



Regional District of Central Kootenay SPECIAL BOARD MEETING Open Meeting Minutes

The **second** Special Budget meeting of the Board of the Regional District of Central Kootenay in 2023 was held on Thursday, February 17 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS

PRESENT:

Chair A. Watson	Electoral Area D	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	In-Person
Director C. Graham	Electoral Area E	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 H. Hanegraaf	Electoral Area J	In-Person
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	
Director K. Page	City of Nelson	In-Person
Director L. Casley	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director C. Ferguson	Village of Silverton	
Director J. Lunn	Village of Slocan	

STAFF PRESENT

S. Horn	Chief Administrative 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. Gainham	Building Manager
C. Saari-Heckley	Manager of Human Resources
H. Smith	Manager of Finance
C. Gaynor	Regional Parks Manager
C. Stanley	Regional Manager of Operations and Asset Management
M. Benson	Regional Manager of Recreation and Client Services
J. Crockett	Assistant Regional Manager/Castlegar Facility Manager

M. Friesen
D. Elliott

Financial Analyst
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=mab37988c6764ff126258193209e1c9e7>

Join by Phone:

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

Meeting Number (access code): 2770 370 1443

Meeting Password: vVRMAmbR224

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

Moved and seconded,
And Resolved:

145/23

The agenda for the February 17, 2023 Special Budget Board meeting be adopted as circulated with the addition of the addendum.

Carried

2.3 ADOPTION OF THE MINUTES

Moved and seconded,
And Resolved:

146/23

The minutes from the January 20, 2023 Special Budget Board meeting be adopted as circulated.

Carried

3. NEW BUSINESS

3.1 Bylaw 2878 and 2879: Grandview Properties Water Service Establishment Amendment and Parcel Tax

Moved and seconded,
And Resolved:

147/23

That Grandview Properties Water Service Establishment Amendment Bylaw No. 2878, 2023 is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

Carried

Moved and seconded,
And Resolved:

148/23 That Grandview Properties Water Service Parcel Tax Amendment Bylaw No. 2879, 2023 be read a FIRST, SECOND and THIRD time by content.

Carried

Moved and seconded,
And Resolved:

149/23 That Grandview Properties Water Service Parcel Tax Amendment Bylaw No. 2879, 2023 is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

Carried

3.2 RDCK Budget 101 and Assessments

The 2023-2027 draft Financial Plan, has been received.

CFO Malloff provided an overview of the following and allowed time for questions the Board may have since January 20, 2023 Special Budget Board meeting:

- How the annual property taxes are calculated;
- Market & Non-Market Changes to Assessment Values;
- Converted Assessment Values;
- Residential (Converted) Assessment Changes: 2022 to 2023;
- Example tax effect of assessment changes;
- Annual Assessment Change: 1 Year vs 7 Year Average;
- Tax Area Types and Example Services;
- Tax Requisition and Rate Examples; and
- Assessment and Taxation Summary for 2023.

ORDER OF AGENDA CHANGED The Order of Business was changed to address the budget presentations from staff, with the items considered in the following order Items 3.5, 3.6, 3.5 continued, 3.9, 4, 3.3, 3.4, 3.7 and 3.8.

3.5 Allocation Services: The Why, What and How

CFO Malloff provided an overview and examples of the Allocation "A" Services which capture general overhead type costs for an area or department that are not directly traceable to a specific service.

3.6 Emergency Planning

Emergency Planning is considered an "A" Service.

Chris Johnson, Manager of Sustainability, provided an overview of the following from A101: Emergency Consolidated Services and answered the Boards questions:

- there are seven (7) Services that pay into A101;
- there are seven (7) projects that align with programs;
- the requisition changes from 2022 to 2023; and
- some highlights for 2023
 - the FireSmart Program;
 - Wildfire Mitigation; and
 - The Emergency Program Grants.

**RECESSED/
RECONVENED**

The meeting recessed at 10:17 a.m. for a break and reconvened at 10:32 a.m.

3.5 Allocation Services: The Why, What and How

Staff presentations for Item 3.5 continued.

Joe Chirico, General Manager of Community Services, provided an overview of the "A" Services (A109 and A104) in Community Services and discussed staffing, service updates, operations and the draft financial plans. He answered the Board questions regarding the services.

