skiwhitewater.com email: info@skiwhitewater.com









Board Report

Date of Report: November 23, 2022
Date & Type of Meeting: December 8, 2022 Board Meeting
Author: Tristan Fehst, Regional Deputy Fire Chief
Subject: Kaslo Fire Inspections
File: 14-1750-01
Electoral Area/Municipality: All / Village of Kaslo

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek direction from the Board to enter into an agreement with the Village of Kaslo for the RDCK Regional Fire Service to provide Fire Safety Inspections for the Village for 2022.

SECTION 2: BACKGROUND/ANALYSIS

Municipalities are required to have annual fire safety inspections performed on businesses within their jurisdiction. The Village of Kaslo has contracted out this service in the past to a private company. However, these inspections have not occurred since 2020. Kaslo is seeking assistance to carry out the 2022 inspections, while fully understanding that due to the time requirements, these may not fully occur until sometime in 2023.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov't Approvals Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

The intent of the agreement is for this service to be not for profit and the Kaslo Fire Service will offer the time of the Kaslo Fire Chief as part of the shared service between Kaslo and Area D. The amount of the agreement will cover the required time and costs associated with a Qualified Regional Fire Service staff member to complete fire safety inspections on ~80 locations. The agreement is not to exceed \$5000. As such, this cost recovery will be recorded in S101 as part of the Regional Fire Service.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Fire Services Act of BC

3.3 Environmental Considerations

Prevention of fires leads to reduction of potential chemicals, smoke and other bi-products that can have a negative effect on environmental considerations.

3.4 Social Considerations:

Residents and visitors to the Village of Kaslo will be provided a high level of safety and reassurance that businesses they occupy have been properly inspected.

3.5 Economic Considerations:

By preventing incidents before they happen, the reduction of potential fire situations will have short and long-term economic impacts.

3.6 Communication Considerations:

Staff will communicate and engage with business owners as needed to carry out inspections.

3.7 Staffing/Departmental Workplan Considerations:

This is outside of staff's current workplan. This will require time and effort on the part of the RDCK Regional Assistant Fire Chief, who carries the role of Fire Inspector/Investigator, and the Kaslo Fire Chief.

3.8 Board Strategic Plan/Priorities Considerations:

5.3(a) – Seek opportunities for partnerships with local communities.

5.3(f) – Partner with member municipalities and neighbouring regional districts.

SECTION 4: OPTIONS & PROS / CONS

Enter in an agreement with the Village of Kaslo to provide fire safety inspections for 2022.

Pros:

- Ensuring safety of citizens
- Contribution to a positive relationship with the Village of Kaslo
- Village of Kaslo benefits from a more invested relationship with the person doing the inspections
- RDCK staff gain additional experience

Cons:

- Time and resources required to perform inspections

Do not enter into an agreement with the Village of Kaslo to provide fire safety inspections for 2022.

Pros:

- No impact on Regional Fire Service workplans

Cons:

- Village of Kaslo would not be able to complete their inspections in 2022

SECTION 5: RECOMMENDATIONS

That the Board approve the RDCK to enter into an agreement with the Village of Kaslo for providing municipal fire inspections for the period of 1 year beginning January 2023, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the proceeds go to Service S101 Rural Administration.

Respectfully submitted,
Tristan Fehst – Regional Deputy Fire Chief

CONCURRENCE

CAO – Stuart Horn	Approved	
CFO – Yev Malloff	Approved	
Manager of Community Sustainability – Chris Johnson		Approved

ATTACHMENTS:
Attachment A – Kaslo Fire Inspection Agreement

REGIONAL DISTRICT OF CENTRAL KOOTENAY

MUNICIPAL SERVICES AGREEMENT



Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4
Phone: (250) 352-6665 or 1-800-268-7325
Fax: (250) 352-9300
E-mail: info@rdck.bc.ca

File #: 06-2230-20
Project: Kaslo Fire Inspections
GL Code: 42020/OVR172-100

THIS AGREEMENT executed in duplicate and dated for reference the:

Click Here to Select Day day of Click Here to Select Month, Click Here to Select Year .
(Day) (Month) (Year)

REGIONAL DISTRICT OF CENTRAL KOOTENAY, a Regional District under the *Local Government Act* (British Columbia) and having an address at Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4 (hereinafter called the "RDCK")
Telephone: (250) 352 6665
Email Address: info@rdck.bc.ca

AND:

Village OF KASLO
(hereinafter called the "Village")
Having an address, email, phone number, at:
Mailing Address: PO Box 576, 413 Fourth Street
Kaslo, BC, V0G 1M0
Telephone: (250) 353 2311
Email Address: admin@kaslo.ca

FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE VILLAGE AND THE RDCK AGREE AS FOLLOWS:

KEY TERMS

- 1. The parties agree that the RDCK shall provide the Services detailed in Schedule A of this Agreement (the "Services").
- 2. Notwithstanding the date of execution of this Agreement the RDCK shall provide the Services described in Schedule A hereof commencing on Select Start Date (the "Start Date") and ending on 2/28/2023 (the "Term"), unless terminated earlier in accordance with Section 9 or 10 of this Agreement.

3. The Location for delivery of the Services shall be within the **Village of Kaslo municipal boundaries**.
4. For the provision of Services, the Village shall pay the RDCK the amounts and rates described in Schedule B. The RDCK shall invoice the Village for the Services every month during the Term and the Village shall pay the RDCK within 30 days of receipt of each invoice.

DEFINITIONS

5. In this Agreement, words and phrases shall have the following meanings:
 - (a) **"Agreement"** means this Agreement;
 - (b) **"Basic Services"** means those Services identified as Basic Services in Schedule A;
 - (c) **"Claims"** referred to in Section 11 hereof, means collectively: claims, demands, actions, suits, losses, damages, costs (including legal costs), fines, penalties, charges and expenses, including those for bodily injury or death;
 - (d) **"Default"** has the meaning described in Section 9;
 - (e) **"Defaulting Party"** has the meaning described in Section 9;
 - (f) **"Enactment"** has the same meaning as defined in section 1 of the *British Columbia Interpretation Act*;
 - (g) **"Enhanced Services"** means those Services identified as Enhanced Services in Schedule A;
 - (h) **"Force Majeure"** has the meaning described in Section 34;
 - (i) **"Services"** means the Basic Services and the Enhanced Services listed in Schedule A provided by the RDCK under this Agreement;
 - (j) **"Fire Chief"** means the person in charge of a fire department or fire brigade;
 - (k) **"Fire Inspector"** means the local assistant to the fire commissioner holding NFPA 1031 certification
6. The following Schedules are attached, incorporated into, and form part of this Agreement:
 - Schedule A: Description of Services
 - Schedule B: Payment Terms

THE RDCK'S OBLIGATIONS

7. The RDCK 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 Village fully inform the Village of the Services done by the RDCK in connection with the provision of the Services and permit the Village at all reasonable times to inspect and review all works, data, specifications, drawings, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the RDCK as a result of this agreement;

- (c) comply with all applicable municipal, provincial and federal legislation and regulations, including, without limitation, the legislation and regulations governing the protection of information and privacy applicable to the Village;
- (d) exercise a standard of care, skill and diligence that could reasonably be expected of and observed in persons engaged in the performance of work or services similar to Services provided in similar local or provincial governments workplaces in British Columbia; NFPA 1031 Standard for Professional Qualifications for Fire Inspectors and Plan Examiners
- (e) at its own expense, obtain Workers Compensation coverage for itself and all workers and agents employed or engaged in the execution of the Services; and
- (f) at all times, treat as confidential all records, data, information and material supplied to or obtained by the RDCK as a result of this Agreement, including that of the Village's elected officials, appointed officers and employees, and the Village's ratepayers, businesses and other members of the public, and not permit the publication, release or disclosure of the same without the prior written consent of the Village or in accordance with the applicable "enactment" (as defined in the British Columbia *Interpretation Act*);
- (g) respond to all requests made under section 5 of the *Freedom of Information and Protection of Privacy Act* in respect of the Village's records in the possession of the RDCK by transferring the requests to the Village, as the initiator and primary custodian of the records, in accordance with section 11 of that Act;
- (h) not in any manner whatsoever commit or purport to commit the Village to the payment of any money except the payment as set out in Schedule B of this Agreement for the Services.

THE VILLAGE OBLIGATIONS

8. The Village shall:
- (a) subject to the provisions of this Agreement, pay the RDCK in full for the Services which are provided under this Agreement at the rates and amounts detailed in Schedule B and as otherwise provided under this Agreement;
 - (b) make available to the RDCK all available information pertinent to the Services;
 - (c) give the RDCK reasonable notice of anything likely to materially affect the provision of the Services;
 - ~~(d) examine all studies, reports, sketches, proposals and documents provided by the RDCK under this Agreement, and render decisions pertaining thereto within a reasonable time;~~
 - ~~(e) at all times, treat as confidential all information and material supplied to or obtained by the Village 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 or in accordance with the applicable enactment;~~
 - ~~(f) accept instructions from the RDCK in relation to the Services, and that the Village shall not be subject to the control of the RDCK in the manner in which such instructions are carried out;~~
 - (g) comply with all applicable municipal, provincial and federal enactments;
 - (h) abide by the requirements set out in Schedule C and the policies and guidelines contained in Schedule D;

- (i) not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money.

TERMINATION OF AGREEMENT

- 9. A failure by a party to perform its obligations under this Agreement constitutes a default (the “**Default**”) and upon a party committing Default (the “**Defaulting Party**”), the other party may provide written notice to the Defaulting Party and require the Defaulting Party to rectify the Default within 60 days of the notice, failing which the party providing notice may immediately terminate this Agreement.
- 10. Either party may in its absolute discretion terminate this Agreement on not less than 180 days’ written notice to the other party.

