



Regional District of Central Kootenay  
REGULAR BOARD MEETING  
Open Meeting Revised

**Date:** Thursday, April 20, 2023  
**Time:** 9:00 am  
**Location:** Hybrid Model - In-person and Remote

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

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Pages

**1. WEBEX REMOTE MEETING INFO**

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

**Meeting Time:**

9:00 a.m. PST

**Join by Video:**

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

**Join by Phone:**

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

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

**Meeting Password:** pKzPRrEq424

**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 April 20, 2023 Regular Open Board meeting be adopted with following amendments:

- inclusion of Item 4.3.4 Kaslo and District Community Forest Society;
- removal of Item 4.2.7 Community Sustainable Living Advisory Committee: minutes April 18, 2023; and
- the addition of the addendum

before circulation.

## 2.3 ADOPTION OF THE MINUTES

25 - 46

### RECOMMENDATION:

(ALL VOTE)

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

## 2.4 INTRODUCTIONS

CAO Horn will introduce the following new staff:

- Allison Fletcher - Planning Assistant replacing Mikaela Wheaton;
- Veronica Kinch - Regional Fire Trainer positions through grant funding; and
- Philippe Beaudet - Regional Fire Trainer positions through grant funding.

## 2.5 DELEGATIONS

### 2.5.1 Kootenay Emergency Response Physicians Association (KERPA)

47 - 84

Dr. Nicolas Sparrow

### 2.5.2 Nelson & Area Economic Development Partnership & M'akola

85 - 102

Sandy Mackay, Housing Research & Policy Lead - M'akola  
Development Services

Andrea Wilkey, Executive Director - Community Futures Central  
Kootenay

## 3. BUSINESS ARISING OUT OF THE MINUTES

### 3.1 Bylaw 2832: Sanca Park Commission of Management Repeal

103

**Board Meeting - March 16, 2023**  
**RES 188/23 & 189/23 - Referred to April 20, 2023**

**RECOMMENDATION:**

(ALL VOTE)

1. That the *Sanca Park Commission of Management Repeal Bylaw No. 2832, 2023* be read a FIRST, SECOND and THIRD time by content to repeal *Sanca Park Commission of Management Bylaw No. 364, 2981*.

**RECOMMENDATION:**

(ALL VOTE)

2. That the *Sanca Park Commission of Management Repeal Bylaw No. 2832, 2023* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**3.2 Bylaws 2867 and 2868: Land Use Amendments (Area J - Horkoff)**  
**Board Meeting - March 16, 2023**  
**RES 192/23, 193/23 & 194/23 - Referred to April 20, 2023**

104 - 122

The Board Report dated March 2, 2023 from Nelson Wight, Planning Manager, seeking Board approval for the Land Use amendment bylaws 2867 and 2868 (Horkoff), has been received.

**RECOMMENDATION:**

(ALL VOTE)

1. 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 THIRD reading by content.

**RECOMMENDATION:**

(ALL VOTE)

2. 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 THIRD reading by content.

**RECOMMENDATION:**

(ALL VOTE)

3. That the consideration of adoption BE WITHHELD for *Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022* and *Zoning Amendment Bylaw No. 2868, 2022* until the following item has been obtained:

1. Approval from the Ministry of Transportation pursuant to Section 52(3)(a) of the *Transportation Act* (Controlled Access).

4. COMMITTEES & COMMISSIONS

4.1 FOR INFORMATION

- 4.1.1 Area I Advisory Planning and Heritage Commission: minutes March 6, 2023 123 - 124
- 4.1.2 Area J Advisory Planning and Heritage Commission: minutes March 6, 2023 125 - 127  
Staff received the recommendation regarding the Development Variance Permit.
- 4.1.3 Sunshine Bay Regional Park Commission: minutes March 9, 2023 128 - 131
- 4.1.4 Area D Advisory Planning and Heritage Commission: minutes March 21, 2023 132 - 134
- 4.1.5 Rosebery Parklands and Trails Commission: minutes March 21, 2023 135 - 137  
Staff received the recommendation regarding the Rosebery Parklands park boundaries.
- 4.1.6 Nelson, Salmo, E, F and G Regional Parks Commission: minutes April 4, 2023 138 - 140
- 4.1.7 Arrow Creek Water Commission: minutes April 11, 2023 141 - 144  
Staff has received the recommendation to refer the Arrow Creek Water Commission Bylaw 2871, 2023 to the next commission meeting.

4.2 WITH RECOMMENDATIONS

- 4.2.1 Riondel Commission of Management: minutes March 7, 2023 145 - 151

**RECOMMENDATION:**  
(ALL VOTE)

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

Will Morris (Riondel)

**RECOMMENDATION:**  
(ALL VOTE WGT)

2. That the Riondel Commission of Management support the Board adopt *Riondel Commission Bylaw No. 2759, 2023*.

**4.2.2 All Recreation Committee : minutes March 29, 2023**

152 - 157

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board approve the RDCK entering into a Contract Extension Agreement with PerfectMind Inc. for the period of the February 1, 2023 to January 31, 2028; and further, that the Chair and Corporate Officer be authorized to sign the necessary documents.

**4.2.3 Electoral Area A Recreation Commission No. 9 : minutes April 3, 2023**

158 - 161

**RECOMMENDATION:**

(PO WGT)

That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2023 budget:

Senior Citizens Association, Branch 96 \$520

Crawford Bay & District Hall & Parks Association - Insurance \$5,584

Boswell Memorial Hall \$3,880

Trails for Creston Valley Society (TCVS) \$4,148

South Kootenay Lake Community Service Society – Fitness Centre Liability Insurance \$991

South Kootenay Lake Community Service Society – Riondel Outdoor Pickleball Courts \$901

East Shore Circle of Friends Society \$630

East Shore Trail and Bike Association \$4,503

Riondel Golf Club Society \$975

Crawford Bay & District Hall & Parks Association – Crawford Bay Community Park Benches \$901

The Boswell Historical Society \$901

**4.2.4 Recreation Commission No. 4 – Area K and Village of Nakusp: minutes April 5, 2023**

162 - 164

**RECOMMENDATION:**

(PO WGT)

That the Board approve the payment of the following grant from the Recreation No. 4 – Nakusp and Area K Service No. 228 2023 budget:

Arrow Lakes & District Arts Council Society \$2,000.00

**4.2.5 Water Services Committee: minutes April 5, 2023**

165 - 218

**NOTE: Added Bylaws 2894 and 2895.**

**RECOMMENDATION:**

(ALL VOTE)

1. That the *Regional District of Central Kootenay Water Bylaw No. 2894, 2023* be read the FIRST, SECOND, and THIRD time by content to repeal and replace *Regional District of Central Kootenay Water Bylaw No. 2824, 2022*.

**RECOMMENDATION:**

(ALL VOTE)

2. That the *Regional District of Central Kootenay Water Bylaw No. 2894, 2023* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**RECOMMENDATION:**

(ALL VOTE)

3. That the *Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2895, 2023* be read the FIRST, SECOND, and THIRD time by content to repeal and replace *Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2825, 2022*.

**RECOMMENDATION:**

(ALL VOTE)

4. That the *Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2895, 2023* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**4.2.6 Creston Valley Services Committee: minutes April 6, 2023**

219 - 229

**RECOMMENDATION:**

(ALL VOTE)

1. That the Board direct staff to prepare a draft policy for Board review that requires recipients of financial grant in aid funds to engage with local area directors and/or provide documentation during the budget process, in order to be eligible for funding via taxation in a given year.

**RECOMMENDATION:**

(ALL VOTE)

2. That the Board direct staff to prepare a service case analysis and an amending bylaw for *Creston and Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995* to reduce the scope of the service to Road Rescue only.

**RECOMMENDATION:**

(ALL VOTE)

3. That the Board direct staff to prepare a service case analysis and a service establishment bylaw for the provision of First Responder Services in a defined portion of Electoral Area A.

**RECOMMENDATION:**

(ALL VOTE)

4. That the Board direct staff to include Electoral Area B as an option within the service when reviewing *Regional District of Central Kootenay Nuisance Bylaw No. 2043, 2009*.

**4.2.7 Community Sustainable Living Advisory Committee: minutes April 18, 2023**  
*Item removed.*

**4.2.8 Joint Resource Recovery Committee: minutes April 19, 2023**

230 - 238

**RECOMMENDATION:**

(ALL VOTE WGT)

1. That the Board direct Staff to amend the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in Service S190, Service S187 and Service S186 to \$70/tonne (Bylaw No. 2901); AND FURTHER, that additional revenues created through higher user fees be placed into reserves earmarked for the respective area septage services at year end.

**RECOMMENDATION:**

(ALL VOTE WGT)

2. That the Board direct Staff to bring back further amendments to the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in Service S190, Service S187 and Service S186 to \$90/tonne in 2025 and \$110/tonne in 2027.

**RECOMMENDATION:**

(ALL VOTE)

3. That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No. 2901, 2023 be read a FIRST, SECOND and THIRD time by content.

**RECOMMENDATION:**

(ALL VOTE)

4. That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No 2901, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**4.3 MEMBERSHIP**

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

**RECOMMENDATION:**

(ALL VOTE)

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

Michella Moss

**4.3.2 Board of Variance**

239 - 244

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Board of Variance for a term to end December 31, 2026:

Michael van Wijk  
Gary Wright  
Sheila Hart

**4.3.3 Recreation Commission No. 6 - Area H, New Denver &Silverton (Slocan Lake)**

245 - 246

**RECOMMENDATION:**

(ALL VOTE)

1. That the Board appoint the following individuals to the Recreation Commission No. 6 - Area H, New Denver &Silverton (Slocan Lake) for a term to end December 31, 2024:

Tyler Austin Bradley

**RECOMMENDATION:**

(ALL VOTE)

2. That the recommendations from the Village of Silverton appointing Clarence Denbok as the council representative and Katrina Summlal as the community representative to the Recreation Commission No. 6 - Area H, New Denver & Silverton (Slocan Lake) be ratified.

<b>4.3.4</b>	<b><i>Kaslo and District Community Forest Society</i></b>	<b>247 - 254</b>
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**RECOMMENDATION:**  
**(ALL VOTE)**

That the Board appoint the following individual to the Kaslo and District Community Forest Society Board for a term to end December 31, 2024:

Sarah Sinclair (Area D)

**4.4 DIRECTORS' REPORTS**

<b>4.4.1</b>	<b>Director Jackman: CBRAC, RRC, LGLA</b>	<b>255 - 256</b>
<b>4.4.2</b>	<b>Director Watson:</b>	
<b>4.4.2.1</b>	<b>Director's Report: March Activities</b>	<b>257 - 259</b>
<b>4.4.2.2</b>	<b>Columbia River Treaty</b>	<b>260 - 266</b>
<b>4.4.2.3</b>	<b>Letter of Support: Hamill Creek Timber Homes</b>	<b>267 - 269</b>
<b>4.4.3</b>	<b>Director Newell: Municipal Finance Association</b>	<b>270 - 272</b>
<b>4.4.4</b>	<b>Director Cunningham: Letter of Support - Nelson Rod &amp; Gun Club Range Building Refurbishment</b>	<b>273</b>
<b>4.4.5</b>	<b>Director Popoff:</b>	
<b>4.4.5.1</b>	<b>Regional Connectivity Committee</b>	<b>274</b>
<b>4.4.5.2</b>	<b>Letter of Support: Slocan Lake Golf Club</b>	<b>275 - 276</b>
<b>4.4.6</b>	<b>Director McFaddin: Local Government Leadership Academy</b>	<b>277 - 283</b>
<b>4.4.7</b>	<b>Director Hewat:</b>	
<b>4.4.7.1</b>	<b>Federation of Canadian Municipalities</b>	<b>284 - 290</b>
<b>4.4.7.2</b>	<b>Municipal Asset Management Program</b>	<b>291 - 298</b>



4.4.8	Director McLaren-Caux: Director's Activities	299 - 308
4.4.9	Director Lockwood: Local Government Leadership Academy	309 - 312

**5. CORRESPONDENCE**

5.1	The letter from Carol Andrews, Castlegar Nordic Ski Club requesting a letter of support for their application to the Community Gaming Grant.	313
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**RECOMMENDATION:**  
(ALL VOTE)

That the Board send a letter of support to the Castlegar Nordic Ski Club for their application for the Community Gaming Grant for trail maintenance and upgrades.