Moved and Seconded

And Resolved:

150/23

That Item 3.9 West Kootenay Transit be added as a late item to the Special Budget Board agenda.

Carried

3.9 West Kootenay Transit

Tom Dool provided an overview of the West Kootenay Transit draft financial plan and discussed the following:

- transit ridership levels are still below pre-COVID numbers;
- 50% increase in cost due to fuel price volatility;
- West Kootenay Transit and Creston Valley Transit Plans; and
- where possible costs are being addressed by Safe Restart Funds held in reserve to facilitate the return to 2019 service levels.

Tom Dool provided the funding breakdowns for the following services:

- Creston Valley;
- Castlegar and Area;
- North Shore / Slocan Valley Transit; and

ORDER OF AGENDA CHANGED The Order of Business was changed to address public time, with Item 4 Public Time considered at this time.

4. PUBLIC TIME

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

The media requested staff's presentation on the draft financial plan.

ORDER OF AGENDA RESUMED Item 3.9 West Kootenay Transit continued at this time.

Tom Dool continued his presentation and provided the funding breakdown for the following service:

- Kootenay Lake West.

He answered the Boards questions in regards to transit.

RECESS/ RECONVENED The meeting recessed at 11:52 a.m. for lunch and reconvened at 1:00 p.m.

Before addressing Item 3.3 CFO Malloff provided an overall outlook of 2023 and discussed the following:

- Consumer Price Index (CPI) increase on staff salaries and Director stipends of 4.4%;
- Canadian CPI from December 2021 to December 2022 was approximately 6.3%;
- inflation and supply chain constraints will continue to have a cost impact across many services and projects/initiatives;
- interest rate increases putting pressure on borrowing costs;
- hybrid work model for staff is working very well and has reduced the need for building expansion or a new location;
- projected overall tax increase of approximately 9% in the draft financial plan;
- continued work on implementing Asset Management Program;
- staff recruitment continues to be a challenge, although we are starting to fill some vacant positions; and
- continued recovery from the Pandemic, mainly in recreation services and transit.

CFO Malloff provided the Board with an inflation example.

3.3 Geospatial Information Technology (GIS), Planning and Building Inspection Services BEFORE GIS, Planning and Building

Sangita Sudan, General Manager of Development and Community Sustainability, provided an overview of the following for Geospatial Information Systems (GIS) Service S102 and answered questions from the Board:

- there is a projected \$70K surplus carried forward from 2022;
- 4.4% CPI increase for GIS staff;
- revenue is as per Policy No. 400-04-01 to ensure full cost recovery for GIS staff time from other services;
- \$40k for ArcGIS systems efficiency assessment to capture benefits and improve processes available with latest version of ArcGIS. The system has reduced GIS system downtime and improved delivery of GIS initiatives;
- \$20K for new imagery was spent last year and will be purchased this year; and
- the service is creating a reserve of \$15,000 for imagery and special projects.

Moved and seconded, And Resolved:

151/23

That the Board direct staff to amend the 2023-2027 draft Financial Plan to keep pace with inflation within the Geospatial Information Systems Service S102.

Carried

Director Graham recorded opposed.

Sangita Sudan, General Manager of Development and Community Sustainability, discussed the following for Planning Service S104 and answered the questions from the Board:

- majority of the costs are staffing;
- 4.4% CPI increase in salaries;
- total increase of 12%;
- adjustment to the financial plan to correct the deficit; and
- an addition of \$13K in vehicle and stabilization reserves.

Sangita Sudan, General Manager of Development and Community Sustainability, discussed the following for Building Inspection Service and answered the questions from the Board:

- Building Inspection set another record in 2022, with over \$1 Million in user fees.

- reduction predicted in 2023 due to unusually large permit fee;
- as per policy, surplus is halved to building stabilization reserve and halved to offset taxation in service;
- \$75K for scanning of old building permits on microfiche and on paper into Prospero to supports improved records management;
- 4.4% CPI increase for wages and benefits;
- increased staff training opportunities from prior years; and
- Creston position still vacant and is being supported by Nelson building officials.