INDEMNITIES AND INSURANCE

- 11. The Village releases, indemnifies and saves harmless the RDCK and its elected officials, officers, employees and agents from and against all claims, demands, actions, suits, loss, damage, costs (including legal costs), charges and expenses, including bodily injury or death (collectively “Claims”) which the RDCK may incur, suffer or be put to arising out of or in connection with this Agreement or the provision of the Services, directly or indirectly, arising from any negligence, act or omission of the Village or any breach by the Village of any of its obligations, representations, warranties or covenants under this Agreement, unless such Claims arise in whole or in part by any negligence, act or omission of the RDCK or any breach by the RDCK of any of its obligations, representations, warranties or covenants under this Agreement.
- 12. The RDCK releases, indemnifies and saves harmless the Village and its elected officials, officers, employees and agents from and against all Claims which the Village may incur, suffer or be put to arising out of or in connection with this Agreement or the provision of the Services, directly or indirectly, arising from any negligence, act or omission of the RDCK or any breach by the RDCK of any of its obligations, representations, warranties or covenants under this Agreement, unless such Claims arise in whole or in part by any negligence, act or omission of the Village or any breach by the Village of any of its obligations, representations, warranties or covenants under this Agreement.
- 13. The indemnities in Sections 11 and 12 survive the expiration or termination of this Agreement.
- 14. Under no circumstances will the RDCK be liable for any delay, failure, damage, loss, cost or injury caused by or resulting from:
 - (a) services supplied to the Village by or on behalf of a third party, whether under the direction of the RDCK or otherwise;

- (b) the Village's errors, including incorrect instructions or information from the Village or the Village's failure to provide relevant information or documentation;
 - (c) the requirements of any civil or governmental authority, or service, communication or utility supplier;
 - (d) Release of personal information as defined in the BC Freedom of Information and Protection of Personal Privacy Act by the Village or a third-party;
 - (e) Any fines and penalties levied against the Village resulting from a privacy breach resulting from 15(d).
15. Each party shall take out and keep in force during the Term comprehensive general liability (including bodily injury, death, property damage, and damage or loss) insurance on an occurrence basis of not less than \$5,000,000.00 per occurrence (or such greater reasonable amount as the parties may agree to from time to time), which insurance shall include the other party as an additional insured and shall protect the other party in respect of claims as if that party were separately insured.
16. The insurance required to be maintained by each party shall be on terms and with insurers to which the other party has no reasonable objection and shall require the insurer to provide to the other party six months prior written notice of cancellation or material alteration of its terms.
17. At the time of execution of this Agreement and at other reasonable times requested by a party, the other party shall furnish evidence of insurance to the requesting party, either by means of a certified copy of the policy or policies of insurance with all amendments and endorsements or a certificate from that party's insurer which, in the case of comprehensive general liability insurance, shall provide such information as the other party reasonably requires.

DISPUTE RESOLUTION

18. If a dispute arises between the parties regarding this Agreement or any matter arising hereunder, the parties agree to avail themselves to the following procedures:
- a) either party (the "Sender") may give written notice (the "Notice") to the other party that it wishes to resolve the dispute through the procedures set out in this section.
 - b) the Notice shall set out in reasonable detail the matter the Sender wishes to resolve, and the position of the Sender in respect to the disputed matter.
 - c) upon either party receiving a Notice, the Chief Administrative Officer of the Regional District and the Chief Administrative Officer of the Village shall meet and, in good faith, attempt to settle the dispute through negotiation.

- d) if the dispute cannot be settled by negotiation within thirty (30) days of receipt of the Notice, the parties will attempt to resolve such dispute by mediation with each party paying one-half of the costs of the mediation.
- e) if the dispute cannot be settled by mediation within a further thirty (30) days, either party may serve an Arbitration Notice upon the other party to submit the dispute to arbitration in accordance with the *Arbitration Act* (B.C.) by a single arbitrator agreed upon by the parties.
- f) the decision of an arbitrator appointed pursuant to this Agreement is final and binding on the parties and shall be handed down within sixty (60) days of the arbitrator's appointment and shall contain detailed reasons for the decision.
- g) each party shall bear its own costs of any arbitration and pay one-half of the arbitrator's fee and expenses, including the cost of the site of the arbitration, unless otherwise ordered by the arbitrator.

GENERAL TERMS

- 19. The Regional District and the Village both acknowledge and agree that the printed, electronic and other records produced and maintained by the Village for the purpose of or in connection with the provision of the Freedom of Information and Protection of Privacy Act (B.C.) ("FIPPA") are under the custody and control of the Village. The Village agrees that it shall meet its statutory requirements and obligations under FIPPA. It shall process any requests under FIPPA in a timely fashion and copy the Regional District on any such response in relation to requests which affect or involve the Fire Protection Area.
- 20. Any amounts due and owing under this Agreement and unpaid within 60 days shall bear interest at the prime lending rate of the RDCK's financial institution, calculated and compounded monthly not in advance, from the date due until paid.
- 21. The Village certifies that the Services purchased pursuant to this Agreement are for the use of and are being purchased by the Village and are therefore subject to the *Excise Tax Act* (Canada). The Village is registered for Goods and Services Tax ("GST") purposes and shall be responsible for and account for all GST payable in connection with the Services.
- 22. This Agreement may be amended by mutual agreement of the parties evidenced in writing, duly signed by their authorized signatories.
- 23. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 24. Time shall be of the essence of this Agreement.

25. The RDCK may provide similar Services to other municipalities or entities during the Term of this Agreement, provided such Services do not reasonably give rise to a conflict of interest with respect to the RDCK's duties under this Agreement or diminish the level of the Services available to the Village under this Agreement.
26. The Village and the RDCK expressly acknowledge that they are independent contractors and no agency, partnership, joint venture or employer-employee relationship is intended or created by this Agreement.
27. 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.
28. This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
29. A waiver of any provision or breach by either party of any provision of this Agreement shall be effective only if it is in writing and signed by both parties.
30. A waiver under Section 28 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
31. This Agreement has been duly authorized by the requisite proceedings to enter into and execute this Agreement by each party.
32. Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of either party 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.
33. The parties will execute such further and other documents and so such further and other things as may be necessary to carry out and give effect to the intent of this Agreement.
34. There are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement, save as expressly set out in this Agreement and this Agreement constitutes the entire agreement between the parties and may not be modified except by subsequent agreement in writing executed by the parties.
35. The RDCK does not warrant that the Services provided by the RDCK pursuant to this Agreement will be free from interruptions caused or required by, strikes, riots, insurrections, labour controversies, accidents or other causes beyond the commercially reasonable control of the

RDCK ("**Force Majeure**") and the Village releases the RDCK from any loss or expenses rising therefrom.

36. If the RDCK is rendered unable, wholly or in part, by Force Majeure to provide the Services then the RDCK shall provide to the Village notice of the Force Majeure as soon as reasonably possible, and to the extent that the RDCK's performance is impeded by the Force Majeure it shall not be in breach of its obligations under this Agreement. The parties acknowledge and agree that during an event of Force Majeure, the RDCK's obligations pursuant to this Agreement shall be reduced or suspended as the case may be, but not longer than the continuance of the Force Majeure, except for a reasonable time period after if required by the RDCK to resume its obligations.
37. This Agreement may be executed in counterparts, in which case the counterparts together shall constitute one agreement and communication of execution by fax or electronic transmission shall constitute good delivery.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

THE REGIONAL DISTRICT OF CENTRAL KOOTENAY)
)
_____)
Authorized Signatory)
)
_____)
Authorized Signatory)

THE VILLAGE OF KASLO)
)
_____)
Authorized Signatory)
)
_____)
Authorized Signatory)

SCHEDULE A - DESCRIPTION OF SERVICES

The Basic Services

1. The RDCK will provide the services included in the annual fee:
 - (a) Organizing and managing the Fire Safety Inspections Services Program under the direction of the Fire Chief.
 - (b) Providing a regular system of fire safety inspections under the direction of the Fire Chief complying with the frequency of inspections for each occupancy group as recommended by the BC Fire Code. Municipal duty to inspect hotels and public buildings. A municipal council must provide for a regular system on inspection of hotels and public buildings in the municipality. A municipal council may authorize persons, in addition to the local assistant, to exercise within the municipality so or all the powers under section 21 to 23. An annual review will be completed thirty (30) days prior to the anniversary of the contract
 - (c) First Inspection - The inspector will attempt to undertake inspections with the owner/occupier. If the owner/occupier is not present he/she may be contacted and the inspection will be discussed with them.
 - a. The inspection format will follow the format agreed to by the Fire Chief and Village of Kaslo. A record of each inspection will be submitted digitally to the Village of Kaslo
 - b. All noted infractions will also be clearly recorded for inclusion into the recommendation section of the report.
 - c. If infractions are found, the Village of Kaslo and the Fire Chief will be notified in writing, the fire inspector will use their own discretion to identify and implement any further actions. Notification will be in the form of the completed Inspection Report, within a reasonable time. If the owner/occupier is unable to make the required improvements or does not agree with the required improvements he/she may discuss his/her proposal with the Fire Chief, or inspector who will notify the chief and arrive at a mutually agreed upon repair schedule.
 - d. Follow-up Inspections – It is at the discretion of the Fire Inspector having done the original inspection. Confirmation of compliance is at the discretion of the fire inspector.
 - (d) The Regional District Central Kootenay Fire Services will assist the Fire Chief in identifying and/or providing policy direction and procedures that will enhance the present program to further minimize losses in general.
 - (e) Preparing, in conjunction with the Municipality, an annual schedule of inspection, within 60 days of effective date of contract.
 - (f) Educating the participants in fire hazard awareness matters primarily based on the needs identified jointly by the Fire Chief and Regional District Central Kootenay Fire Services, as well as bringing program participants up-to-date on changes in technology, codes, standards, etc.