**6. COMMUNICATIONS**

6.1	The letter dated March 6, 2023 from UBCM regarding the Provincial Response to 2022 UBCM Resolutions.	314 - 319
6.2	The letter dated March 14, 2023 from International Day Against Homophobia and Transphobia regarding support for International Day Against Homophobia and Transphobia on May 17, 2023.	320
6.3	The letter dated March 16, 2023 from UBCM regarding the Strategic Priorities Fund application for the Arena Renewal and Repair.	321
6.4	The letter dated March 16, 2023 from UBCM regarding Strategic Priorities Fund application for the Implementation Plan: Climate Action Culture in the RDCK.	322
6.5	The letter dated March 16, 2023 from UBCM regarding the Strategic Priorities Fund (SPF) application for Erickson Water System Universal Metering Project.	323
6.6	The letter dated March 16, 2023 from UBCM regarding the Strategic Priorities Fund (SPF) application for the RDCK Water Systems Multi-Year Linear Asset Replacement Project.	324
6.7	The letter dated March 28, 2023 from Wynndel Irrigation District regarding Huggard Creek subdrainage.	325 - 326

**7. ACCOUNTS PAYABLE**

327 - 346

**RECOMMENDATION:**  
(ALL VOTE)

The Accounts Payable Summary for April 20, 2023 in the amount of \$ 1,810,649 be approved.

## 8. BYLAWS

### 8.1 **Bylaw 2769: Regional Fire Service Regulatory Bylaw and Policy Number 700-01-02 Regional Volunteer Fire Department Service Level**

347 - 375

The Board Report dated March 28, 2023 from Tom Dool, Research Analyst, seeking the Board repeal and replace the Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw and adopt the Regional Volunteer Fire Department Service Level Policy, has been received.

**NOTE: Replaced Attachment A and B in the report.**

#### **RECOMMENDATION:**

(ALL VOTE)

1. That *Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023* be read a first, second and third time by content to repeal and replace *Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170*.

#### **RECOMMENDATION:**

(ALL VOTE)

2. That *Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

#### **RECOMMENDATION:**

(ALL VOTE)

3. That the Board adopt Policy Number 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

### 8.2 **Bylaw 2860: Regional District of Central Kootenay Zoning Bylaw (Area J - Tassone)**

376 - 378

#### **RECOMMENDATION:**

(ALL VOTE)

1. That THIRD reading of *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2860, 2022* be RESCINDED.

#### **RECOMMENDATION:**

(ALL VOTE)

2. That the *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2860, 2022* be read a THIRD time, as amended.

**RECOMMENDATION:**

(ALL VOTE)

3. That the *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* is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

**9. NEW BUSINESS**

**9.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY**

**9.1.1 Memorandum Of Understanding: Emergency Support Services Delivery - RDCK & City of Nelson 379 - 384**

The Board Report dated March 21, 2023 from Stephane Coutu, Emergency Program Coordinator, seeking Board approval to enter into an agreement with the City of Nelson regarding the delivery of Emergency Support Services, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board direct staff to enter into a Memorandum of Understanding with the City of Nelson beginning April 20, 2023, regarding the delivery of Emergency Support Services (ESS) and Emergency Operations Centre (EOC) training efforts; and that the Board Chair and the Corporate Officer be authorized to sign the agreement.

**9.1.2 Memorandum Of Understanding: Emergency Support Services Delivery - RDCK & City of Castlegar 385 - 389**

The Board Report dated March 16, 2023 from Stephane Coutu, Emergency Program Coordinator, seeking Board approval to enter into an agreement with the City of Castlegar regarding the delivery of Emergency Support Services, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board direct staff to enter into a Memorandum of Understanding beginning April 20, 2023 with the City of Castlegar regarding the delivery of Emergency Support Service in our region and that the Board Chair and the Corporate Officer be authorized to sign the agreement.

**9.1.3 RDCK Climate Actions: Supporting Momentum in Rural Communities 390 - 423**

The Board Report dated March 24, 2023 from Paris Marshall-Smith, Sustainability Planner, seeking Board approval to refer the RDCK Climate Action Plan to the June 15, 2023 Board meeting, has

been received.

**RECOMMENDATION:**  
(ALL VOTE)

That the Board refer adoption of RDCK Climate Actions to the June 15, 2023 Board meeting to allow for continued engagement through to May 26; AND FURTHER, that Staff are directed to conduct public in-person meetings at the request of Directors (all requests be submitted no later than Friday May 5<sup>th</sup>).

**9.1.4 For Information: Water Sustainability Strategy and Fund Intentions Paper** 424 - 426

The Board Report dated April 10, 2023 from Paris Marshall-Smith, Sustainability Planner, regarding the Water Sustainability and Fund Intentions Paper, has been received.

**9.1.5 For Information: Building Department Fee Review Progress Update** 427 - 433

The Board Report dated March 23, 2023 from Chris Gainham, Building Manager, providing the Board with an information update – progress updating and modernizing building permit fees, has been received.

**9.2 ENVIRONMENTAL SERVICES**

**9.2.1 For Information: Wildsight - 2022/2023 Mid Year Report And Future Funding Discussion** 434 - 440

The Board Report dated April 4, 2023 from Todd Johnston, Environmental Services Coordinator, providing the Board with the Beyond Recycling Mid-Year Report for the 2022/2023 School Year and information regarding the potential for the Beyond Recycling program in the Central Kootenay, has been received for information.

**9.3 FINANCE & ADMINISTRATION**

**9.3.1 2022 Audited Financial Statement** 441 - 471

The 2022 Audited Financial Statements Report from BDO Canada LLP for the year ended December 31, 2022, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board approve the unqualified 2022 Audited Financial Statements as audited by BDO Canada LLP.

**9.3.2 Policy 100-01-20: Permissive Tax Exemption** 472 - 489

The Board Report dated March 8, 2023 from Tom Dool, Research

Analyst, providing the Board with the Regional District Permissive Tax Exemption Policy 100-01-20, has been received.

**RECOMMENDATION:**  
(ALL VOTE)

That the Board adopt Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy, effective immediately.

**9.3.3 License Agreement: Ymir Fire Hall Site** 490 - 507

The Board Report dated March 31, 2023 from Mike Morrison, Manager of Corporate Administration / Corporate Officer, to request approval to enter into a site license agreement with the Columbia Basin Broadband Corporation, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board approve the RDCK enter into a site license agreement with the Columbia Basin Broadband Corporation for the purpose of developing a Point of Presence at the Ymir fire hall for a twenty year period commencing May 1, 2023, and that the Chair and Corporate Officer be authorized to sign the necessary documents

**9.3.4 Lease Agreement: Ootischenia Community Society Playground** 508 - 526

The Board Report dated March 28, 2023 from Mike Morrison, Manager of Corporate Administration / Corporate Officer, to request approval approval to enter into a lease agreement with the Ootischenia Community Society, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board approve the RDCK enter into a lease agreement with the Ootischenia Community Society for the purpose of developing a community park/playground at the Ootischenia fire hall for a ten year period commencing May 1, 2023, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

**9.3.5 Growing Community Funds**

**9.3.5.1 Growing Community Funds Information** 527 - 547

The letter dated March 16, 2023 from Anne Kang, Minister of Municipal Affairs, providing the Board with information on the Growing Communities Funds, has been received for information.

The Board Report dated April 12, 2023 from Yev Malloff,

General Manager of Finance, IT and Economic Development, seeking Board approval to produce a prioritized list of projects eligible for Growing Communities Funds, has been received.

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to produce a prioritized list of projects eligible for Growing Communities Funds, including criteria to be used, for consideration by the Board at future board meetings.

**9.3.5.2 Contract Award: Asset Management Planning and Implementation**

548 - 552

The Board Report dated April 5, 2023 from AJ Evenson, Senior Project Manager, Board award the contract for Asset Management Planning and Implementation, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board award the contract for Asset Management Planning and Implementation to Roth IAMS Ltd; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$99,345.00 plus GST; AND FURTHER, that the Board direct staff to fund the Asset Management Planning and Implementation project from the Growing Community Fund allocated to the RDCK.

**9.3.6 Strategic Planning Workshop**

***NOTE: Added the service to the recommendation.***

**RECOMMENDATION:**

(ALL VOTE)

That the Board approve Directors' stipend and expenses for the 2023 Strategic Planning workshop held April 13 & 14, 2023 **and that the funds be paid from General Administration Service S100.**

**9.4 FIRE SERVICES**

**9.4.1 Ymir Fire Department Water Tender Replacement**

553 - 563

The Board Report dated April 11, 2023 from Tristan Fehst, Regional Deputy Fire Chief, seeking Board approval to purchase of a used water Tender for replacing the current Tender for the Ymir Fire Department, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board direct staff to proceed with the purchase of a used 2012 Danko Freightliner Commercial Water Tender from Rocky Mountain Phoenix for the purchase price of \$376,320 including PST and GST, for the Ymir Fire Department with total expenditures not to exceed \$375,000 excluding GST with proceeds coming from S136 Fire Protection Area G (Ymir).

**9.5 GRANTS**

**9.5.1 Discretionary**

**9.5.1.1 Discretionary Grant Funds**

564 - 582

**RECOMMENDATION:**

(ALL VOTE)

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

**AREA A**

Friends of Kootenay Lake Stewardship Society	2023 Kootenay Lake Summit	\$1,500
East Shore Kootenay Lake Community Health Society	East Shore Kootenay Lake Health Fair	\$800
Community Futures Central Kootenay	Kootenay Cannabis Council 2023	\$1,500
KRSS Parent Prom Committee	2023 KRSS Grade 12 Prom	\$500

**AREA B**

Columbia Brewery Dash for Trash	Dash for Trash	\$1,000
KRSS Parent Prom Committee	2023 KRSS Grade 12 Prom	\$500
Creston Valley Minor Hockey Association	U18 Creston Bruins Represent Kootenays in Hockey Provincials	\$500

**AREA C**

KRSS Parent Prom Committee	2023 KRSS Grade 12 Prom	\$500
Columbia Brewery Dash for Trash	Dash for Trash	\$1,000

**AREA E**

Nelson Reflections Artistic Swimming	Travel Grant	\$250
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**AREA F**

Nelson Reflections Artistic Swimming	Travel Grant	\$750
Nelson Minor Hockey Association	U15 Rep Provincial Hockey Championships	\$1,500

**AREA G**

Salmo and District Healthcare Auxiliary Society	Renovation of Shoe Display	\$800
Community Futures Central Kootenay	Kootenay Cannabis Council 2023	\$2,500

**AREA H**

Slocan Valley Outriders Association	Adiva Murphy Clinic	\$500
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**AREA I**

Glade Recreation Commission	Glade Easter Event	\$500
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**AREA J**

Robson Community Memorial Church Society #S3052	RCMC Cemetery Marker Grading 2023	\$7,500
Nelson Minor Hockey Association	U15 Rep Provincial Hockey Championships	\$250
Robson Fire Department Social Club	Social Club Incentive	\$4,000

**9.5.1.2 Discretionary Grant: RES 215/23**

**RECOMMENDATION:**

(ALL VOTE)

That Resolution 215/23, being the allocation of Discretionary Grant funds, be amended by changing:

Village of Slocan \$10,000

to being the allocation of Community Development Grant funds to

Village of Slocan \$10,000.

**9.5.2 Community Development**



**RECOMMENDATION:**

(ALL VOTE)

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

**AREA A**

East Shore Kootenay Lake Community Health Society	East Shore Health Needs Environmental Scan	\$5,000
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**AREA D**

Lardeau Valley Community Club	Community Grub Hub	\$750
Kaslo Logger Sports	2023 Kaslo Logger Sports Show	\$500

**AREA E**

Nelson Public Library	Public Library Services for Area E residents	\$16,000
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**AREA F**

Nelson and District Museum, Archives, Art Gallery and Historical Society	Nelson Museum Archives & Collection yearly funding (Area F)	\$2,500
Kootenay Climbing Association	Schematic Design - Cube Climbing Gym 2.0	\$2,000

**AREA H**

Silvery Slocan Historical Society	Red Mountain Road Activist Project	\$2,500
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**AREA I**

Castlegar and District Chamber of Commerce	Castlegar and District Business Retention and Expansion Data Collection and Implementation Project	\$2,500
Community Futures Central Kootenay	Kootenay Cannabis Council 2023	\$2,500

**AREA J**

Castlegar and District Chamber of Commerce	Castlegar and District Business Retention and	\$2,500
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	Expansion Data Collection and Implementation Project	
Kootenay Gallery of Art, History and Science	Soup for the Cultured Soul	\$2,250
<b>Deer Park Recreation Society</b>	<b>operating expenses for firehall and equipment</b>	<b>\$20,000 ADDED</b>
<b><u>VILLAGE OF NAKUSP</u></b>		
The Nakusp and District Chamber of Commerce (Nakusp Visitor Centre)	Fund Raising	\$5,000

**9.5.2.2 Community Development: RES 216/23**

**RECOMMENDATION:**

(ALL VOTE)

That Resolution 216/23, being the allocation of Community Development funds, be amended by changing:

**Area J**

Renata and Deer Park Communication Society \$6,165.15

to

**Area J**

Deer Park and Area Communications Society \$6,165.15.