3.4 General and Rural Administration Services

CFO Malloff provided an overview of the following for General Administration Service S100 and answered the questions from the Board:

- 4.4% staff wages & director stipends increase, retirement cross-training overlap, and a full year with a CFO is driving wage cost increases;
- 2023 will see a return to pre-pandemic levels of travel with resulting budget impacts;
- mileage rate set by Canada Revenue Agency (CRA) increased to \$0.68/km;
- increased catch up post-pandemic training opportunities for staff;
- electric vehicles and charger to be funded from grants;
- increased spending on IT cyber security and Microsoft 365 initiatives; and
- looking at a 14% increase in requisitions.

Moved and seconded, And Resolved:

152/23

That the Board direct staff to amend the 2023-2027 draft Financial Plan to use the 2022 surplus equally to smooth taxation increases over the next three (3) years within General Administration Service S100.

Carried

Director Davidoff and Graham recorded opposed.

CFO Malloff provided an overview of the following for Rural Administration Services S101 and answered the questions from the Board:

- S101 houses the rural director expenses, fire services overhead and bylaw services;
- 4.4% CPI increase in salaries and director stipends;
- \$480K UBCM fire training grant supports staff wages, equipment and other training costs;
- reduced advertising costs from 2022, due to the General Local Election;
- increased contribution to vehicle and elections reserves; and
- 4.8% total increase in requisitions.

RECESS/ RECONVENED

The meeting recessed at 2:30 p.m. for a break and reconvened at 2:41 p.m.

3.7 911 Emergency Communication

CFO Malloff provided an overview of the following for 911 Emergency Communications Services S156 and answered the questions from the Board:

- Service is seeing increased taxation as costs increase and revenue decreases;
 - Telus revenue is dropping due to residents cancelling their land line telephone;
 - updating radio equipment from analog to digital Voice Over IP (VoIP);

- increase contract services costs for 911 dispatch and fire dispatch;
- increased costs to maintain and replace aging repeater infrastructure; and
- planning for Next Generation 911.

3.8 RDCK Staff Requests

3.8.1 Human Resources

The Board Report dated February 6, 2023 from Connie Saari-Heckley, Manager of Human Resources, seeking Board approval for a new Human Resources Advisor position, has been received.

Moved and seconded,
And Resolved:

153/23

That the Board approve the hiring of one (1) full time, permanent Human Resources Advisor at an annualized 2023 cost of \$124,800, with the start date to be no earlier than June 1, 2023, and with costs paid from S100 General Administration and charged to services based on the General Administration fee calculation.

Defeated

3.8.2 Information Technology

The Board Report dated February 6, 2023 from Yev Malloff, General Manager of Finance, IT and Economic Development, seeking Board approval for a Systems Administrator position, has been received.

**DIRECTOR
ABSENT**

Director Lunn left the meeting at 2:59 p.m.

Moved and seconded,
And Resolved:

154/23

That the Board approve the hiring of one (1) new full time Systems Administrator position at a 2023 annualized cost of \$138,000 including salary, benefits and all overhead costs with a start date no earlier than June 1, 2023 to be paid from S100 General Administration and charged to services as per the Information Technology Fee calculation.

Carried

Director Davidoff and Graham recorded opposed.

3.8.3 Building Inspection

The Board Report dated January 17, 2023 from Chris Gainham, Building Manager, seeking Board approval for three full time positions to the Building Department, has been received.

Moved and seconded,
MOTION ONLY

That the Regional District Board approve the position of a full time Development Technician to the Creston Office with a total annualized 2023 salary and benefits of \$89,269.18 with a start date of no earlier than April 1, 2023 and costs to be paid from S103 Building Inspection.

Moved and seconded,
And Resolved

AMENDMENT TO THE MOTION

155/23

That the foregoing motion being:

That the Regional District Board approve the position of a full time Development Technician to the Creston Office with a total annualized 2023 salary and benefits of \$89,269.18 with a start date of no earlier than April 1, 2023 and costs to be paid from S103 Building Inspection;

Be amended to include at the end of the recommendation "AND FURTHER, that the costs are recovered through a projected increased Building Permit Fee structure", thus reading:

*That the Regional District Board approve the position of a full time Development Technician to the Creston Office with a total annualized 2023 salary and benefits of \$89,269.18 with a start date of no earlier than April 1, 2023 and costs to be paid from S103 Building Inspection; **AND FURTHER, that the costs are recovered through a projected increased Building Permit Fee structure.***

Carried

Moved and seconded,
And Resolved:

MAIN MOTION

156/23

That the Regional District Board approve the position of a full time Development Technician to the Creston Office with a total annualized 2023 salary and benefits of \$89,269.18 with a start date of no earlier than April 1, 2023 and costs to be paid from S103 Building Inspection; AND FURTHER, that the costs are recovered through a projected increased Building Permit Fee structure.