2. In connection with the provision of the this service, the Village is responsible for coordinating and covering all costs for the following:

- (a) Providing a list quarterly of all commercial occupancies to the Kaslo Fire Chief and Regional District Assistant Chief Fire Prevention

SCHEDULE B - PAYMENT TERMS

1. The annual charge for Basic Services will be calculated in accordance with the following formula:

Fire Inspector wages

 - Assuming 1 hour per inspection for 89 inspections = 89 hours of work
 - o \$42/hr wages x 89 hours = \$3738
 - Divided in half due to Kaslo Fire Chief also performing inspections = \$1869

Expenses related to travel and accommodations

 - Estimated 10 business days to perform work
 - Estimated 3 round trips between Nelson and Kaslo
 - o 140kms at \$0.60/km = \$84 x 3 trips = \$252
 - Hotel – 8 nights
 - o \$80/night = \$640
 - 75/day per diem = \$750

Total = \$3,511, not to exceed \$5000

2. The hourly charge may at the RDCK's sole discretion be increased annually on the anniversary date of the contract at an amount not exceeding the prior year's BC Consumer Price Index ("CPI"), as established by Statistics Canada. If the CPI is zero or less than zero, then a maximum of 1% may be applied, unless mutually agreed by both parties.

3. Charges for Enhanced Services or other Services outside the scope of this Agreement will be applied on the basis of staff time incurred at hourly rates (during normal working hours – overtime rates apply as per RDCK standards) outlined below:

n/a

4. Charges for travel time, mileage and expenses are as follows:
 - Estimated 10 business days to perform work
 - \$ Estimated 3 round trips between Nelson and Kaslo at 84km
 - o 140kms at \$0.60/km = \$84 x 3 trips = \$252
 - Hotel – 8 nights
 - o \$80/night = \$640
 - 75/day per diem = \$750

5. Payment will be made by the Village of Kaslo to the RDCK within thirty (30) days of receipt of invoices by the Village.



Board Report

Date of Report: November 22, 2022
Date & Type of Meeting: December 8, 2022 Board Meeting
Author: Tristan Fehst, Regional Deputy Fire Chief
Subject: Fraser Fort George Dispatch – 2023 Contract Extension
File:
Electoral Area/Municipality: Regional

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek direction from the Board to enter into a contract extension with the Regional District of Fraser Fort George (RDFFG) to provide Fire Dispatch to RDCK Fire Departments. As of November 15, 2022, all regional fire departments are dispatched by RDFFG (previously Kelowna Fire Dispatch). The current contract expires December 31, 2022. As a result of upcoming changes nationwide to emergency services dispatching, Next Generation 9-1-1 (NG 9-1-1), RDFFG is proposing a short-term contract extension for the year 2023.

SECTION 2: BACKGROUND/ANALYSIS

While the norm is typically a 5 year contract, RDFFG is seeking to sign a 1 year contract extension for 2023. The rationale behind this decision is that RDFFG will need to enter into a new contract with their current provider, ECOMM, at some point in the future once NG 9-1-1 is implemented nationwide. Due to the unknown financial costs of the future NG 9-1-1 contract, RDFFG does not want to lock into a long term agreement based on current costs.

Once the new ECOMM/NG 9-1-1 contract is in place, then the proposed plan is to sign a long-term contract at new rates.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov't Approvals Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

RDCK is currently paying \$370,372 annually for this service to cover all RD and municipal fire departments in the RDCK other than Nelson and Castlegar. This is an additional 1 year contract extension for what is currently in place and there will be no additional impact to the 2023 Financial Plan.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

N/A

3.3 Environmental Considerations

N/A

3.4 Social Considerations:

Continued, uninterrupted 9-1-1 dispatching for emergency services such as fire, rescue, medical aid, and road rescue provides an invaluable benefit to regional residents and visitors in both emergency and non-emergency situations.

3.5 Economic Considerations:

1 year extension at current costs.

3.6 Communication Considerations:

N/A

3.7 Staffing/Departmental Workplan Considerations:

No impact on staff, maintain status quo.

3.8 Board Strategic Plan/Priorities Considerations:

To excel in governance and service delivery

SECTION 4: OPTIONS & PROS / CONS

Pros:

Continuation of current dispatch system with RDFFG, no loss of service

Cons:

None

SECTION 5: RECOMMENDATIONS

That the Board approve the RDCK enter into a contract extension with the Regional District of Fraser Fort George for extending the current fire dispatch contract for the period of 1 year for 2023 and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Service 156 Emergency Communications 9-1-1.

Respectfully,

Tristan Fehst – Regional Deputy Fire Chief

CONCURRENCE

CAO – Stuart Horn **Approved**
CFO – Yev Malloff **Approved**
Regional Deputy Fire Chief – Tristan Fehst **Approved**

ATTACHMENTS:

Attachment A – Fraser Fort George 2023 Contract Extension
Attachment B – Fraser Fort George 2018-2022 Contract

• **REGIONAL DISTRICT**
k of Fraser-Fort George

Head Office:
155 George Street
Prince George, BC
V2L 1P8

Telephone:
(250) 960-4400
Long Distance
from within
the Regional District:
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdfg.bc.ca>

Municipalities:

McBride
Mackenzie
Prince George
Valemount

Electoral Areas:

Chi/aka River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

September 9, 2022

Public Safety Partners

**Re: 9-1-1 Call Answer and Fire Dispatch
Services Contract Extension**

Significant changes are happening within the 9-1-1 and Fire Dispatch landscape as we move forward towards the National implementation of *Next Generation 9-1-1* technologies and services as mandated by the CRTC. The most significant benchmark will be the mandated decommissioning of the current legacy TELUS 9-1-1 network, scheduled to occur in March of 2025. Our Public Safety Operations team has been preparing for this since 2017 and has been making significant investments to be prepared for this CRTC mandated transition.

We are working to renew our service provider contracts with E-Comm for first 9-1-1 call answer services and have successfully completed the renewal of a 5-year, Centralized Fire Dispatch Agreement with the City of Prince George.

It is expected that the 9-1-1 call answer service contract with E-Comm will be an annual renewal for 2023, as E-Comm reviews their cost structure and fee-for-service model.

The RDFFG provides 9-1-1 call answer and fire dispatch and communications services (9-1-1 Services) through fee-for-service agreements with the Cariboo Regional District (CRD), Regional District of Bulkley-Nechako (RDBN), Regional District of Central Kootenay (ROCK) and the Regional District of Kitimat-Stikine (RDKS). The Agreements with the CRD, RDBN, ROCK and RDKS expire on December 31, 2022.

We are proposing a one-year extension to current agreements with Partner Regional Districts to ensure continued provision of services based on the terms and conditions of the current contracts. This will allow us to continue negotiations with E-Comm and while we continue to assess potential costs and benefit opportunities for the delivery of the 9-1-1 call answer part of the service.

We have collaborated with our legal team at Stewart McDonnold Stuart (SMS), to develop the attached draft of a one-year Fire/Rescue Dispatch Service Extension Agreement for your review prior to official execution. Please review and feel free to reach out if you have any questions or concerns, or if you would be interested in having us present to you or your Board to share information on our progress and future opportunities in enhanced 9-1-1 service delivery.

Yours truly,

d l(ioha,l elf: d/4 :Jim

Michael Higgins
General Manager of Community Services

Telephone: 250-960-4443
Email: mhiggins@rdfg.bc.ca

MH:aa

FIRE/RESCUE DISPATCH SERVICE EXTENSION AGREEMENT

THIS AGREEMENT dated for reference the _ day of _____, 2022.

BETWEEN:

THE REGIONAL DISTRICT OF FRASER-FORT GEORGE
**A local government incorporated pursuant to the *Local Government Act* and having
its business office located at:**

155 George Street
Prince George, B.C.
V2L 1PB

(the "RDFFG")

OF THE FIRST PART

AND: **Regional District of Central Kootenay**
**A local government incorporated pursuant to the *Local Government Act* and having
its business office located at:**

Box 590,
202
Lakeside
Drive,
Nelson,
B.C.
V1L 5R4

(the "RDCK")

OF THE SECOND PART

WHEREAS:

- A. The RDFFG and the RDCK are parties to a Fire/Rescue Dispatch Service Agreement, a copy of which is annexed as Schedule "A" (the "Services Agreement");
- B. The term of the Services Agreement is five (5) years and with an end date of December 31, 2022; and
- C. The parties wish to extend the term of the Services Agreement for a period of twelve (12) months.

NOW THEREFORE in consideration of the covenants and consent herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties, the parties agree as follows:

1.0 DEFINED TERMS

1.1 Save as otherwise defined herein, capitalized expressions used in this Extension Agreement have the meanings ascribed to those expressions in the Services Agreement.

2.0 EXTENSION PERIOD

2.1 The Term of the Services Agreement is extended for twelve (12) months so that the Term ends on December 31, 2023 (the "Extended Term").

3.0 TERMS AND CONDITIONS

3.1 This Extension Agreement is expressly made part of the Services Agreement to the same extent as if incorporated into the Services Agreement, and the parties agree that all agreements, covenants, conditions and provisos contained in the Services Agreement, except as amended or altered by this Extension Agreement, will be and remain unaltered and in full force and effect during the Extended Term.

3.2 The parties each acknowledge and agree to perform and observe their obligations under the Services Agreement as extended and modified hereby.

4.0 ENUREMENT

4.1 This Extension Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, administrators, personal representatives, successors, and assigns .

5.0 COUNTERPART

5.1 This Extension Agreement may be executed in any number of counterparts each of which shall be deemed to be an original, and all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF the parties have duly executed this Extension Agreement.