**9.6 CHAIR/CAO REPORTS**

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

**10. RURAL AFFAIRS COMMITTEE**

596 - 695

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.3**

**Building Bylaw Contravention - Rosychuk**

**Electoral Area H**

1. That the Board take no further action to file a Notice on Title relating to land at relating to land at 2830 Highway 6, Electoral Area H, currently owned by Derek & Emily Rosychuk, legally described as LOT A, PLAN NEP13300, DISTRICT LOT 7523, KOOTENAY LAND DISTRICT.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.4**

**Building Bylaw Contravention - Vosburgh**

## **Electoral Area H**

2. That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the Community Charter by the Regional District Board relating to land at 005-808-090 Highway 6, Electoral Area H, legally described as LOT 1 PLAN NEP13431 DISTRICT LOT 8127 KOOTENAY LAND DISTRICT & DL 8506, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

### **RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.6**

**Building Bylaw Contravention - D Bar D Riding Stables Ltd.**

**Electoral Area J**

3. That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the Community Charter by the Regional District Board relating to land at 749 Waterloo Road, Electoral Area J, legally described as LOT K, PLAN NEP90327, DISTRICT LOT 4598, KOOTENAY LAND DISTRICT, FOR MHR #36290 SEE 709-07285.057, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

### **RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.7**

**Development Variance Permit**

**Electoral Area J**

4. That the Board APPROVE the issuance of Development Variance Permit V2212J to Simon Andrew Laurie and Chanon Louise Eva Laurie for the property located at 715 Waterloo Road and legally described as LOT B DISTRICT LOT 4598 KOOTENAY DISTRICT PLAN NEP90327 (PID: 028-138-503) to vary Section 605 (1) of RDCK Zoning Bylaw No. 1675, 2004 in order to permit a minimum setback from the southern interior lot line of 1.5 metres whereas the bylaw requires a minimum setback from the southern interior lot line of 2.5 metres.

### **RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.9**

**Industry Canada Referral - Rogers Communications**

**Electoral Area K**

5. That the Board direct staff to respond to Rogers Communications Inc. as

described in the Rural Affairs Committee Report "INDUSTRY CANADA REFERRAL: ROGERS COMMUNICATIONS" dated April 5, 2023.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.9**

**Industry Canada Referral - Rogers Communications**

**Electoral Area K**

6. That the Board direct staff to review the fees associated with similar review processes of other local governments and draft amendments to the RDCK Planning Procedures and Fees Bylaw No. 2457, 2015 for the purposes of recovering administrative costs associated with these types of referrals.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.10**

**Repeal and Replace Bylaw: Municipal Ticketing Information Bylaw No. 2423, 2014 & Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 2441, 2015**

**All Electoral Areas**

7. That the Municipal Ticketing Information Bylaw No. 2814, 2023 be read a first, second and third time by content to repeal and replace RDCK Municipal Ticketing Information Bylaw No. 2423, 2014.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.10**

**Repeal and Replace Bylaw: Municipal Ticketing Information Bylaw No. 2423, 2014 & Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 2441, 2015**

**All Electoral Areas**

8. That the RDCK Municipal Ticketing Information Bylaw No. 2814, 2023 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign same.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.10**

**Repeal and Replace Bylaw: Municipal Ticketing Information Bylaw No. 2423, 2014 & Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 2441, 2015**

**All Electoral Areas**

9. That the Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2855, 2023 be read a FIRST, SECOND and THIRD time by content to repeal and replace RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2441, 2015.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 6.10**

**Repeal and Replace Bylaw: Municipal Ticketing Information Bylaw No. 2423, 2014 & Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 2441, 2015**

**All Electoral Areas**

10. That the RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2855, 2023 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign same.

**11. DIRECTORS' MOTIONS**

**11.1 Director Vandenberghe:**

**11.1.1 Bylaw 2710: Chairs, Directors and Alternate Directors Remuneration**

696 - 712

Chairs, Directors and Alternate Directors Remuneration Bylaw No. 2710 and amendments, have been received for information.

The Board Report dated July 30, 2018 from Stuart Horn, Chief Administrative Officer, providing Directors with options regarding the request to staff to review the impact of the removal of the non – taxable portion of director remuneration as per the Income Tax Act, has been received for information.

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to prepare an amendment to *Chairs, Directors and Alternate Directors Remuneration Bylaw 2710, 2021* to include the ability for Rural Directors to claim mileage and other appropriate out of pocket expenses incurred to attend meetings that include but are not limited to meetings with constituents, local community groups, and RDCK meetings not otherwise covered by *Bylaw 2710, 2021*;

AND FURTHER, that staff bring the bylaw back to the Board for review and approval.

**11.1.2 Channel Road request for Fire Protection Area C**

713 - 719

The full petition from Area C residents requesting to extend the boundaries of the Wynndel Fire Protection Local Service Area can be viewed at the RDCK Nelson office during regular business hours.

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to prepare a service case analysis and report back to the Board on the implications of extending Fire Protection in the Electoral Area C to Channel Road under the Wynndel/Lakeview S129 through an amendment to the Wynndel/Lakeview Fire Protection Local Service Area Establishment Bylaw No. 965, 1993.

**11.2 Director Newell: Committee and Commission business proceedings on items not included in the published agenda.**

A motion is no longer required.

**11.3 Director Weatherhead: Dog Control.**

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to prepare a service case analysis and report back to the Board on the implications of establishing a dog control service for the entirety of Electoral Area K.

**12. PUBLIC TIME**

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

**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.

***NOTE: Section 90 (d) was added.***

**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;
- (d) the security of the property of the municipality;**
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and

that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;  
(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**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

The **third** meeting of the Board of the Regional District of Central Kootenay in 2023 was held on Thursday, March 16 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	In-Person
Director H. Cunningham	Electoral Area G	In-Person
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	In-Person
Director T. Weatherhead	Electoral Area K	In-Person
Director M. McFaddin	City of Castlegar	In-Person
Director J. Elford	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 J. Fyke	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director C. Ferguson	Village of Silverton	In-Person
Director J. Lunn	Village of Slocan	In-Person

#### ABSENT DIRECTOR

Director A. DeBoon	Town of Creston
Director L. Casley	Village of New Denver

#### 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. Gainham	Building Manager
J. Southam	Building Development and Special Projects Manager



N. Wight	Planning Manager
P. Marshal Smith	Sustainability Planner
M. Friesen	Financial Analyst
M. Nakonechny	Grants Coordinator
D. Elliott	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).

**Meeting Time:**

9:00 a.m. PST/MST

**Join by Video:**

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

**Join by Phone:**

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

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

**Meeting Password:** pKzPRrEq424

**In-Person Location:**

RDCK Boardroom  
202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Chair Watson recognized the many who came out and supported the drag story time event in Nelson and the importance of inclusion within our communities.

**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:

165/23

That Item 11.4 Director Davidoff: Watershed Security Strategy and Fund Intention Paper be added to the March 16, 2023 Board agenda.

**Carried**

Moved and seconded,  
And Resolved:

166/23

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

- inclusion of Item 4.4.7 Director Watson: 2023 Area D Draft Budget;
- Item 11.4 Director Davidoff: Watershed Security Strategy and Fund Intention Paper; and
- with the addition of the addendum

before circulation.

**Carried**

**2.3 ADOPTION OF THE MINUTES**

**2.3.1 Regular Open Meeting: minutes February 16, 2023**

Moved and seconded,  
And Resolved:

167/23

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

**Carried**

**2.3.2 Special Budget Open Meeting: minutes February 17, 2023**

Director Graham requested to be recorded opposed for Items 3.4, 3.8.2, and 3.8.4 in the February 17, 2023 Special Budget Board meeting minutes.

Moved and seconded,  
And Resolved:

168/23

The minutes from the February 17, 2023 Special Budget Open Board meeting be adopted as amended.

**Carried**

**2.4 INTRODUCTIONS**

CAO Horn introduced Akane Norimatsu - Resource Recovery Technician while Travis Barrington is on parental leave and Micah Nakonechny - Grants Coordinator acting on behalf of Lisa Rein while she is away.

**2.5 DELEGATIONS**

**2.5.1 Young Agrarians/BC Land Matching Program**

Hailey Troock

Hailey Troock provided a presentation to the Board regarding the Young Agrarians/BC Land Matching Program (YA). The YA is the largest educational resource network for new and young ecological farmers in Canada. The program is delivered in Western Canada and offers farmer-to-farmer programming to grow the next generation of farmers.

Ms. Troock indicated that only .7% of the Canadian population are farm operators and the cost of land and production creates significant entry barriers. The YA program supports new farmers to access education, training, land, business mentorship, and resources. She discussed the Grow-A-Farmer Program pillars and the YA's impact in 2022.

Ms. Troock provided details on the BC Land Matching Program and how it provides a pathway to agricultural succession, economic development, and rural revitalization. The program provides personalized, hands-on support connecting farmers with landholders and rental equipment. She spoke of the success stories and future opportunities for farmers to engage in the program.

Ms. Troock discussed the challenges, such as climate change, inflation and rising costs, and limited housing supply on and near farmland that affect the farmers of today.

In conclusion, she identified some of the opportunities for farmers through succession planning, building inventory of quality land and equipment, exploring

new ways to attract new farmers to the region, and the ability to collaborate and network with other farmers.

Hailey Troock answered the Board's questions.

Chair Watson thanked Hailey for her presentation.

### **2.5.2 Federation of Canadian Municipalities (FCM) Update**

Leah Main

RDCK Representative - FCM Board of Directors

The March 2023 FCM Report from Leah Main, has been received for information.

Former Director Leah Main, the RDCK's representative on the Federation of Canadian Municipalities Board of Directors, provided the Board with an overview of FCM and her role.

Leah Main answered the Board's questions.

Chair Watson thanked Leah for her presentation.

## **3. BUSINESS ARISING OUT OF THE MINUTES**

### **3.1 Contribution Agreement: 2023 Regional Invasive Species Strategy Board Meeting - January 19, 2023**

#### **RES 60/23 referred to the March 16, 2023 Board Meeting**

The Board Report dated February 22, 2023 from Paris Marshall-Smith, Sustainability Planner, providing the Board an update regarding the Central Kootenay Invasive Species Society agreement, has been received.

Chair Watson requested Vice Chair Lockwood assume the Chair.

Vice Chair Lockwood assumed the Chair.

Moved and seconded,

And Resolved:

169/23

That the Board direct staff to enter into a Contribution Agreement with Central Kootenay Invasive Species Society for the implementation of Option 1 (\$15,000) and PILOT the Good Neighbour program (\$12,000) of the Regional Invasive Species Strategy for a total not to exceed \$27,000 + GST.

**Defeated**

Vice Chair Lockwood step down from the Chair.

Chair Watson assumed the Chair.

Moved and seconded,

And Resolved:

170/23

That the foregoing motion being:

*That the Board direct staff to enter into a Contribution Agreement with Central Kootenay Invasive Species Society for the implementation of Option 1 (\$15,000) and PILOT the Good Neighbour program (\$12,000) of the Regional Invasive Species Strategy for a total not to exceed \$27,000 + GST;*

be reconsidered.

**Carried**

Moved and seconded,  
**MOTION ONLY**

That the Board direct staff to enter into a Contribution Agreement with Central Kootenay Invasive Species Society for the implementation of Option 1 (\$15,000) and PILOT the Good Neighbour program (\$12,000) of the Regional Invasive Species Strategy for a total not to exceed \$27,000 + GST;

Moved and seconded,  
And Resolved:

171/23 Call for division of the recommendation.

**Carried**

**RECOMMENDATION NO. 1**

Moved and seconded,  
And Resolved:

172/23 That the Board direct staff to enter into a Contribution Agreement with Central Kootenay Invasive Species Society for the implementation of PROGRAM Option 1 of the Regional Invasive Species Strategy for a total not to exceed \$15,000 + GST.

**Carried**

**RECOMMENDATION NO. 2**

Moved and seconded,  
And Resolved:

173/23 That the Board direct staff to enter into a Contribution Agreement with Central Kootenay Invasive Species Society to PILOT the Good Neighbour program of the Regional Invasive Species Strategy for a total not to exceed \$12,000 + GST.