Carried

Moved and seconded,
And Resolved:

157/23

That the Regional District Board approve the position of a full time Plan Checker to the Creston Office with a total annualized 2023 salary and benefits of \$89,269.18 with a start date of no earlier than April 1, 2023 and costs to be paid from S103 Building Inspection; AND FURTHER, that the costs are recovered through a projected increased Building Permit Fee structure.

Carried

**DIRECTOR
ABSENT**

Director Newell left the meeting at 3:38 p.m.

Moved and seconded,
And Resolved:

158/23

That the Regional District Board approve the position of a full time Plan Checker in the Nelson Office with a total annualized 2023 salary and benefits of \$89,269.18 with a start date of no earlier than April 1, 2023 and costs to be paid from S103 Building Inspection; AND FURTHER, that the costs are recovered through a projected increased Building Permit Fee structure.

Carried

3.8.4 Bylaw Enforcement Staff

The Board Report dated January 9, 2023 from Jordan Dupuis, Supervisor Bylaw Enforcement, seeking Board approval for a Bylaw Enforcement Officer position, has been received.

**DIRECTOR
PRESENT**

Director Lunn joined the meeting at 3:45 p.m.

Moved and seconded,
And Resolved:

159/23

That the Board approve one (1) full time Bylaw Enforcement Officer position to be paid from S101 Rural Administration at a 2023 annualized cost of \$89,269 with a start date no earlier than April 1, 2023, with 50% of the cost paid from A104 Parks Services, and the allocation evaluated annually.

Carried

Director Davidoff and Graham recorded opposed.

3.8.5 Environmental Services

The Board Report dated February 6, 2023 from Uli Wolf, General Manager of Environmental Services, seeking Board approval for a Administrative Support position, has been received.

Moved and seconded,
And Resolved:

160/23

That the Board approve the hiring of one (1) part time, permanent, “non-benefitted” Environmental Services Administrative Assistant at a 2023 annualized cost of \$42,150 including salary, benefits and all overhead costs with a start date no earlier than March 15, 2023, to be paid from A100 Environmental Services and charged to services based on the established cost distribution mechanisms for this allocation service.

Carried

Director Davidoff recorded opposed.

3.8.6 Finance Payroll Specialist

The Board Report dated February 6, 2023 from Yev Malloff, General Manager of Finance, IT and Economic Development, seeking Board approval for one (1) Payroll Specialist position, has been received.

Moved and seconded,
And Resolved:

161/23

That the Regional District Board approve the position of one (1) full time Payroll Specialist with a total annualized 2023 salary and benefits of \$91,000 with a start date of no earlier than June 1, 2023 and costs to be paid from S100 General Administration and charged out to services based on the General Administration fee calculation.

Carried

Director Davidoff recorded opposed.

3.8.1 Human Resources

Moved and seconded,
And Resolved:
RECONSIDERATION OF THE MOTION

162/23

That the foregoing motion being:
That the Board approve the hiring of one (1) full time, permanent Human Resources Advisor at an annualized 2023 cost of \$124,800, with the start date to be no earlier than June 1, 2023, and with costs paid from S100 General Administration and charged to services based on the General Administration fee calculation;

Be reconsidered.

Carried

Director Davidoff recorded opposed.

Moved and Seconded,
And Resolved:
MAIN MOTION

163/23

That the Board approve the hiring of one (1) full time, permanent Human Resources Advisor at an annualized 2023 cost of \$124,800, with the start date to be no earlier than June 1, 2023, and with costs paid from S100 General Administration and charged to services based on the General Administration fee calculation.

Carried

Director Davidoff recorded opposed.

5. ADJOURNMENT

Moved and seconded,
And Resolved:

164/23

That the meeting adjourn at 4:17 p.m.

Carried

Originally signed by

Aimee Watson, RDCK Board Chair

Originally signed by

Angela Lund, Deputy Corporate Officer