[Execution page follows]

SIGNED ON BEHALF OF THE)
REGIONAL DISTRICT OF FRASER-FORT GEORGE)

Signature)

Date)

Chair (Please print))

Signature)

Date)

Corporate Office (Please print))

SIGNED ON BEHALF OF THE)
REGIONAL DISTRICT OF CENTRAL KOOTENAY)

Signature)

Date)

Chair (Please print))

Signature)

Date)

Corporate Office (Please print))

Schedule "A"

Services Agreement

**9-1-1 CALL ANSWER AND
FIRE/RESCUE DISPATCH SERVICE AMENDMENT AGREEMENT**

THIS AGREEMENT (the "**AMENDMENT AGREEMENT**") is made as of the 24th day of May 2022.

BETWEEN:

THE REGIONAL DISTRICT OF FRASER-FORT GEORGE,
a local government incorporated pursuant to the *Local Government Act*
and having its business office located at:
155 George Street
Prince George, British Columbia V2L 1P8

(hereinafter referred to as the "RDFFG")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF CENTRAL KOOTENAY
a local government incorporated pursuant to the *Local Government Act*
and having its business office located at:
202 Lakeside Drive, PO Box 590
Nelson, British Columbia V1L 5R4

(hereinafter referred to as the "RDCK")

OF THE SECOND PART

WHEREAS:

- A. the RDFFG and the RDCK entered into a 9-1-1 Call Answer and Fire/Rescue Dispatch Service Agreement dated May 1, 2018, (the "Agreement");
- B. either party has the option to amend the Agreement by agreement in writing by both parties. Any amendment(s) will be attached to and form an integral part of the original Agreement; and
- C. subsequent to the party's exercise of right of amendment, the parties have reached mutual agreement to amend the Agreement to include twenty more fire/rescue agencies from the RDCK region.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the premises, covenants, and promises of each party herein contained, the parties agree as follows:

- 1.1 The Agreement is amended for the term commencing January 1, 2022 and ending December 31, 2022 (the "Agreement Term").
- 1.2 During the Agreement Term, the parties will negotiate in good faith the terms of a new 9-1-1 call answer fire/rescue dispatch service agreement (the "New Agreement").
- 1.3 The 9-1-1 Call Answer and Fire/Rescue Dispatch Service Agreement Fee for implementing the twenty agencies to the Agreement Term shall be \$370,372. Appendix "B" Regional District of Central Kootenay Service Area is hereby deleted and replaced with the replacement Appendix "B". Regional District of Central Kootenay, Appendix "C" Fire/Rescue Emergency Response Agencies is hereby deleted and replaced with the replacement Appendix "C" Fire/Rescue Emergency Response Agencies, attached hereto.
- 1.4 The terms of this Amendment Agreement are expressly made part of the Agreement to the same extent as if incorporated therein, and both RDFFG and RDCK agree that all agreements, covenants, conditions and provisos contained in the Agreement, except as amended or altered by this Amendment Agreement, shall be and remain unaltered and in full force and effect during the Agreement Term.

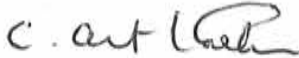
RDFFG and RDCK both acknowledge and agree to perform and observe, respectively, the obligations of RDFFG and RDCK under the Agreement as amended and modified hereby. RDFFG and RDCK hereby confirm and ratify the Agreement as hereby amended.

1.5 All terms capitalized herein and not otherwise defined in this Amendment Agreement shall have the same meaning as the Agreement.

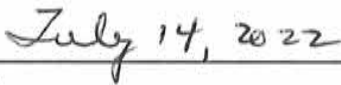
1.6 The provisions of this Amendment Agreement shall enure to the benefit and be binding upon the parties' respective successors and permitted assigns.

IN WITNESS WHEREOF this Amendment Agreement has been executed and delivered by the parties as of the day and year first above written.

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE



Chair


Date


General Manager of Legislative and
Corporate Services


Date

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF CENTRAL KOOTENAY



Signature

May 24, 2022
Date

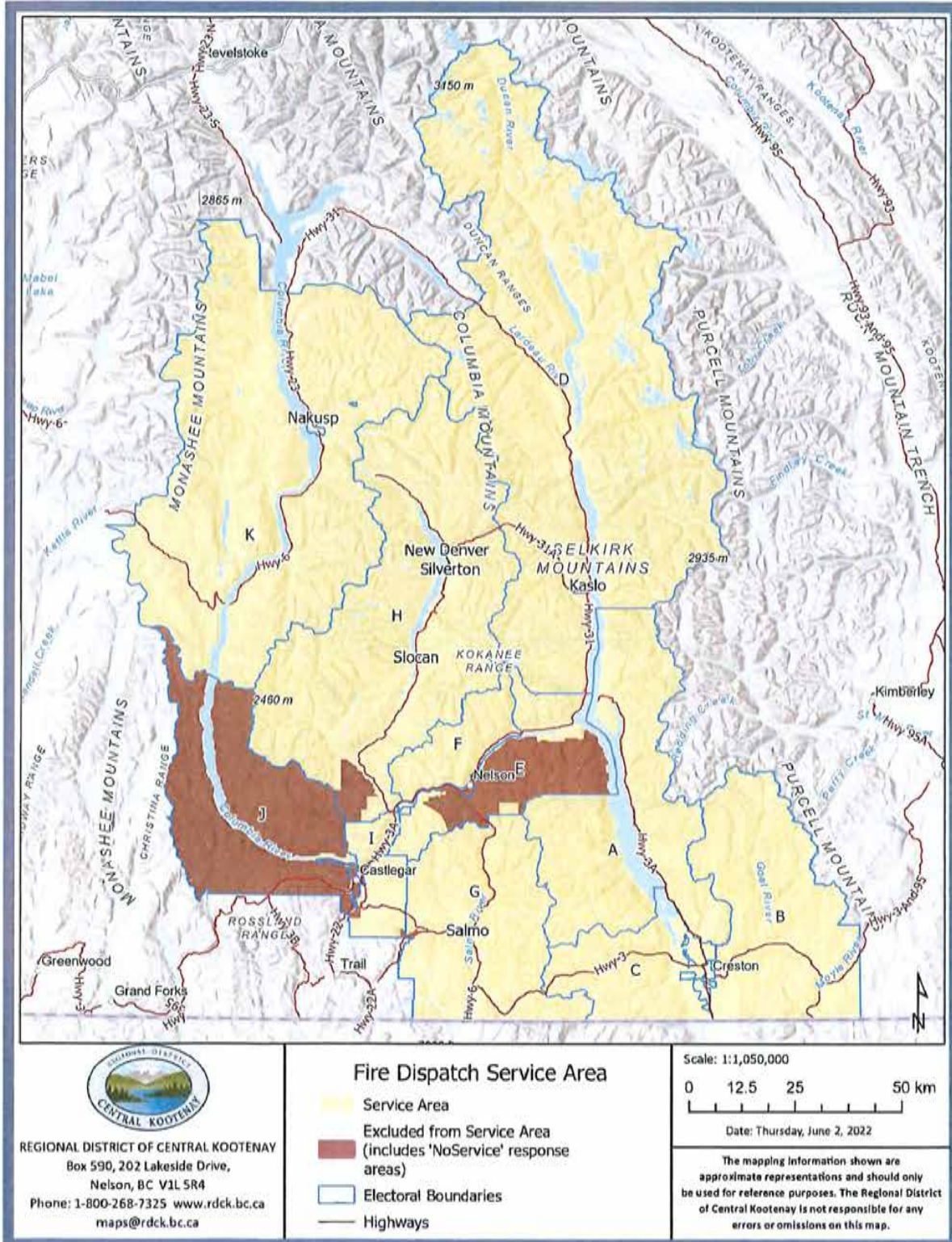
Aimee Watson, Board Chair
Name and Title (Please print)



Mike Morrison, Corporate Officer

APPENDIX B

Regional District of Central Kootenay Service Area



APPENDIX C

FIRE/RESCUE EMERGENCY RESPONSE AGENCIES

- (a) Creston
- (b) Wynndel Lakeview
- (c) Yahk
- (d) Canyon Lister
- (e) Salmo
- (f) New Denver Service Area
- (g) Nakusp
- (h) Beasley
- (i) Blewett
- (j) Balfour Harrop
- (k) Kaslo
- (l) Riondel
- (m) North Shore
- (n) Crescent Valley
- (o) Passmore
- (p) Winlaw
- (q) Slocan
- (r) Pass Creek
- (s) Tarrys
- (t) Ootischenia
- (u) Ymir
- (v) Robson
- (w) Kaslo Search and Rescue
- (x) Boswell First Responder

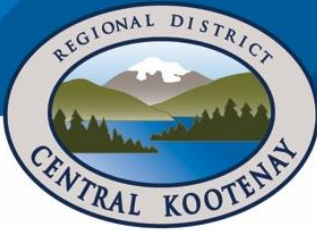
I confirm that the above list of Agencies is accurate and complete:



Signature of Authorized Signatory for the Regional District of Central Kootenay ..

Name (printed)

Mike Morrison, Corporate Officer



Board Report

Date of Report: November 10, 2022
Date & Type of Meeting: December 8, 2022 Open Regular Board Meeting
Author: Grant Hume, Regional Deputy Fire Chief
Subject: S138 FIRE PROTECTION-AREA J ROBSON MFA FINANCING
File: 14-7750-01

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Board to direct staff to amend the 2022 Financial Plan to remove borrowing from the Municipal Finance Authority (MFA) for equipment financing for the purchase of a command vehicle for the Robson Fire Department Service S138;

AND FURTHER,

That the Board direct staff to use reserves from S138 to pay \$68,049.31 for the vehicle.