**Defeated**

**RECESSED/  
RECONVENED** The meeting recessed at 10:28 a.m. for a break and reconvened at 10:39 a.m.

**4. COMMITTEES & COMMISSIONS**

**4.1 FOR INFORMATION**

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

**4.1.1 Ymir Commission of Management: minutes February 6, 2023**

**4.1.2 Nelson, Salmo, E, F and G Regional Parks Commission: minutes February 8, 2023**

**4.1.3 South Slokan Commission of Management: minutes February 9, 2023**

Staff received the recommendations regarding the following:

- sending a letter to the Ministry of Transportation - community bulletin board
- transitioning S214 Old School House Service into S231 Area H Recreation South Service

- Phase 1 - demolition of the Old School House
- Develop a communication strategy for Phase 2 Old School House project

**4.1.4 Castlegar and District Recreation Commission (CDRC): minutes February 13, 2023**

Staff received the recommendations regarding the draft 2023 Financial Plan.

Director Davidoff request a correction be made to Item 5.2 in the CDRC February 13, 2023 minutes to include as a notation "Subject to the overall lift in taxation".

**4.1.5 Area I Advisory Planning and Heritage Commission: minutes February 13, 2023**

Staff received the recommendation regarding the Land Use Application.

**4.1.6 Kaslo and Area D Economic Development Commission: minutes February 13, 2023**

Staff received the recommendation supporting the 2023 draft Financial Plan.

Director Hewat request a correction to Item 7.6 the service should be "S109" instead of "S1099".

**4.1.7 Salmo and Area G Recreation Commission No. 7: minutes February 13, 2023**

Staff received the recommendation supporting the 2023 draft Financial Plan.

**4.1.8 Area A Recreation Commission No. 9: minutes February 21, 2023**

Staff received the recommendation supporting the 2023 draft Financial Plan.

**4.1.9 Nelson and District Recreation Commission No. 5: minutes February 22, 2023**

**4.1.10 West Resource Recovery Committee: minutes February 22, 2023**

Staff received the recommendation supporting the 2023 draft Financial Plan.

**4.1.11 Central Resource Recovery Committee: minutes February 23, 2023**

**4.1.12 Slocan and Valley South Regional Parks Recreation Commission No. 8: minutes February 27, 2023**

Staff received the recommendation receiving the 2023 draft Financial Plan.

**4.1.13 Area H, New Denver and Silverton Recreation Commission No. 6: minutes March 1, 2023**

Staff has received the recommendations regarding the Gym Committee.

**4.2 WITH RECOMMENDATIONS**

**4.2.1 Riondel Commission of Management: minutes February 7, 2023**

Staff received recommendations regarding the following:

- grant for Riondel & District Curling Club - went to the February 16, 2023 Board meeting
- installation of two propane heaters in the basement of the Riondel Community Centre

Moved and seconded,

And Resolved:

That the recommendation **BE REFERRED** back to staff:

That the Board approve waiving the room rental fees at the Riondel Community Centre for non-profit group activities that are providing a direct benefit to the community.

**Carried**

**4.2.2 East Resource Recovery Committee: minutes February 27, 2023**

Staff has received the recommendations supporting the 2023 draft Financial Plan and to include the CDCC as the location for East Resource Recovery hybrid meetings.

Moved and seconded,  
And Resolved:

175/23

That the Board direct staff to change the opening hours of the Creston Car Wash recycling depot to be closed on Sundays and revise the operating hours to be 9:00 am-5:00 pm Tuesday to Saturday, year round.

**Carried**

**4.2.3 Area A Economic Development Commission: minutes March 3, 2023**

Moved and seconded,  
And Resolved:

176/23

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

South Kootenay Lake Community Services Society	\$10,000
--	----------

**Carried**

**4.2.4 Creston Valley Services Committee: minutes March 2, 2023**

Moved and seconded,  
And Resolved:

177/23

That the Board provide a letter of support for the funding application to the Destination Development Fund for the Creston Valley-Kootenay Lake Wayfinding Project.

**Carried**

Moved and seconded,  
And Resolved:

178/23

That the Board direct staff to draft a service establishment Bylaw for dog control of dangerous dogs within Electoral Areas A, B and C in accordance with the *Local Government Act* requirements for participating area approval; AND FURTHER, staff investigate how the service will be delivered.

**Carried**

**4.2.5 Castlegar and District Recreation Commission: minute March 7, 2023**

Staff has received the recommendation to update the draft 2023 Financial Plan for Service S222 Arena - Castlegar, Areas I and J and Service S227 Aquatic Centre - Castlegar, Areas I and J.

**4.2.6 Joint Resource Recovery Committee: minute March 15, 2023**

**4.3 MEMBERSHIP**

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

Moved and seconded,  
And Resolved:

179/23 That the Board appoint the following individuals to the Area A Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Adam Tschritter  
Branca Lewandowski

**Carried**

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

Moved and seconded,  
And Resolved:

180/23 That the Board appoint the following individuals to the Area G Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Dave Lang  
Laurie MacDonald  
Che Leblanc  
Tom Nixon  
Tammy Rushforth  
Carla Stephenson  
Bryce Newton

**Carried**

**4.3.3 Slocan Lake Recreation Commission No. 6**

Moved and seconded,  
And Resolved:

181/23 That the Board appoint the following individuals to the Slocan Lake Recreation Commission No. 6 for a term to end December 31, 2024:

Nicolas Graves (Lucerne School)  
Wesley Savill (Alternate - Lucerne School)  
Elvin Padfield (Student Council - Lucerne School)  
Yonah Bahalul (Alternate Student Council - Lucerne School)  
Angela Simpson (Alternate - Area H)

**Carried**

**4.3.4 Central Resource Recovery Committee**

Moved and seconded,  
And Resolved:

182/23 That the recommendation from the City of Nelson appointing Director Keith Page as the representative and Mayor Janice Morrison as the Alternate to the Central Resource Recovery Committee be ratified.

**Carried**

Moved and seconded,  
And Resolved:

183/23 That Item 4.4 Directors' Reports be postponed to before Item 13 In Camera, with Item 5 Correspondence considered at this time.

**Carried**

**5. CORRESPONDENCE**

- 5.1 The letter dated March 6, 2023 from Velvet Kavanagh, Kootenay Cannabis Council, requesting a letter of support for their applications to the Economic Trust of the Southern Interior Innovating and Advancing Key Sector funding stream.**

Moved and seconded,

And Resolved:

184/23

That the Board send a letter of support to the Kootenay Cannabis Council for their application to the Economic Trust of the Southern Interior Innovating and Advancing Key Sector funding stream.

**Carried**

Director Graham and Vandenberg recorded opposed.

- 5.2 The letter dated February 9, 2023 from Montana Burgess, Neighbours United, requesting members of the Board or staff join the renewable energy local government working group.**

**6. COMMUNICATIONS**

- 6.1 The email dated February 15, 2023 from Keira Morgan, Ombudsperson, providing a letter from Jay Chalke outlining ways the Ombudsperson works with and helps local governments in BC.**

- 6.2 The email dated February 28, 2023 from Selkirk Innovates identifying the rise of illicit drug toxicity deaths in the region.**

- 6.3 The email dated March 2, 2023 from Sarah Herring, SPCA, encouraging the RDCK to consider of the organizations actions, policies and bylaws can make communities safer and a more caring place for people and animals.**

**7. ACCOUNTS PAYABLE**

Moved and seconded,

And Resolved:

185/23

The Accounts Payable Summary for February 2023 in the amount of \$2,698,290 be approved.

**Carried**

**8. BYLAWS**

- 8.1 Bylaw 2759: Riondel Commission**

Moved and seconded,

And Resolved:

186/23

That the Riondel Commission Bylaw No. 2759, 2023 be read a FIRST, SECOND and THIRD time by content to repeal and replace Riondel Commission of Management Bylaw No. 607, 1986.

**Carried**

Moved and seconded,

And Resolved:

187/23

That the Riondel Commission Bylaw No. 2759, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**



**8.2 Bylaw 2832: Sanca Park Commission of Management Repeal**

Moved and seconded,  
And Resolved:

188/23

That the recommendation **BE REFERRED** to the April 20, 2023 Board meeting:

That the Sanca Park Commission of Management Repeal Bylaw No. 2832, 2023 be read a FIRST, SECOND and THIRD time by content to repeal Sanca Park Commission of Management Bylaw No. 364, 2981.

**Carried**

Moved and seconded,  
And Resolved:

189/23

That the recommendation **BE REFERRED** to the April 20, 2023 Board meeting:

That the Sanca Park Commission of Management Repeal Bylaw No. 2832, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**8.3 Bylaws 2859 and 2860: Land Use Amendments (Tassone)**

Moved and seconded,  
And Resolved:

190/23

That the 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 is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,  
And Resolved:

191/23

That the 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 is hereby ADOPTED and that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**8.4 Bylaws 2867 and 2868: Land Use Amendments (Horkoff)**

Moved and seconded,  
And Resolved:

192/23

That the recommendation **BE REFERRED** to the April 20, 2023 Board meeting:

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 THIRD reading by content.

**Carried**

Moved and seconded,  
And Resolved:

193/23 That the recommendation **BE REFERRED** to the April 20, 2023 Board meeting:

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 THIRD reading by content.

**Carried**

Moved and seconded,  
And Resolved:

194/23 That the recommendation **BE REFERRED** to the April 20, 2023 Board meeting:

That the consideration of adoption BE WITHHELD for Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022 and Zoning Amendment Bylaw No. 2868, 2022 until the following item has been obtained:

a. Approval from the Ministry of Transportation pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

**Carried**

**8.5 Bylaw 2896: RDCK Resource Recovery Facilities Regulatory Amendment**

Moved and seconded,  
And Resolved:

195/23 That the Regional District of Central Kootenay Resource Recovery Facilities Regulatory Amendment Bylaw No. 2896, 2023 be read a FIRST, SECOND and THIRD time by content.

**Carried**

Moved and seconded,  
And Resolved:

196/23 That the Regional District of Central Kootenay Resource Recovery Facilities Regulatory Amendment Bylaw No. 2896, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**8.6 Bylaw 2897: Financial Plan 2023 - 2027**

Chair Watson and CAO Horn recognized the Finance team and all their hard work.

Moved and seconded,  
And Resolved:

197/23 That the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 2897, 2023 be read a FIRST and SECOND time by content.

**Carried**

Moved and seconded,  
And Resolved:

198/23 That the 2023 requisition for Discretionary Grants Area C Service S263 be changed to \$0 and that the grants expense be adjusted to \$94,353.

**Carried**

Moved and seconded,  
And Resolved:

199/23 That the 2023 requisition for Discretionary Grants Area D Service S264 be changed to \$0 and that the grants expense be adjusted to \$2,047.

**Carried**

Moved and seconded,  
And Resolved:

200/23 That the 2023 requisition for TV Society-New Denver, Silverton and Area H Service S219 be changed to \$25,000 and that the grants expense be adjusted to \$23,821.

**Carried**

Moved and seconded,  
And Resolved:

201/23 That the 2023 Financial Plan for Tarrys/Pass Creek Fire Service S137 be amended to reduce requisition by \$50,000 and reduce contribution to reserves by \$50,000.

**Carried**

Moved and seconded,  
And Resolved:

202/23 That the 2023 through 2027 requisitions for Museum-Salmo & Area G Service S192 be changed to \$28,506 and that the grants expense be adjusted to the following:

2023	\$27,234;
2024	\$26,788;
2025	\$26,757;
2026	\$26,726; and
2027	\$26,693.

**Carried**

Moved and seconded,  
And Resolved:

203/23 That the 2023 requisition for General Administration Service S100 be reduced by \$12,000 and that Grants expense be reduced by \$12,000 for the removal of the CKISS Good Neighbour program from the Financial Plan.

**Carried**

Moved and seconded,  
And Resolved:

204/23 That the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 2897, 2023 be read a THIRD as amended.

**Carried**

Director Davidoff recorded opposed.

Moved and seconded,  
And Resolved:

205/23

That the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 2897, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Director Davidoff recorded opposed.

**ORDER OF AGENDA  
CHANGED**

The Order of Business was changed to address public time, with Item 12 Public Time considered at the time.

**12. 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 9 New Business was considered at this time.

**9. NEW BUSINESS**

**9.1 COMMUNITY SERVICES**

**9.1.1 Contract Award: Riondel Community Centre Roof Modifications**

The Board Report dated March 7, 2023 from AJ Evenson, Senior Project Manager, seeking Board approval to award the contract for the Riondel Community Centre Roof modifications, has been received.

Moved and seconded,  
And Resolved:

206/23

That the Board award the contract for the Riondel Community Centre Roof Modifications to Heritage Roofing and Sheet Metal Ltd; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$253,780.00 plus GST;

AND FURTHER, that the cost be included in the 2023 Financial Plan for S209 Recreation Facility - Defined Area A – Riondel.