SECTION 2: BACKGROUND / ANALYSIS

S138 Fire Protection Area J Robson purchased a Command Vehicle in 2022.

This capital purchase was approved in the 2022 Financial Plan for \$80,000, and was based on borrowing from MFA. The purchase price of the vehicle was less than anticipated at approx. \$68,000, and MFA interest rates have risen significantly.

Subsequent analysis of the purchase allowed the vehicle to be funded from cash reserves, saving approx. \$7,800 in interest payments. This does reduce the reserves by approx. \$68,000. The repayment amounts calculated for the 2023-2027 budgets in the approved 2022 Financial Plan will be moved to reserves in addition to normal budgeted reserve amounts. This would add approx. \$77,000 to reserves over the previously proposed 5-year MFA repayment timeline.

This report requests a resolution for approval to modify the 2022 Financial Plan as outlined.

SECTION 3: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Financial Plan Amendment: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Debt Bylaw Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Public/Gov't Approvals req'd: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

S138 Robson Fire Capital purchase of Command Vehicle: \$68,049.31

Funds required from reserves: \$68,049.31

b. Legislative Considerations (Applicable Policies and/or Bylaws):

N/A
c. Environmental Considerations:
N/A
d. Social Considerations:
N/A
e. Economic Considerations:
Internally financing this equipment represents a saving to the service of approx. \$7,800 over 5 years.
f. Communication Considerations:
N/A
g. Staffing/Departmental Workplan Considerations:
This is within the staff workplan.
h. Board Strategic Plan/Priorities Considerations:
Proceeding with this Recommendation will help achieve 2 of the RDCK Strategic Objectives: 1. To Excel in Governance and Service Delivery 2. To Manage our Assets and Operations in a Fiscally Responsible Manner
SECTION 4: OPTIONS & PROS / CONS
OPTION 1: Use reserves to pay for the vehicle. PROs - Saves money - Reduces the amount of required load financing payments CONS - Depletes reserves
OPTION 2: Continue with MFA finance. PROs - Does not deplete reserves CONS - Costs an additional \$7,800 in interest - Potential further costs if MFA interest rates continue to rise

SECTION 5: RECOMMENDATION(S)

That the Board direct staff to amend the 2022 Financial Plan to remove borrowing from the Municipal Finance Authority (MFA) for equipment financing for the purchase of a command vehicle for the Fire Protection-Area J (Robson, Raspberry) Service S138;

AND FURTHER, that the Board direct staff to use reserves from Fire Protection-Area J (Robson, Raspberry) Service S138 to pay \$68,049.31 for the vehicle.

Respectfully submitted,
Grant Hume

CONCURRENCE

Initials:

CAO – Stuart Horn

Approved

CFO – Yev Malloff

Approved

Mgr of Community Sustainability – Chris Johnson

Approved



Board Report

Date of Report: November 17, 2022
Date & Type of Meeting: December 8, 2022 Open Regular Board Meeting
Author: Grant Hume, Regional Deputy Fire Chief
Subject: S142 FIRE PROTECTION-AREA H SLOCAN MFA FINANCING
File: 14-7750-01

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board direction to obtain borrowing from the Municipal Finance Authority (MFA) for the Slocan Fire Hall Expansion project.

That the Board direct staff to secure financing from the Municipal Financing Authority for Service S142 for \$187,000 for the Slocan Firehall Expansion project as per the 2022 Financial Plan.

SECTION 2: BACKGROUND / ANALYSIS

S142 Fire Protection Area H Slocan completed the Slocan Fire Hall Expansion project in 2022.

This capital project was approved in the 2022 Financial Plan for \$187,000, and was based on borrowing from MFA. The MFA requires a Board resolution to award the financing.

The board resolution for contract award is 417/21.

SECTION 3: DETAILED ANALYSIS

a. Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Financial Plan Amendment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Debt Bylaw Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Public/Gov't Approvals req'd: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

S142 Slocan Fire Hall Expansion project: \$187,000

Funds required from MFA: \$187,000

b. Legislative Considerations (Applicable Policies and/or Bylaws):

N/A

c. Environmental Considerations:

N/A

d. Social Considerations:

N/A

e. Economic Considerations:

N/A
f. Communication Considerations:
N/A
g. Staffing/Departmental Workplan Considerations:
This is within the staff workplan.
h. Board Strategic Plan/Priorities Considerations:
Proceeding with this Recommendation will help achieve 2 of the RDCK Strategic Objectives: 1. To Excel in Governance and Service Delivery 2. To Manage our Assets and Operations in a Fiscally Responsible Manner
SECTION 4: OPTIONS & PROS / CONS
OPTION 1: Continue with MFA finance. PROs - Inline with approved 2022 financial plan. - Does not deplete reserves into deficit. Reserves are already depleted due to a new tender purchase. CONS - Costs of borrowing have risen. - Potential further costs if MFA interest rates continue to rise.
SECTION 5: RECOMMENDATION(S)
That the Board of the Regional District of Central Kootenay authorizes a maximum of \$187,000 to be borrowed, under Section 403 of the <i>Local Government Act</i> , from the Municipal Finance Authority short term financing, for the purpose of funding the Slocan Fire Hall Expansion; AND FURTHER, that the loan be repaid within five years from Fire Protection - Area H and I (Slocan Valley) Service S142, with no rights of renewal.

Respectfully submitted,
 Grant Hume

CONCURRENCE	Initials:
Stuart Horn – CAO	Approved
Yev Malloff – CFO	Approved
Chris Johnson – Manager of Community Sustainability	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.

Organization/Society Name: Creston Curling Club	Date of Application: 11/19/2022
Contact Name: Ted Hutchinson	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality: Creston
Mailing Address: 312 19th Ave N Box 477 Creston British Columbia V0B 1G0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 254-6012	Email: ckfted@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.*

We are hosting this bonspiel for the first time in Creston. Approximately 40 curlers are expected from outside of the Valley and we expect there to be a positive impact for hotels, restaurants and retailers during our guests stay.

The funds will be used to offset the additional costs incurred to the club to host this event, including wages for our ice maker and lounge staff.

Grant Application:

Total Grant Requested: \$ 500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
-------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
This event is mostly self funding. We are seeking donations to a silent auction from local businesses as well as applying for a ...

Previous Discretionary Grants Received – Year and Amount: 2019 - Area B - \$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:
2022-11-19 15:47:44

Signature

Ted Hutchinson

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.

Organization/Society Name: Kootenay River Senior Boys Volleyball team KRSS - Senior boys volleyball	Date of Application: 11/24/2022
Contact Name: Ginger Knudsen	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: Area B <input type="checkbox"/> Municipality:
Mailing Address: 875 Hwy 3 Creston BC V0B 1G2	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 254-2820	Email: gingerkund@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.*

The KRSS senior boys volleyball team has won their zones and have earned a spot to represent the Kootenays at the Provincial competition being held in Victoria. This is a huge accomplishment and the last time many of the boys will be able to represent their school playing volleyball. Without support from the community the financial costs would be \$1000 per student making this trip unattainable for many families. The team must fundraise for all costs involved including travel, accommodations and food.

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: The boys have gone around to local business and started a go fund me account. I believe they have received \$8000 of there ...	
Previous Discretionary Grants Received – Year and Amount: 0	

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:
2022-11-30 14:08:02

Signature

Ginger Knudsen

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.

Organization/Society Name: Creston Curling Club	Date of Application: 11/19/2022
Contact Name: Ted Hutchinson	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: Area C <input type="checkbox"/> Municipality: Creston
Mailing Address: 312 19th Ave N PO Box 477 Creston BC V0B 1G0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 254-6012	Email: ckfted@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.*

This is the first year that Creston is hosting this bonspiel. We expect 40 curlers to travel to Creston from throughout the region. This will benefit our hotels, restaurants, and other retailers during the event.

The requested funds will be used to offset extraordinary costs resulting from the addition of this event to our club's calendar. Wages for our ice maker and the lounge servers as well as printing costs for applications, programs, and advertiser recognition.

Grant Application:

Total Grant Requested: \$ 500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: This event is almost self funding. The total budget is \$12,500 of which the event will raise \$11,000. The club is raising \$500.	
Previous Discretionary Grants Received – Year and Amount: Area B - \$500 in 2019	

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:
2022-11-19 15:58:56

Signature

Ted Hutchinson

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.

Organization/Society Name: Kootenay River Senior boys volleyball team KRSS - Senior boys volleyball	Date of Application: 11/24/2002
Contact Name: Ginger Knudsen	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: Area C <input type="checkbox"/> Municipality:
Mailing Address: 875 Hwy 3 Creston BC V0B 1G2	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 254-2820	Email: gingerkund@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.*

The KRSS senior boys volleyball team has won their zones and have earned a spot to represent the Kootenays at the Provincial competition being held in Victoria. This is a huge accomplishment and the last time many of the boys will be able to represent their school playing volleyball. Without support from the community the financial costs would be \$1000 per student making this trip unattainable for many families. The team must fundraise for all costs involved including travel, accommodations and food.

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: The boys have gone around to local business and started a go fund me account. I believe they have received \$8000 of there ...	
Previous Discretionary Grants Received – Year and Amount: 0	

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:
2022-11-30 14:13:23

Signature

Ginger Knudsen

Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



Discretionary Grant Application Form

Regional District of Central Kootenay

202 Lakeside Drive, Box 590, Nelson, BC V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in BC 1-800-268-7325

SCANNED

File No. 1860-20-__

Applicant Information	
Name of Applicant (Organization or Society) Balfour Senior Citizens Branch # 120	Date of Application 10-Nov-2022
Mailing Address (PO Box, Street, City, Prov. Postal Code) Box#79, 8435 Busk Rd; Balfour, BC. V0G1C0	Request for Discretionary Grant Funding from Electoral Area E Municipality Balfour Name of Director Cheryl Graham
Email butch.edith@telus.net	
Phone No. 250-229-2204	
Contact Edith Lane	
<i>Please note: The Applicant must be able to deposit the funding payment in their name or have a sponsor organization noted.</i>	
Funding Payable to <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Sponsor Organization	AMOUNT REQUESTED \$ 950.00 <i>Guidelines: The primary purpose of these grants is to provide some financial assistance to local community groups and organizations for projects that provide social, economic, sporting, cultural and other benefits to our communities.</i> <i>Grants will not be provided to individuals or 'for profit' entities. Grants over \$5000 are subject to a 10% holdback.</i>
Name of Sponsor Organization	
Address of Sponsor Organization (PO Box, Street, City, Prov. Postal Code)	
Organization Overview and Description of How Discretionary Funds will be Used	
Please provide an overview of organizational programs and services offered in the community The Balfour seniors provide a variety of programs on the North Shore. Such as chair yoga, carpet bowling, CBAL classes, and monthly meals - either breakfast, lunch or dinner.	
Funding will be used for - Providing a hot meal each month at no cost to the seniors. Seniors pensions cannot keep up with inflation and the rising costs of heat, electricity, gas or food. We try to help by providing a free hot meal and social function each month.	
<ul style="list-style-type: none"> Please attach the most recent audited financial statement and current financial statement, list of Directors, organizational chart (including full and part-time staff and community volunteers, number of members and membership fees (if applicable)). 	
Signature of Applicant	Signature of Sponsor Organization (if required)
Authorization	
Signature of Area Director Signed by director	AMOUNT APPROVED \$950.00
Previous Grants Received: __2014 __2015 __2016	Board Date Resolution #
Cheque to be forwarded to: __ Director __ Applicant __ Sponsor Organization	



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.

Organization/Society Name: Kootenay Christian Fellowship (ODB)	Date of Application: 11/09/2022
Contact Name: Anne-Marie Rasmussen	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
Mailing Address: 520 Falls Street Nelson BC V1L 6B5	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 352-1722	Email: office@kcfoffice.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.*

Providing a nutritious hot lunch eaten either in our cafeteria or to-go to anyone in need. No barriers. The current environment of increase food cost due to inflation etc and other expenses on the rise as well as the number of guests attending based on need (ie increased senior and student/young working people population has increased). With the cost of living so high (housing etc) we are seeing a big increase in need of this lunch service (at the same time our cost of delivering service is also higher making operations particularly challenging.

Grant Application:

Total Grant Requested: \$ 1000	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: S.H.A.R.E. Nelson 2nd hand store (\$3,000/mth) Community donations...	
Previous Discretionary Grants Received – Year and Amount: 2022 - \$650 (tables) 2020 - \$600, Typically RDCK Area E provides an ..	

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:
2022-11-09 12:39:44

Anne-Marie Rasmussen

Signature

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.

Organization/Society Name: Salmo & Area Supportive Housing Society	Date of Application: 11/14/2022
Contact Name: Melanie Cox	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality: Salmo
Mailing Address: 730 Railway Avenue P.O. Box 880 Salmo British Columbia V0G 1Z0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 357-2629	Email: salmove@telus.net

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 project employs local resident, in this case, Patti Bishop, to deliver an exercise program to Salmo and RDCK surrounding area. The program will be tailored to the needs of the 50+ age group and include a mix of yoga, tai chi, meditation, instructional class and strength training. The participants will have an opportunity to pick several classes on the go. Given this age group is financially challenged, will be asking for grant funding. The total funding would be coming from multiple granting streams.

Grant Application:

Total Grant Requested: \$ 1,100	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
---------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
Lion's Club \$200 confirmed

Private \$100 confirmed...

Previous Discretionary Grants Received – Year and Amount: Paving Parking lot - ongoing

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:
2022-11-14 13:23:17

Signature

Melanie Cox

Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 1,100.00
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.

Organization/Society Name: YMIR COMMUNITY ASSOCIATION	Date of Application: NOV. 26/2022
Contact Name: TAMMY RUSHFORTH	<input checked="" type="checkbox"/> RDCK Electoral Area/Member Municipality <input type="checkbox"/> RDCK Electoral Area Municipality:
Mailing Address: Box 207 YMIR, BC V0G 2K0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: 250-357-2222	Email: ymir@ymir.bc.ca 11ama4e@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 positions, plus overall number of members. Grant requests exceeding \$1,000 must be accompanied by the organization's most recently approved financial statements.

A snowblower for community skating rink.

Grant Application:

Total Grant Requested: \$ 6000.00	Which funding criteria 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: \$0	
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.

Signature 	Print Name TAMMY RUSHFORTH
---------------	--------------------------------------

Signature of Area Director 	Total Grant Approved \$ 6,000.00
Board Approved Date:	Resolution #

Organization/Society Name: SALMO EMERGENCY SUPPORT SERVICE c/o Salmo - Salmo Chamber of Commerce	Date of Application: 10/25/2022
Contact Name: Marilyn Sikora	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality: Salmo
Mailing Address: PO Box 393 132 Kalmakoff Rd. Salmo BC V0G 1Z0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 505-6639	Email: jmsikora@telus.net

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 funds will be used for supplies, coffee, etc in order to recruit and maintain current volunteers by offering monthly meetings and training workshops. This ESS Team is responsible to provide support to Salmo and assist other teams in Area G. The goal is to have a competently trained team ready and able when emergencies happen.

Grant Application:

Total Grant Requested: \$ 800.00	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: None

Previous Discretionary Grants Received – Year and Amount: None

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: 2022-10-25 11:29:35 2022-12-01 11:50

Signature: _____ Print Name: Marilyn Sikora

Authorization

Signature of Area Director	Total Grant Approved \$
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.

Organization/Society Name: Lardeau Fire Prevention Association	Date of Application: 11/23/2022
Contact Name: Rob Girard	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
Mailing Address: RR1 S1 C9 602 6th Ave -Lardeau Kaslo BC VOG 1M0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 814-8366	Email: robgirard64@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..)

Lardeau Fire Prevention Association and our Community of Lardeau worked towards and received recognition as a Fire Smart Community. In addition to working on our Fire Smart Community Assessment recommendations, the community completed the following events to achieve recognition..

1. February 19, 2022: Firesmart clean up around Community Water Pumphouse.
2. May 28, 2022: Community Training Day and Barbeque Social.
3. August 22 to September 21; as part of Lardeau's Sprinkler Protection Program funded by CBT and RDCK, Committee members have attended 27 of the 65 properties, to complete a questionnaire about FireSmart and their individual property needs and sprinkler protection for

Grant Application:

Total Grant Requested: \$ 1350.00	Which funding criterial objective does this project meet? <input 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:
Other funding for these projects were by cash donations from community members and in kind contributions by those who participated in the events.

Previous Community Development Grants Received – Year and Amount:

\$5000.00 towards pump for SPU trailer

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:
2022-11-21 11:00:35

Rob Girard

Signature

Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 1,350.00
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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.

Organization/Society Name: Lardeau Valley Historical Society	Date of Application: 11/10/2022
Contact Name: Irene Brinkman	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
Mailing Address: Box 189 371 Meadow Creek Rd Meadow Creek BC V0G1N0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 366-4200	Email: irenebrinkman@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..)

Insurance \$1000
 Grounds \$800
 Utilities \$225
 Museum Host \$2600
 General Maintenance \$375


Grant Application:

Total Grant Requested: \$ 5000	Which funding critical 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:

Previous Community Development Grants Received – Year and Amount:
 2022 \$1500, 2021 \$1000, 2020 \$1200, 2019 \$500

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: 2022-11-09 22:15:51	Irene Brinkman
Signature	Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 5,000.00
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.

Organization/Society Name: Salmo Valley Trail Society	Date of Application: 11/08/2022
Contact Name: Virginia Stockdale	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality: Salmo
Mailing Address: Box 78 Salmo BC V0G1Z0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 551-6443	Email: virginiastockdale@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..)

The Salmo Valley Trail Society is a non-profit society that has been running since 2013. Our mission is to create, enhance, and preserve great trail experiences for all walks of life.

The purpose of the Salmo Valley Trail Society, as defined in our constitution is:

To develop, maintain and promote recreational trails and trail networks in and around the communities of Salmo and Ymir for non-motorized activities including walking, hiking, biking, equestrian, cross-country skiing and snowshoeing.

To develop, maintain and promote facilities that support learning and progression for non-motorized activities including walking, hiking, biking,...

Grant Application:

Total Grant Requested: \$ 5000

Which funding critical objective does this project meet?

Social Economic Environmental

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

CBT Job Experience Grant
50,000.00

CBT Trail Enhancement Grant...

Previous Community Development Grants Received – Year and Amount:

2022 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:
2022-11-08 15:03:10

Virginia Stockdale

Signature

Print Name

Authorization

Signature of Area Director Signed by Director

Total Grant Approved \$ 5,000.00

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.

Organization/Society Name: Passmore Public Hall Association	Date of Application: 11/19/2022
Contact Name: Ruth Hackett	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
Mailing Address: 3132 Upper Slocan Park Road Slocan Park BC V0G 2E0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 226-0021	Email: rehackett3@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..)

Passmore Hall is undergoing extensive capital renovations: new roof with solar panels, new siding, new windows and door, new propane furnace and heat pump, new flooring, improvement to Outdoor Space.

Rising prices and most particularly unknown extra costs have meant we do not have enough money to complete the project.

Grant Application:

Total Grant Requested: \$ 5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" 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:
 Funds received: CBT \$152,343, SV Co-op \$5000, KSCF \$5000, RDCK Community Initiatives \$7500, HCU \$5000
 Funds requested: RDCK Community Development \$5000, CBT \$31,000

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.