**Carried**

**9.2 DEVELOPMENT AND COMMUNITY SUSTAINABILITY**

**9.2.1 Funding Agreement: Columbia Basin Trust (CBT): Charge Up Grant**

The Board Report dated February 8, 2023 from Shari Imada, Senior Energy Specialist, seeking Board approval to enter into a Funding Agreement with CBT for the CBT Basin Charge-Up grant, has been received.

Moved and seconded,  
And Resolved:

207/23

That the Board authorize the Chair and Corporate Officer to enter into a funding agreement in the amount of \$142,500 with the Columbia Basin Trust, Basin Charge-Up Program, with the RDCK cost allocations included in the 2023 Financial Plan as follows:

- \$30,000 - S224 Recreation Facility – Creston and Areas B, C and Area A (solar array) as per Board resolution 11/23
- \$20,000 – LGCAP (electric vehicle and charger) as per resolution 603/22
- \$18,750 – S100 General Administration (electric vehicle)

AND FURTHER, that the grant revenue be included in the 2023 Financial Plan for A108 Development Services.

**Carried**

**9.2.2 Service Agreement: Emergency Program Coordinator - Nakusp**

The Board Report dated February 22, 2023 from Stephane Coutu, Emergency Program Coordinator, seeking Board approval to enter into a Service Agreement with the Village of Nakusp to provide an Emergency Program Coordinator, has been received.

Moved and seconded,  
And Resolved:

208/23

That the Board approve the RDCK enter into a Emergency Services Agreement for 2023 between the Village of Nakusp and the RDCK to allow the Village of Nakusp staff to fill the role of the Emergency Program Coordinator for Areas H, K, and Nakusp from January 1, 2023 to December 31, 2023 and for a total amount not to exceed \$20,000; AND FURTHER, that these costs be included in the 2023 Financial Plan in Service A101 – Emergency Program.

**Carried**

**9.2.3 For Information: Building Permit Fee Review and Update**

The Board Report dated February 27, 2023 from Chris Gainham, Building Manager, providing the Board with a proposed approach to updating and modernizing building permit fees, has been received for information.

**RECESSED/  
RECONVENED**

The meeting recessed at 12:00 p.m. for lunch and reconvened at 1:00 p.m.

**9.2.4 For Information: Energy Step Code Update**

The Board Report dated February 27, 2023 from Chris Gainham, Building Manager, and Shari Imada, Senior Energy Specialist, providing the Board with an update related to regulatory changes to the BC Energy Step Code, has been received for information.

**9.3 ENVIRONMENTAL SERVICES**

**9.3.1 Service Agreement: 2023 Mosquito Control Program**

The Board Report dated March 3, 2023 from Todd Johnson, Environmental Coordinator, seeking Board approval to enter into an agreement for the Mosquito Control Program in a portion of Area D, has been received.

Moved and seconded,  
And Resolved:

209/23

That the Board approve the RDCK enter into a Services Agreement with Morrow Bio Science Ltd. for providing the Mosquito Control Program service in a Portion of Electoral Area D and the Pineridge community for the period of April 1, 2023 to March 31, 2028, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Service S184 Mosquito Control – Area D not to exceed \$587,199 and Service S185 Mosquito Control – Pineridge not to exceed \$52,720 including 5% contingency and excluding GST.

**Carried**

**9.4 FINANCE & ADMINISTRATION**

**9.4.1 Fibre Optic Licence Agreement: City of Castlegar**

Moved and seconded,  
And Resolved:

210/23

That the Board approve the RDCK enter into a Fibre Optic Licence Agreement with City of Castlegar to use one of the City's fibre optic cables to connect the RDCK Castlegar and District Community Complex to the Columbia Basin Broadband Corporation Network for a three year term starting November 1, 2022, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, be paid from Arena (Castlegar Complex)- Castlegar and Areas I and J S222

**Carried**

Director Davidoff recorded opposed.

**9.4.2 Contribution Agreement: ReDi Grant Program**

Moved and seconded,  
And Resolved:

211/23

That the Board approve the RDCK enter into a Contribution Agreement with Columbia Basin Trust to administer the ReDi Grant Program for the period April 1, 2023 to March 31, 2025, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried****9.4.3 Nasookin Improvement District: Restructure Study Grant**

Moved and seconded,  
And Resolved:

212/23

That the Board agree to administer a grant from the Province of British Columbia on behalf of the Nasookin Improvement District for the Nasookin Improvement District Restructure Study, and that the Board Chair and Corporate Officer be authorized to sign the necessary agreements subject to revising the Terms of Reference to reflect only an administrative role for the RDCK, with staff time provided through General Administration Service S100.

**Carried****9.4.4 Information Technology Core Network Switch Replacement**

The Board Report dated March 8, 2023 from Yev Malloff, General Manager of Finance, IT and Economic Development, seeking Board approval for the procurement of replacement core network switches, has been received.

Moved and seconded,  
And Resolved:

213/23

That the Board award the procurement of Fortinet core network switches and associated equipment to IT Blueprint for the price of \$90,962 plus PST of \$6,367 for a total of \$97,329 (subject to foreign exchange variation) with costs to be paid from General Administration Service S100.

**Carried**

Moved and seconded,  
And Resolved:

214/23

That the board of the Regional District of Central Kootenay authorizes up to \$110,000 be borrowed, under section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of procurement of Fortinet network switches for installation into the RDCK core networking infrastructure; and that the loan be repaid with 5 years, with no rights of renewal.

**Carried**

**9.5 GRANTS**

**9.5.1 Discretionary**

Moved and seconded,  
 And Resolved:

215/23

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

**AREA A**

Friends of Kootenay Lake Stewardship Society	2023 Osprey Nest Monitoring	\$500
Friends of Kootenay Lake Stewardship Society	2023 Kootenay Lake Shoreline Cleanups	\$695.96
Creston Curling Club Masters Division	Provincial Masters Curling	\$500
BC Senior Games Society Zone 7	55+ BC Games	\$250

**AREA B**

School District 8 International Program	GIE Oaxaca 2023	\$600
Iron Maiden Ladies Golf Tournament	Iron Maiden	\$500
Erickson Historical Society	Erickson History Book Project	\$5,000
Creston Curling Club Masters Division	Provincial Masters Curling	\$500
BC Senior Games Society Zone 7	55+ BC Games	\$250

**AREA C**

Iron Maiden Ladies Golf Tournament	Iron Maiden	\$500
Creston Curling Club	Provincial Masters Curling	\$500

**AREA E**

School District 8 International Program	GIE Oaxaca 2023	\$100
Redfish PAC	Spring Break Camp Redfish After-School	\$1,000
Bealby Point Lighting Commission	Street Light Funding	\$400
Okanagan Nation Alliance	Fish in Schools	\$250
Friends of Kootenay Lake Stewardship Society	2023 Kootenay Lake Shoreline Cleanups	\$200
Friends of Kootenay Lake Stewardship Society	2023 Kootenay Lake Summit	\$150

Friends of Kootenay Lake Stewardship Society	Osprey Monitoring	\$100
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**AREA F**

Nelson District Rod & Gun Conservation Society	AED	\$250
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School District 8 International Program	GIE Oaxaca 2023	\$1,000
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**AREA H**

WE Graham Community Service Society	Community Garden Upgrade	\$500
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School District 8 International Program	GIE Oaxaca 2023	\$200
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**AREA I**

Castlegar Snowmobile Association	Parking Lot Cleanup	\$500
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**SLOCAN**

Village of Slocan	Egg Hunt	\$150
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Village of Slocan	Slocan Affordable Housing Project	\$10,000
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**Carried****9.5.2 Community Development**

Moved and seconded,  
And Resolved:

216/23

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

**AREA A**

Bluebell Manor Society	Bluebell Manor Expansion	\$10,000
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**AREA D**

Kaslo South Area Water Supply Society S0047774	KSAWS Feasibility Study – Phase 2	\$10,000
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Village of Kaslo	Kaslo Cemetary	\$5,000
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**AREA F**

Nelson and District Arts Council	NDAC Programming 2023 - ArtWalk/Mural Fest/Bigby PlaceArts Imitative	\$2,500
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Friends of Pulpit Society	Sproule Creek Trail Upgrade	\$2,500
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**AREA J**

Renata and Deer Park Communication Society	Communication Upgrade Renata	\$6,165.15
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**AREA K**

Fauquier Community Club	Children's Recreation Structure	\$9,000
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Fauquier Community Club	Outdoor Court Solar Lighting	\$1,700
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**VILLAGE OF KASLO**



Kootenay Lake Historical Society	SS Moyie Repairs	\$6,500
Village of Kaslo	VOK Municipal	\$5,000

**Carried**

**9.6 CHAIR/CAO REPORTS**

CAO Horn had no items to discuss.

Chair Watson had the opportunity to be on a panel with CAO Horn during the LGLA Conference. She indicated there will be a discussion on the old growth forest that her and Director Jackman will be participating in and will share information with the Directors. CAO Horn and she will be attending the Chair/CAO Forum at the end of March.

**10. RURAL AFFAIRS COMMITTEE**

Moved and seconded,  
 And Resolved:

217/23 That the Corporate Officer be authorized to remove the Notice on Title relating to 7322 Highway 6, Electoral Area H, currently owned by Kimberley McArthur, property legally described as LOT 2, DISTRICT LOT 7357, KOOTENAY DISTRICT PLAN 797A, EXCEPT PART INCLUDED IN PLAN R252, the RDCK Building Department has confirmed that a building permit has been obtained and the deficiencies associated with the construction have been rectified.

**Carried**

Moved and seconded,  
 And Resolved:

218/23 That the Board take NO FURTHER ACTION to file a Notice on Title relating to land at 1720 Carney Mill Road, Electoral Area Area G, currently owned by Henry and Jaqueline Huser, legally described as LOT 3, DISTRICT LOT 1236, KOOTENAY DISTRICT PLAN 1339.

**Carried**

Moved and seconded,  
 And Resolved:

219/23 That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 3168 Pass Creek Road, Electoral Area H, legally described as LOT 44, PLAN NEP5486, DISTRICT LOT 8773, KOOTENAY LAND DISTRICT EXCEPT PLAN NEP82064, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

Moved and seconded,  
 And Resolved:

220/23 That the Board SUPPORT application A2210B for the purposes of a Non- Farm Use in the ALR proposed by Kootenay Pet Stop for property located at 3211 Highway 3, Electoral Area B and legally described as LOT 3, DISTRICT LOT 812, KOOTENAY DISTRICT PLAN 13008 (PID: 008-932-344).

**Carried**

**11. DIRECTORS' MOTIONS**

**11.1 Director Tierney: Kitchener Fire Protection**

Moved and seconded,  
And Resolved:

221/23

That the Board direct staff to prepare a service case analysis and report back to the Board on the implications of increasing Fire Protection in the Electoral Area B - Kitchener through the Fire Response Contract from the Town of Creston and/or the Yahk Volunteer Fire Department or through other options.

**Carried**

**11.2 Director Ferguson: Federation of Canadian Municipalities Board of Directors**

Moved and seconded,  
And Resolved:

222/23

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;

AND WHEREAS FCM's hybrid Annual Conference and Trade Show will be held May 25 – 28, 2023, during which time the Annual General Meeting will be held, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Board of the Regional District of Central Kootenay (RDCK) endorse Leah Main to stand for election on FCM's Board of Directors for the period starting in June 2023 and ending June 2024; and

BE IT FURTHER RESOLVED that RDCK Board assumes all costs not covered by the UBCM Small Communities reimbursement fund for Leah Main attending FCM's Board of Directors meetings.

**Carried**

**RECESS/  
RECONVENED**

The meeting recessed at 2:32 p.m. for a break and reconvened at 2:41 p.m.

**11.3 Director Hewat: Federation of Canadian Municipalities Board of Directors**

Moved and seconded,  
And Resolved:

223/23

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;  
and

WHEREAS FCM's hybrid Annual Conference and Trade Show will be held May 25 to 28, 2023, during which time the Annual General Meeting will be held, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Board of the Regional District of Central Kootenay (RDCK) endorse Suzan Hewat to stand for election on FCM's Board of Directors for the period starting in May 2023 and ending June 2024; and

BE IT FURTHER RESOLVED Board assumes all costs not covered by the UBCM Small Communities reimbursement fund for Suzan Hewat attending FCM's Board of Directors meetings.