 Signature

Signed at:
2022-11-19 10:10:03

Ruth Hackett

 Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 5,000
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.

Organization/Society Name: SLOCAN VALLEY RAIL TRAIL SOCIETY	Date of Application: 11/20/2022
Contact Name: GARY YAKIMCHUK	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
Mailing Address: BOX 22 Winlaw BC V0G2J0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 226-6979	Email: garyyakimchuk@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..)

The project will rejuvenate and enhance the vitality and safety of a substantial portion of the 50km rail trail by:

1. resurfacing the trail tread path where conditions have deteriorated and safety is a concern (consists of scraping off of excess vegetation, delivery and spreading of fines (new surface material), and watering, rolling and packing the fines),
2. repairing 4 of the 7 trailhead gravel parking lots and
3. relocating and installing information posts to the opposite side of the trail from the buried fibre-optic cable to minimize the potential for interference.

It should be noted that resurfacing the tread path of the trail will improve accessibility for individuals with mobility impairment. Many local ...

Grant Application:

Total Grant Requested: \$ 5000.00

Which funding criterial objective does this project meet?

- Social
 Economic
 Environmental

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:
 To date, the Slocan Valley Rail Trail Society (SVRTS) has received or funds have been committed for \$101,000 of the \$106,000 estimated cost of this project:

Contributors:
 Previous Community Development Grants Received – Year and Amount:

2020 \$4485 (not certain on date)

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]
 Signed at:
 2022-11-20 18:26:35

GARY YAKIMCHUK

Signature

Print Name

Authorization

Signature of Area Director Signed by Director

Total Grant Approved \$ 5,000.000

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.

Organization/Society Name: Castlegar Hospice Society	Date of Application: 11/16/2022
Contact Name: Suzanne Lehbauer	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
Mailing Address: 709 10th Street Castlegar BC V1N2H7	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 304-1266	Email: suzanne.lehbauer@interiorhealth.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..)

Celebrate a Life is one of the hospice societies major fundraiser. All funds go to provide essential health services in the areas of palliative care, grief and bereavement support, advance care planning support, community education and training

Grant Application:

Total Grant Requested: \$ 1000	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:
The campaign generates private donations as well typically from Celgar, Teck and various other business with business donations ranging from 1500 - 5000

Previous Community Development Grants Received – Year and Amount:

2020 - \$500 for Celebrate a Life

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:
2022-11-16 15:56:53

Signature

Suzanne Lehbauer

Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 1,000.00
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.

Organization/Society Name: Castlegar Hospice Society	Date of Application: 11/16/2022
Contact Name: Suzanne Lehbauer	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
Mailing Address: 709 10th Street Castlegar BC V1N2H7	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 304-1266	Email: suzanne.lehbauer@interiorhealth.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..)

Celebrate a Life is one of the hospice societies major fundraiser. All funds go to provide essential health services in the areas of palliative care, grief and bereavement support, advance care planning support, community education and training

Grant Application:

Total Grant Requested: \$ 4500.00	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:
 The campaign generates private donations as well typically from Celgar, Teck and various other business with business donations ranging from 1500 - 5000

Previous Community Development Grants Received – Year and Amount:

2021 \$4500 for Celebrate a Life

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.

Suzanne Lehbauer Signed at:
2022-11-16 15:49:44

Suzanne Lehbauer

Signature

Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 4,500.00
Board Approved Date:	Resolution #



Community Development
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.

Organization/Society Name: Deer Park and Area Communications Society	Date of Application: 11/24/2022
Contact Name: Sharon Traynor	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: Area J <input type="checkbox"/> Municipality: Renata, Deer Park, ...
Mailing Address: 4261 Highway 3b Box 1076 Fruitvale BC V0G 1L0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 357-2556	Email: sharonandbob30@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.*

Purchase essential office equipment so the society can continue to provide communication services to Deer Park, Renata, Brooklyn, Shields and Coykendahl for safety and business reasons.

Grant Application:

Total Grant Requested: \$ 1439.66	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: None	
Previous Discretionary Grants Received – Year and Amount: 3574.50. 2021	
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: 2022-11-24 17:48:01 _____ Signature	Sharon Traynor _____ Print Name
Authorization	
Signature of Area Director Signed by director	Total Grant Approved \$ 1,439.66
Board Approved Date:	Resolution #



Community Development
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.

Organization/Society Name: Deer Park and Area Communication Society	Date of Application: 11/24/2022
Contact Name: Sharon Traynor	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: Area J <input type="checkbox"/> Municipality: Deer Park, Renata, ...
Mailing Address: 4261 Hwy 3b Box 1076 Fruitvale BC VOG 1L0	Payment Type: <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
Phone #: (250) 357-2556	Email: sharonandbob30@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.*

Continued high speed internet for affected communities listed above. Crown land lease fees and insurance for the wifi towers. The wifi towers provide essential communication for safety and business opportunities.

Grant Application:

Total Grant Requested: \$ 3556.50	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
--	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: None

Previous Discretionary Grants Received – Year and Amount: 3574..50 2021

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.

Sharon Signed at:
2022-11-24 17:22:50

Sharon Traynor

Signature

Print Name

Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 3,556.50
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Board Approved Date:	Resolution #
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Regional District of Central Kootenay RURAL AFFAIRS COMMITTEE MEETING Open Meeting Minutes

Wednesday, December 7, 2022

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 C. Graham	Electoral Area E
Director T. Newell	Electoral Area F
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 T. Weatherhead	Electoral Area K - In-person

GUEST DIRECTOR

Director C. Ferguson	Village of Silverton
Director K. Page	City of Nelson

STAFF PRESENT

S. Horn	Chief Administrative Officer
S. Sudan	General Manager of Development and Community Sustainability Initiatives
N. Wight	Planning Manager
U. Wolf	Planner
C. Gainham	General Manager of Environmental Service
Z. Giacomazzo	Planner
C. Hopkyns	Front Office Administrator - Recording Secretary

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=m973075d21f1bb5025f546f84efa44b5b>

Join by Phone:

1-844-426-4405 Canada Toll Free

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

Meeting Number (access code): 2465 159 5359

Meeting Password: n2rYXmRAp23

In-Person Location: Boardroom - 202 Lakeside Drive, Nelson B.C.

2. CALL TO ORDER

Board Chair Watson called the meeting to order at 9:00 a.m.

3. ELECTION**3.1 ELECTION OF CHAIR****ALL FOR NOMINATIONS (3 Times)**

Chair Watson called for nominations.

Director Popoff nominated Director Jackman.

Chair Watson called for further nominations a second and third time. There were no further nominations.

DECLARATION OF CHAIR

Chair Watson ratifies the appointed Director Jackman as Chair of the Rural Affairs Committee for 2023.

4. CHAIR'S ADDRESS

Chair Jackman provided the Committee with a brief overview of his background as past Rural Affairs Committee Chair and the vision for the Committee going forward.

5. COMMENCEMENT OF REGULAR RURAL AFFAIRS COMMITTEE MEETING

The Rural Affairs Committee Chair Jackman assumed the chair.

5.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

Moved and seconded,
And Resolved:

That Director Ferguson have freedom of the floor.

Carried

5.2 ADOPTION OF THE AGENDA

Moved and seconded,
And resolved:

That late item Building Bylaw Contravention - 738 Arrow Lakes Drive, Area J, be added to the December 7, 2022 Rural Affairs Committee agenda as Item 7.7.

Carried

Moved and seconded,
And resolved:

The agenda for the December 7, 2022 Rural Affairs Committee meeting be adopted with the inclusion Item 7.7 Building Bylaw Contravention 738 Arrow Lakes Drive, Area J, before circulation.

Carried

6. DELEGATIONS

Item 7.3 - Richard Haworth – not present

Item 7.4 - Carlin Horkoff

Item 7.6 - Norma and Carl Tessier

Item 7.7 - Carrie Kedge Synott

7. PLANNING & BUILDING

7.1 DEVELOPMENT VARIANCE PERMIT – JACKSON

File No.: V2211F

3239 Heddle Road

(Timothy D. Jackson)

Electoral Area F

The Committee Report dated November 11, 2022 from Zachari Giacomazzo, Planner, re: Development Variance Permit - Jackson, has been received.

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2211F to Timothy David Jackson for the property located at 3239 Heddle Road, Electoral Area F and legally described as LOT 2, DISTRICT LOT 7601, KOOTENAY DISTRICT PLAN NEP87156 (PID: 027-626-199) to vary Section.

Carried

7.2 TEMPORARY USE PERMIT – ANDERSON

File No.: T2202C

1686 Evans Road

(Marcus E. Anderson)

Electoral Area C

The Committee Report dated November 11, 2022 from Zachari Giacomazzo, Planner, re: Temporary Use Permit - Anderson, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

That the following motion **BE REFERRED** to the February 15, 2022 Rural Affairs Committee meeting:

That NO FURTHER ACTION be taken regarding the issuance of Temporary Use Permit T2202C application by Marcus E. Anderson for the property located at 1686 Evans Road, Electoral Area C and legally described as BLOCK 199, DISTRICT LOT 9558, KOOTENAY LAND DISTRICT (PID: 016-470-028).

Carried

7.3 SUBDIVISION IN THE AGRICULTURAL LAND RESERVE – HOMESITE SEVERANCE - HUSCROFT

File No.: A2206B - Huscroft

1348 Huscroft Road

(Anita Huscroft)

Electoral Area B

The Committee Report dated November 10, 2022 from Eileen Senyk, Planner, re: Subdivision In The Agricultural Land Reserve – Homesite Severance - Huscroft, has been received.