**Carried**

**11.4 Director Davidoff: Watershed Security Strategy and Fund Intention Paper**

Paris Marshall-Smith provided the Board with the approach the RDCK is taking on their response to the Watershed Security Strategy and Fund Intentions Paper.

Chair Watson requested Vice Chair Lockwood assume the Chair while she attended to a matter.

Vice Chair Lockwood assumed the Chair.

Vice Chair step down from the Chair.

Chair Watson assumed the Chair.

Staff request the Board provide comments on the Watershed Security Strategy and Fund Intention Paper by April 10, 2023.

Moved and seconded,  
And Resolved:

224/23

The Board is asked to provide comments related to watershed ecosystem services and health; climate resiliency; watershed governance and the help needed; economic opportunities within watersheds; reconciliation with Indigenous Peoples as it relates to water; and, advancing the UN Declaration of the Rights of Indigenous Peoples.

**Carried**

**Notice of Motion**

Director Newell - How committee and commission business proceeds on items not included in the published agenda.

Moved and seconded,  
And Resolved:

225/23

That Item 4.4 Directors' Reports be considered at this time.

**Carried**

**4.4 DIRECTORS' REPORTS**

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

**4.4.1 Director Jackman: CBRAC**

**4.4.2 Director Tierney**

**4.4.2.1 Director's Report: February 2023 Update**

**4.4.2.2 Letter of Support: Creston Valley Rod and Gun Club - Return of the Kokanee Project**

**4.4.3 Director Watson: CBT Highlights**

**4.4.4 Director Newell: February 2023 Update**

**4.4.5 Director Hanegraaf: Letter of Support - Robson Recreation Society Outdoor Multi-Use Courts**

**4.4.6 Director McLaren-Caux: February 2023 Update/CRT/CKFP**

**4.4.7 Director Watson: 2023 Area D Draft Budget**

**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.

Moved and seconded,  
And Resolved:

226/23

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**Carried**

**13.2 RESOLUTION - RECESS OF OPEN MEETING**

Moved and seconded,  
And Resolved:

227/23

The Open Meeting be recessed at 3:35 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 3:55 p.m.

**Carried**

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

No Items.

**15. ADJOURNMENT**

Moved and seconded,  
And Resolved:

228/23

That the meeting adjourn at 3:55 p.m.

**Carried**

---

Aimee Watson, RDCK Board Chair

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Angela Lund, Deputy Corporate Officer



# KERPA



By Dr. Nic Sparrow MBBS, BSc, CCFP-EM



# Aim of Delegation

- 1) To say “Thank you”
- 2) Present our Community Report 2022
- 3) Present our Geomap Research Findings

What is KERPA ?



We are a Canadian Registered Charity

Support & equip volunteer Emergency  
Response Physicians to attend  
critical 911 calls  
in the Kootenay Region













hereby awards accreditation to

# Kootenay Emergency Response Physicians Association

From July 17, 2021 to July 17, 2024

Presented in recognition for substantial compliance with CAMTS Accreditation Standards in quality care and safety for patients requiring medical transport in the following categories:

<b>Modes of Transport</b>	<b>Patient Types (Care and Transport)</b>	<b>Patient Types (Transport Only)</b>	<b>Levels of Service</b>
<input type="checkbox"/> Fixed Wing	<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Adult	<input type="checkbox"/> Emergency Critical Care
<input type="checkbox"/> Rotorwing	<input checked="" type="checkbox"/> PICU	<input type="checkbox"/> PICU	<input type="checkbox"/> Intensive Critical Care
<input checked="" type="checkbox"/> Surface Critical Care	<input type="checkbox"/> IABP	<input type="checkbox"/> IABP	<input type="checkbox"/> Specialty Care
<input type="checkbox"/> Ground ALS	<input type="checkbox"/> Perinatal	<input type="checkbox"/> Perinatal	<input checked="" type="checkbox"/> Special Operations
<input type="checkbox"/> Ground BLS	<input type="checkbox"/> Neonatal	<input type="checkbox"/> Neonatal	<input type="checkbox"/> ALS (Ground)
<input checked="" type="checkbox"/> Medical Escort	<input type="checkbox"/> ECMO	<input type="checkbox"/> ECMO	<input type="checkbox"/> BLS (Ground)
	<input type="checkbox"/> Inhaled Nitric Oxide (INO)	<input type="checkbox"/> Inhaled Nitric Oxide (INO)	

**The Medical Transport Service is granted this Certificate of Accreditation  
by the authority of  
Commission on Accreditation of Medical Transport Systems**

**An organization with equal representation from each of the following member organizations:**

- |   |  |
|---|--|
| <i>Aerospace Medical Association</i>                  | <i>Emergency Nurses Association</i>  |
| <i>Air Medical Operators Association</i>              | <i>European HEMS and Air Ambulance Committee</i>                                 |
| <i>Air Medical Physicians Association</i>             | <i>International Association of Flight and Critical Care Paramedics</i>          |
| <i>Air &amp; Surface Transport Nurses Association</i> | <i>International Association of Medical Transport Communications Specialists</i> |
| <i>American Academy of Pediatrics</i>                 | <i>National Air Transportation Association</i>                                   |
| <i>American Association of Critical Care Nurses</i>   | <i>National Association of EMS Physicians</i>                                    |
| <i>American Association of Respiratory Care</i>       | <i>National Association of Neonatal Nurses</i>                                   |
| <i>American College of Emergency Physicians</i>       | <i>National Association of State EMS Officials</i>                               |
| <i>American College of Surgeons</i>                   | <i>National EMS Pilots Association</i>   |
| <i>Association of Air Medical Services</i>            | <i>United States Transportation Command</i>                                      |
| <i>Association of Critical Care Transport</i>         |  |

The Commission on Accreditation of Medical Transport Systems is dedicated to improving the quality of patient care and safety of the transport environment for services providing rotorwing, fixed wing and surface transport systems.

*R. Cow*  
Chair

*Kevin Kelly*  
Secretary

*Eileen Fraser*  
Executive Director

# Our Vision

That the most critically ill and injured patients in the Region will have access to the most advanced pre-hospital care possible



1. THANK YOU

# CBT Community Area Grants & RDCK Support

2018	KERPA Vehicle (CBT)	\$13,190.60
2019	LUCAS Device (CBT)	\$10,282.00
2020	Zoll X monitor (CBT)	\$2,599.00
2022	Laryngoscope (CBT)	\$25,455.43
2023	Community Video (RDCK)	\$7,500.00

**TOTAL FUNDING \$59,027.03**





PHYSICIANS ASSOCIATION OF KOOTENAI EMERGENCY RESPONSE

ERP 1



KERPA

www.kerpa.org





## 2. KERPA Report 2022

# Key Metrics

- Regional Program - starting 10<sup>th</sup> Years of Service
- Answered 1000 calls since 2014
- Accompanied >160 patients to hospitals
- Attended 123 primary missions in 2022

# 3. Geomap Research



# Key Recommendations

- Better Data Saves Lives
- Design effective prevention strategies
- Integrate road maintenance resources
- Initiate education programs
- Identify locations for more effective warning signs

# THANK YOU

E-mail: [admin@kerpa.org](mailto:admin@kerpa.org)

Website: [www.kerpa.org](http://www.kerpa.org)

# Regional District of Central Kootenay Motor Vehicle Incident Data

## Exploratory Spatial Data Analysis

Submitted to: Regional District of Central Kootenay

Submitted by: Kootenay Emergency Response Physicians Association



## KERPA

Email: [admin@kerpa.org](mailto:admin@kerpa.org)

Website: [www.kerpa.org](http://www.kerpa.org)

Date: April 2023





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## Land Acknowledgement

We would like to acknowledge the traditional and unceded territory of the Ktunaxa, the Kinbasket (Secwepemc), Syilx, and Sinixt Peoples.

### Introduction

The Kootenay Emergency Response Physicians Association (KERPA) is a Canadian Registered Charity, founded in 2016, with the goal of helping the most critically ill and injured patients in the Central Kootenay Region of the Southern Interior. Since this program started, KERPA has answered close to 1000 immediate to threat 911 emergency calls.

In order to better understand where, how, and why these emergencies are occurring, KERPA accessed various datasets to conduct exploratory spatial data analysis: publicly available data were summarised, and staff worked with the Regional District of Central Kootenay (RDCK) to collect and analyse FDM Motor Vehicle Incident (MVI) data with latitude and longitude coordinates.

***This project is confidential, as the exact location of MVIs is provided, and it may be possible to identify the person(s) involved in a MVI based on this data.***

A Geographic Information System (GIS) was used for obtaining meaningful information and analysis results from these disparate datasets. GIS technology is a fundamental tool for investigating and evaluating the complex spatial relationship among MVIs and their contributing factors. Data gaps exist and these are discussed along with preliminary recommendations for MVI prevention activities.

### Policy Context

This report draws on, and intends to align with the [BC Road Safety Strategy 2025: A Collaborative Framework for Road Safety](#). Based on three pillars and rooted in the vision of realizing zero fatalities and serious injuries on B.C. roads, the framework outlines the network of tools, initiatives, awareness campaigns and enforcement programs that are creating a road safety network in B.C.

### Approach

The purpose of the study is to describe the pattern of MVIs in the Central Kootenay Region in order to guide further interventions. Specifically, we will seek to answer the following research questions:

1. Where are people dying as a result of unintentional injury-related deaths in the Kootenays?
2. Why are people dying as a result of unintentional injury-related deaths in the Kootenays?
3. Are there any factors that could of prevented these deaths in order to delineate potential interventions to reduce mortality in the Kootenays?

Implementing MVI prevention recommendations is expected to reduce the frequency and/or severity of crashes at these locations and provide measurable, actionable, positive outcomes for the RDCK and traveling public.

## Data Sources

This report uses different data sources:

- FDM from RDCK
- BC Road Atlas
- Ministry of Forest, Land, Natural Resources: First Responder locations
- Insurance Corporation of British Columbia (ICBC)
- The 2021 federal census and cartographic boundary files from Statistics Canada
- Road Safety BC statistics
- ArcGIS online map data
- BC Injury Research and Prevention Unit - Injury Data Online Tool (iDOT)
- Best practice research for GIS traffic incident analysis (Canada and International)
- Informal discussions with community stakeholders
- Background documents, reports, local data and analysis, newspaper articles, and other grey literature

Limitations:

- MVIs are not consistently grouped geographically or temporally in publicly-available datasets.
- Some 2021 data are not yet available publicly.

## Methodology

Both primary and secondary sources were accessed, which included federal Census data, ICBC data, FDM data, and various provincial transport related datasets, as well as key stakeholder input. A 5 year timeframe was chosen as the majority of datasets aligned to the period: 2017-2021.

Descriptive statistics were conducted for comparative analysis using SPSS.

ArcGIS software was used to map these data for two primary purposes:

- to provide a visual of MVI locations and selected attributes; and
- to conduct exploratory spatial data analysis (hotspots).

It is important to note that this type of analysis would not be possible without the use of a GIS. There is nothing inherently in common between the FDM dataset and community level road and insurance datasets: they were constructed by different organisations, for different purposes. But because they share the same geography, the datasets can be linked and analysed together.

## Findings

### Open Data: MVI - Injuries and Deaths

Road Safety BC reports that 30,000 crashes on average occurred annually in British Columbia over the last 5 years.<sup>1</sup> These resulted in nearly 300 fatalities per year in the province.

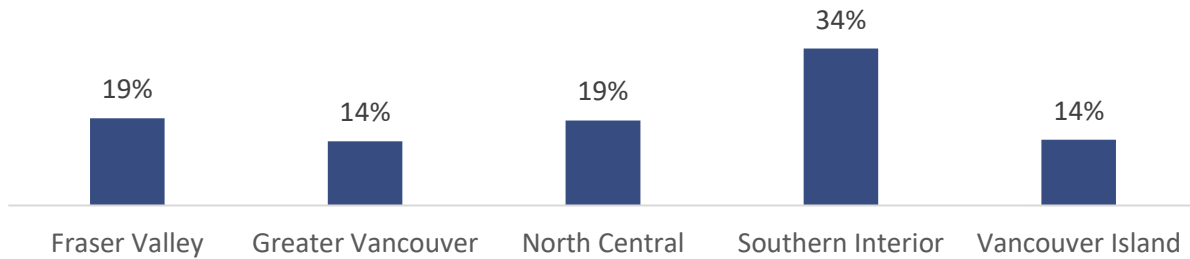
**Between 2017-2021 nearly 1500 lost their lives on BC Roads.**

While not widely publicised, this has an enormous impact on our society and those directly involved. The overwhelming majority of these crashes are preventable.

<sup>1</sup> Road Safety BC (2023) Motor Vehicle Related Fatalities: 10-Year Statistics for British Columbia. Available at [https://www2.gov.bc.ca/assets/gov/driving-and-transportation/driving/roadsafetybc/data/2012-2021\\_motor-vehicle\\_related\\_crashes\\_injuries\\_fatalities\\_10-year\\_statistics\\_for\\_british\\_columbia.pdf](https://www2.gov.bc.ca/assets/gov/driving-and-transportation/driving/roadsafetybc/data/2012-2021_motor-vehicle_related_crashes_injuries_fatalities_10-year_statistics_for_british_columbia.pdf)

BC Injury Research and Prevention Unit provides comprehensive data with their Injury Data Online Tool (iDOT), this is aggregated to the Southern Interior level. Central Kootenay is located in the Southern Interior, and this area experienced the highest percentage of Road-Related Deaths over the last 5 years.<sup>2</sup>

Figure 1: Road-related Deaths by BC Region



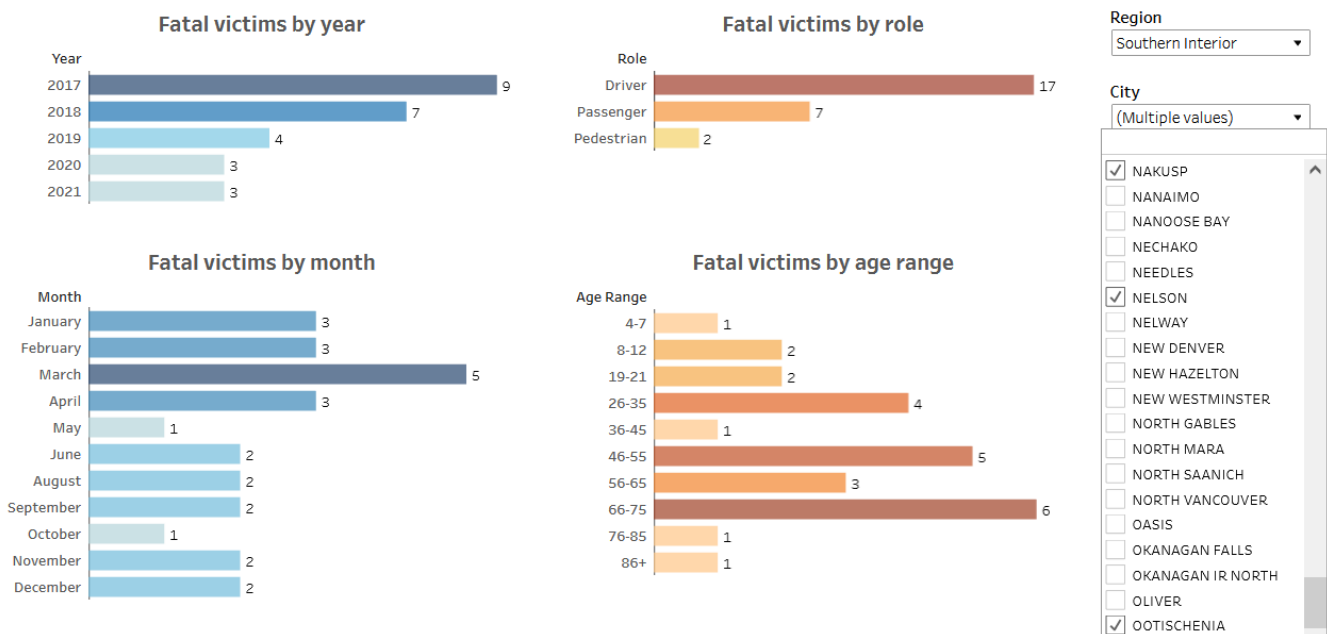
ICBC provides data at the community level. We were able to pull crash and fatal victims data for several population centres within the Central Kootenay administrative boundary.

**1745 casualty crashes and 26 fatalities for the RDCK.**

Designated areas are not included, and crash trends for 2020 and 2021 may be impacted by the Covid-19 pandemic, so this number is likely undercounted.

Fatality data is shown below, 11 places<sup>3</sup> located in RDCK are aggregated and displayed.

Figure 2: ICBC Fatality Data 2017-2021



The top 5 contributing factors distraction, speed, impaired driving, road condition, and driving on the wrong side of the road.<sup>4</sup>

<sup>2</sup> Injury Data Online Tool (iDOT), BC Injury Research and Prevention Unit

<sup>3</sup> Balfour, Castlegar, Crawford Bay, Creston, Genelle, Nakusp, Nelson, Ootischenia, Raspberry, Salmo, Yahk

<sup>4</sup> ICBC, 2021. Fatal Victims by Contributing Factors

## RDCK FDM Data

RDCK provided 18,493 records and MVI data was extracted for this analysis: 4,215 for 2017-2020 to be consistent with open data timeframes. No data was provided for additional field in the database: Type of Incident, Injury Classification, Fatalities, and Vehicle information.

## Spatial Display – Maps

Exploratory Spatial Data Analysis (ESDA) provides a distinct perspective on the number and location of MVIs, a unique lens through which to examine crash patterns within the RDCK specific dataset. MVIs in Central Kootenay can be shown at their locations of occurrence on a map. This allows patterns to be discerned:

**It is clear that not all MVIs  
are distributed evenly across the region.**

Figure 3: FDM MVI Locations

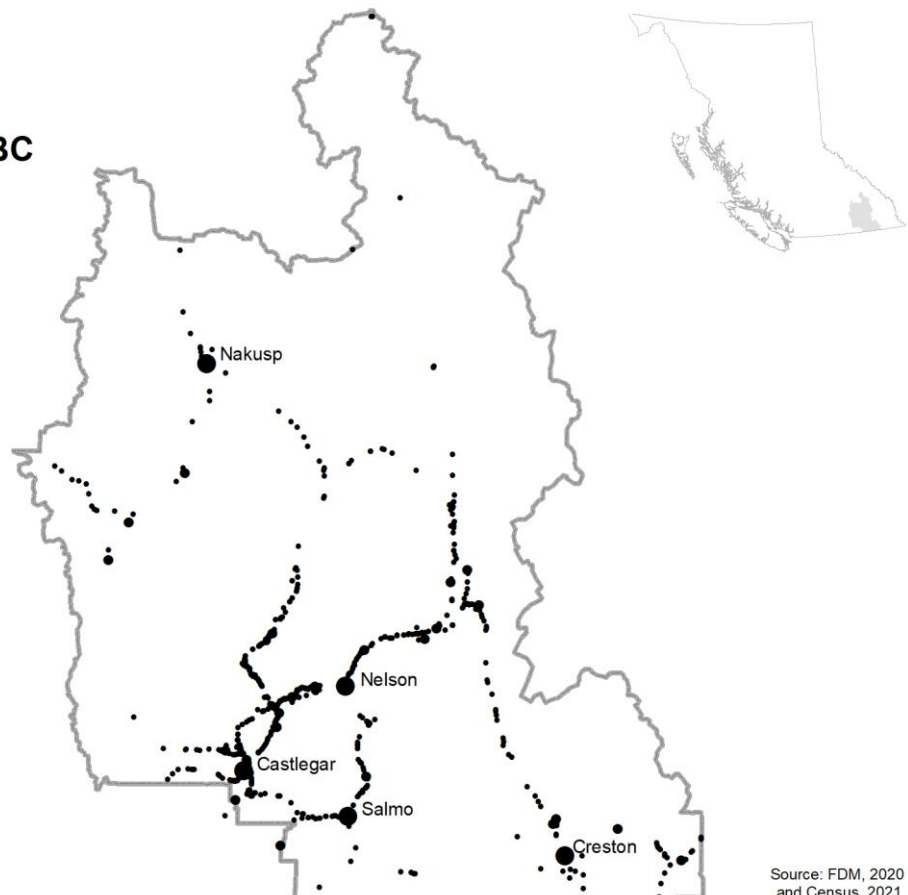
### MVI Location 2017-2020

### Central Kootenay, BC



#### Legend

- FDM Motor Vehicle Incident
- Designated Place
- Population Centre
- ▭ Central Kootenay Census District



Source: FDM, 2020  
and Census, 2021

## Spatial Analysis – MVI Hot Spots

For MVIs, cluster analysis is conducted to find hotspots. Identifying high MVI areas and factors involved with MVIs provide insights when developing best ways to respond.

The Getis-Ord  $G_i^*$  statistic<sup>5</sup> for each MVI location in the dataset is calculated to find where clustering is unusually (statistically significant) intense or sparse. Hot Spot = higher data values than expected (more MVI clusters) and Cold Spot = lower data values than expected (few/no MVI clusters).

Figure 4: Density and Hot Spot Analysis

## MVI Hot Spot Analysis 2017-2020

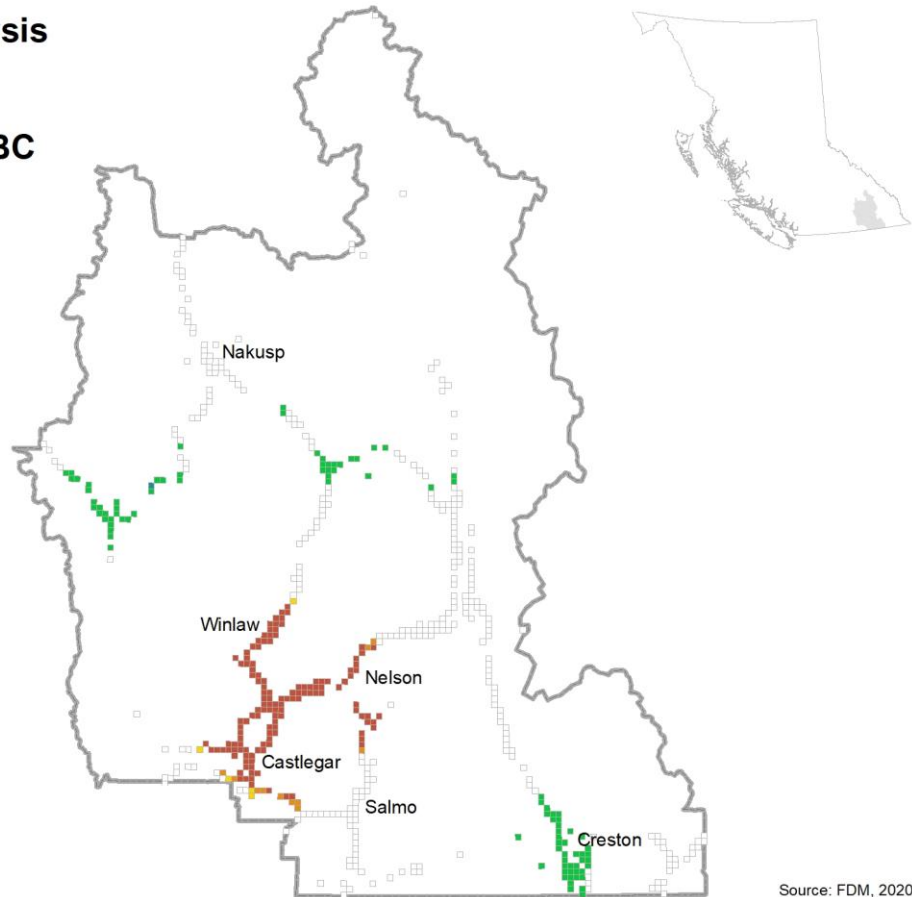
### Central Kootenay, BC



#### Legend

Getis-Ord  $G_i^*$  statistic

Dark Blue	Cold Spot with 99% Confidence
Medium Blue	Cold Spot with 95% Confidence
Light Blue	Cold Spot with 90% Confidence
White	Not Significant
Yellow	Hot Spot with 90% Confidence
Orange	Hot Spot with 95% Confidence
Red	Hot Spot with 99% Confidence



Source: FDM, 2020

All results obtained by statistical methods suffer from the disadvantage that they might have been caused by pure statistical accident. The level of statistical significance is determined by the probability that this is not the case. Figure 4 shows the results of the cluster analysis and the statistically significant groupings of MVIs.

**There is a less than 1% likelihood that the cluster of MVIs between Nelson and Castlegar and within the wider 15km radius surrounding each community is a result of random chance.**

This suggests that other environmental processes / contributing factors may be present here.

<sup>5</sup> Ord, J.K. and Getis., A. (1995). Local Spatial Autocorrelation Statistics: Distributional Issues and an Application. Geographical Analysis 27: 286-306.