Property owner is not present.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board SUPPORT regarding application A2203B for the purposes subdivision in the Agricultural Land Reserve proposed by Anita Huscroft for property located at 1348 Huscroft Road, Electoral Area B and legally described as THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 8, DISTRICT LOT 812, KOOTENAY DISTRICT PLAN 730, subject to a registration of a restrictive covenant on title which would prevent any future attempt to further subdivide the property.

Carried

7.4 AMENDMENT BYLAW - HORKOFF

File No.: Z2209J – Horkoff

1010 Columbia Road

(Carlin and Allison Horkoff)

Electoral Area J

The Committee Report dated November 11, 2022 from Eileen Senyk, Planner, re: Bylaw Amendment - Horkoff, has been received.

The property owner, Carlin Horkoff gave a presentation to the Committee regarding the proposed plan for construction of a single family dwelling with a secondary suite on the property.

Moved and seconded,
And Resolved:

That Director Page have freedom of the floor.

Carried

Moved and seconded,
And resolved that it be recommended to the Board:

That Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022 being a bylaw to amend Kootenay Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 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 Regional District of Central Kootenay Zoning Amendment Bylaw No. 2868, 2022 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 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 J Director Henny Hanegraaf is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

Carried

**7.5 ELECTORAL AREA 'I' OFFICIAL COMMUNITY PLAN UPDATE – ENGAGEMENT PLAN
File No.: 10-5100-20-I-OCP**

Electoral Area I

The Committee Report dated November 24, 2022 from Stephanie Johnson, Planner, re: Electoral Area 'I' Official Community Plan Update – Engagement Plan, has been received.

Nelson Wight, Planning Manager, shared with the Committee that staff are looking for endorsement for the proposed engagement plan for the Area 'I' Official Community Plan (OCP) update.

Moved and seconded,
And resolved that it be recommended to the Board:

That the Board direct staff to undertake the proposed engagement activities for the Area I Official Community Plan Update as described in the Area 'I' Official Community Plan Update – Engagement Plan report dated November 24, 2022.

Carried

**7.6 UNSIGHTLY PROPERTY BYLAW - TESSIER
File No.: 3310-20-22-25-G-05557.120
1864 Airport Road
(Carl & Erin Tessier)
Electoral Area G**

The Committee Report dated November 23, 2022 from Jordan Dupuis, Bylaw Department Supervisor, re: Unsightly Property Bylaw - Tessier, has been received.

Rural Affairs Committee

Referred August 17, 2022 to October 12, 2022

Referred October 12, 2022 to December 7, 2022

The property owner, Carl Tessier, updated the Committee regarding his property, sharing he has been working to clean up the property. Erin Tessier added that a tenant had recently dumped more garbage on the property.

Jordan Dupuis, Bylaw Enforcement Supervisor, provided an overview to the Committee regarding the continued non-compliance on the property. The property conditions have deteriorated further with a significant amount of additional accumulation on the property, no vehicles have been removed and no fencing or screening being erected.

The Committee had a discussion regarding options moving forward. Referral was recommended to allow for the removal of vehicles from the property and consideration of the challenges of winter conditions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the following motion **BE REFERRED** to the May 17, 2022 Rural Affairs Committee meeting:

That the Regional Board authorize Bylaw Enforcement to enter onto the property located at 1864 Airport Road, Electoral Area G and legally described as: LOT 2, PLAN NEP 14561, DISTRICT LOT 1236, KOOTENAY LAND DISTRICT. PID: 009-996-800, with a contractor to remove all offending matter with all cost incurred by the RDCK being billed to the property owners identified as Mr. Carl Tessier and Ms. Erin Tessier.

Carried

Moved and seconded,

And resolved that it be recommended to the Board:

That the following motion **BE REFERRED** to the May 17, 2022 Rural Affairs Committee meeting:

All cost incurred be added to the property tax as taxes in arrears should the property owners identified as Mr. Carl Tessier and Ms. Erin Tessier not pay the bill by December 31st of the year the cleanup occurs at 1864 Airport Road, Electoral Area G and legally

described as: LOT 2, PLAN NEP14561, DISTRICT LOT 1236, KOOTENAY LAND DISTRICT.
PID: 009-996-800.

Carried

**RECESS/
RECONVENE** The meeting recessed at 11:04 a.m for break and reconvened at
11:15 a.m.

7.7 BUILDING BYLAW CONTRAVENTION - 738 ARROW LAKES DRIVE, AREA J

File No.: 3135-20-J-709.01556.000 BP21662 & BP22124

738 Arrow Lakes Drive

(Carl & Erin Tessier)

Electoral Area J

The property owner, Carrie Kedge Synott, provided background information to the Committee regarding the property and the Notice of Title on her property. She shared she is actively working with staff to achieve compliance and requested the removal of the Notice of Title on her property due to hardship.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Corporate Officer be authorized to remove the Notice on Title relating to 1738 Arrow Lakes Drive, Electoral Area J, currently owned by Carrie Kedge Synott, property legally described as Electoral Area J, legally described as Lot A, District Lot 301A, Kootenay District, Plan 1994.

Carried

8. ENVIRONMENTAL SERVICES

**8.1 COMMUNITY WORKS FUNDING APPLICATION – YAHK-KINGSGATE FIRE HALL -
EXHAUST EXTRACTION SYSTEM**

File No.: CWF-278 Yahk Fire Hall

**Community Works Funding Application – Yahk-Kingsgate Fire Hall Exhaust Extraction
System**

Electoral Area B

The Committee Report dated November 24, 2022 from Jeannine Bradley, Project Manager, re: Community Works Funding Application – Yahk- Kingsgate Fire Hall Exhaust Extraction System, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

That the RDCK Community Works Fund application submitted for the Exhaust Extraction System Supply and Install project for the Yahk-Kingsgate Fire Hall in the amount of \$66,899.32 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area B and allocated to Fire Protection - Area B (Yahk, Kingsgate) - Service 148.

Carried

8.2 INFRASTRUCTURE PLANNING GRANT APPLICATION – SANDY CREEK GRANITE RD WATER USERS’ COMMUNITY WATER QUALITY AND WATER USE STUDY
File No.: 1845-20-IPG INFRASTRUCTURE-PLANNING-GRANT
Infrastructure Planning Grant Program - Sandy Creek Granite Road Water Users’ Community Water Quality and Water Use Study
Electoral Area E

The Committee Report dated November 24, 2022 from Todd Johnston, Environmental Services Coordinator, re: Infrastructure Planning Grant Program - Sandy Creek Granite Road Water Users’ Community Water Quality and Water Use Study, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

That Staff be directed to submit an Infrastructure Planning Grant Program application on behalf of the Sandy Creek Granite Road Water Users’ Community for the Sandy Creek – Granite Road Water Users’ Community Water Quality and Water Use Study for the January 2023 intake. If the application is not immediately successful, then to resubmit upon subsequent intakes.

Carried

9. RURAL ADMINISTRATION

No Items.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:44 a.m.

No media or public.

11. ADJOURNMENT

Moved and seconded,

And resolved:

The meeting be adjourned at 11:56 a.m.

Carried

Digitally approved by

Chair Jackman, Chair



CALL FOR RESOLUTIONS

The main forum for UBCM policy making is the **annual resolutions cycle** and this is an opportunity for local governments of all sizes and from all areas to express concerns, share their experiences and take a united position. This is the first call for resolutions from AKBLG. Resolutions must be submitted to AKBLG by **February 20, 2022**.

It is time to start thinking about resolutions and to have them endorsed by your local government.

Please remember:

- Resolutions are only accepted from AKBLG member local governments and **must have been endorsed by the board or council**.
- Resolutions **must be relevant to other local governments within AKBLG** rather than specific to a single member government.
- UBCM encourages all members to submit resolutions first to Area Associations for consideration. Resolution sponsors should be prepared to introduce their resolutions at the AKBLG Resolutions session.
- Each resolution may include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.
- Resolutions may be combined with other, similar resolutions from other local governments if each local government agrees to co-sponsorship.
- All resolutions, along with any supportive background information, shall be sent to the AKBLG office BY **FEBRUARY 20, 2022**.
- Resolutions should be forwarded by email to resolutions@akblg.ca
- Receipt of emailed resolutions will be confirmed by return email.
- Resolutions should be written in accordance with the UBCM Writing Guidelines (attached to this email).

Resolutions Preparation Assistance:

If you have questions regarding resolution preparation please contact the AKBLG Resolutions Chair, Kevin McIsaac at resolutions@akblg.ca or the AKBLG Executive Director at admin@akblg.ca. We stand ready to assist you to draft impactful resolutions.

Thank you,
Your AKBLG resolutions committee,
Kevin McIsaac (Chair), Kyle Hamilton, Susan Clovechok, Keith Page



Writing Guidelines for Resolutions

1. Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

Preamble

The preamble begins with "WHEREAS", and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

2. Writing Tips

- (a) *Address one subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.

- (b) *Use simple, action-oriented language and avoid ambiguous terms.*

Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated wording or vague concepts.

(c) Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

i. **Supplementary Memo**

A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

ii. **Council/Board Report**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

(d) Construct a brief, descriptive title.

A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.

(e) Check legislative references for accuracy.

Where necessary, identify:

- the correct legislation, including the title of the act or regulation
- the correct jurisdictional responsibility (responsible ministry or department, and whether it is provincial or federal)

(f) Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC regional districts and municipalities.



Writing Guidelines for Resolutions

1. Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

Preamble

The preamble begins with "WHEREAS", and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

2. Writing Tips

- (a) *Address one subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.

- (b) *Use simple, action-oriented language and avoid ambiguous terms.*

Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated wording or vague concepts.

(c) Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

- i. **Supplementary Memo**
A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.
- ii. **Council/Board Report**
A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

(d) Construct a brief, descriptive title.

A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.

(e) Check legislative references for accuracy.

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