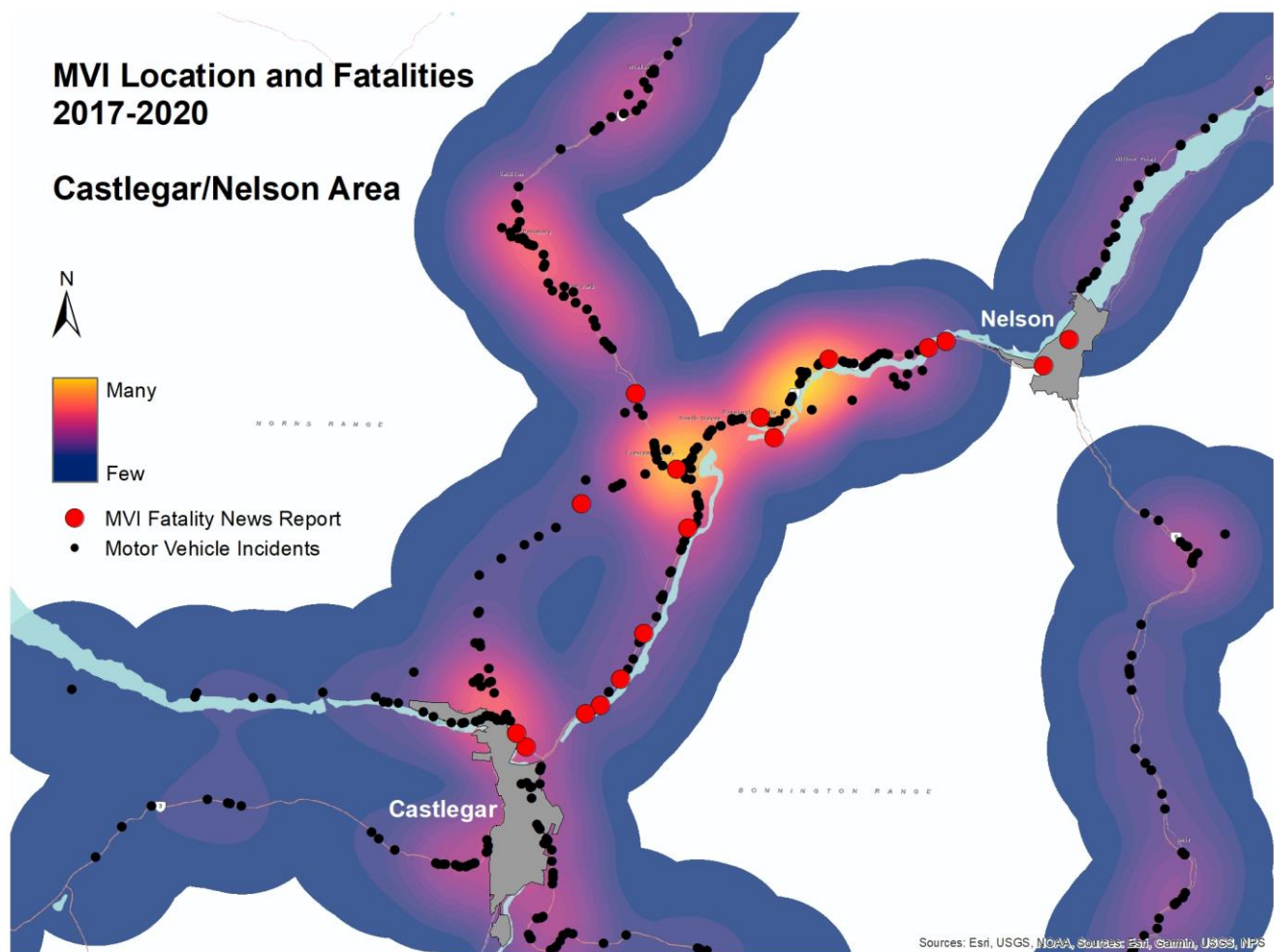
## Deep Dive: Highway 3A Fatalities

The 154 km long Kootenay section of Highway 3A begins at Castlegar, where it leaves Highway 3 and travels 20 km northeast to South Slocan, then east for 22 km to Nelson. This region has been experiencing a very high rate of MVIs, with **57% of crashes occurring in cold months**.

Kernel Density Estimation takes known quantities of MVIs and spreads them across the landscape based on how many occurred at each location and the spatial relationship of the locations of MVIs. A predictive surface is generated. The results show that about 2 sections of Highway 3A can be considered high crash-prone sections: the intersection region of Highway 6 and 3A (encircled by Crescent Valley, Shoreacres and South Slocan); and up through Bonnington Falls, and on to Beasley.

Fatality locations are not provided by both ICBC and FDM, so this data is sourced from newspaper articles 2017-2020 and mapped below. 17 fatalities are displayed for this region and timeframe.

Figure 5: Castlegar to Nelson Fatality Locations



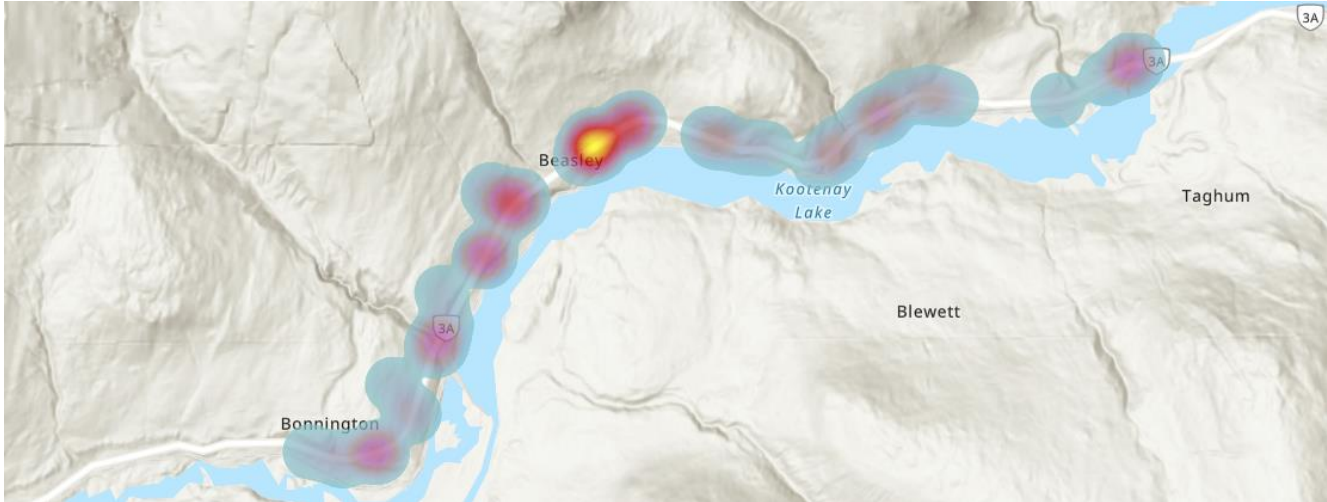
By gaining more complete information about traffic crashes and creating a more complete crash database, unsafe roadways can be identified, problems can be mitigated, and the RDCK can move toward the ultimate goal of zero deaths.



## Black Spot: Beasley to Bonnington Falls

Based on 2017-2020 FDM MVI data and media-reported fatality data, the stretch of road from Beasley to Bonnington Falls has been identified as crash-prone area due to the number of MVIs being significantly higher than expected.

Figure 6: Beasley, BC Area – 5 year MVI Analysis



FDM data for the 10-year and 15-year periods further confirms this. This 5km stretch of Highway 3A should be identified as a Crash Black Spot for the prevention of future MVIs.

Figure 7: Beasley, BC Area – 10 year MVI Analysis

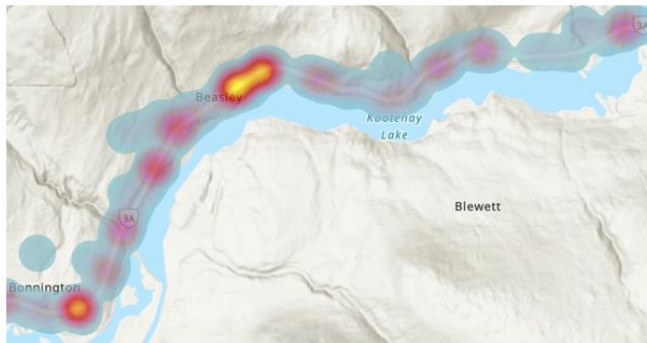
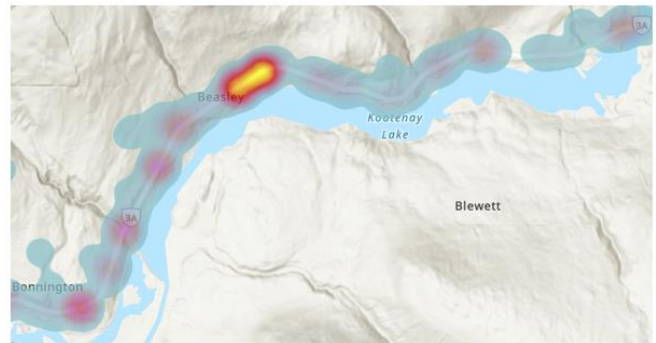


Figure 8: Beasley, BC Area – 15 year MVI Analysis



Additional information provided within the FDM dataset indicates these MVIs are more likely to occur on **Thursday and Friday**, and during commuting hours of **7-9am and 2-4pm**.

## MVI Prediction Models

A Geographically Weighted Negative Binomial Regression Model<sup>6</sup> can be used for the modeling of non-stationary spatial data. With the right type of data collection system the RDCK could accurately show where accidents are happening and record the significant factors and potential causes pertaining to these accidents.

<sup>6</sup> da Silva, A.R., Rodrigues, T.C.V. Geographically Weighted Negative Binomial Regression—incorporating overdispersion. *Stat Comput* **24**, 769–783 (2014).



## Recommendations

Best practice research, quantitative data collection and analysis, and qualitative discussions provide insight for the following recommendations for the Nelson and Castlegar transit corridor:

### 1. Better data saves lives

Data needs to be recorded on factors of interest influencing number of car crash data over time and in specific locations: speed, distraction, length of time traveling, road configuration, and road condition. We need this to be implemented in a systematic approach from the RDCK.

**Not effectively collecting this data is costing lives.  
A more robust data management infrastructure is needed.**

### 2. Design effective prevention strategies

Having a robust data infrastructure will help decision-makers understand the nature, causes, and injury outcomes of crashes. This information provides context for the design of strategies and interventions that will reduce crashes and their consequences. E.g. Vision Zero.

### 3. Integrate road maintenance resources

Road maintenance data surrounding fatal and casualty crashes in the Kootenays provide further insights. Companies providing this service should share reports of activity undertaken 24 hours prior to a crash.

### 4. Initiate education programs

Through education, motorists, cyclists, and pedestrians of all ages can develop their skills learn about traffic laws and about how their behaviour contributes to safety. Implementing an education program that targets each of these is one of the most cost-effective steps taken to improve safety.

### 5. Identify locations for more effective warning signs

Signs require or advise the drivers to take specific actions. These signs must be clean, legible, used correctly, and in good condition to command the respect of a driver, and act as a warning that an area is a Crash Black Spot.

## Acknowledgements

This project was made possible through the contributions of volunteers and staff at both KERPA and RDCK.

# Emergency Response Physician Program – Kootenay Region



## Annual Community Report 2022

Canadian Registered Charity - 769710328 RR 0001  
Special Operation Medical Retrieval Accredited Service #091907

## Aim

The aim of this report is to provide a review of the service provided by Kootenay Emergency Response Physicians Association (KERPA) in the Kootenay Region of British Columbia. This report is intended for Government Agencies, Emergency Service Groups & Community Partners.

## Background

The program began approximately 9 years ago with the key objectives of supporting the Emergency Services and providing on-scene physician support and care to the most critically ill or injured patients in the Kootenay Region. KERPA has had a long-standing collaboration agreement with BCEHS and assists Emergency Services at immediate threat-to-life calls where patients require immediate lifesaving interventions. KERPA dispatches a trained volunteer EMS Physician in a dedicated, non-transporting, rapid response vehicle directly to the scene of life-threatening emergencies. We provide this service for FREE and our physicians volunteer their time. We have a dedicated board of directors who donate their time, and one paid, part-time office staff, who supports our charitable responsibilities. Provincial Medical Services Plan is not billed for the care we provide – we provide this at no cost. We are funded through grants, community sponsorship and public donations.



In 2016 KERPA became a Canadian Registered Charity and, in 2021, we became the first Canadian Physician Ground Based EMS Service to be awarded full Special Operations Medical Retrieval Certification by the Commission on Accreditation of Medical Transport Systems (CAMTS). This accreditation marks the stringent international standards of quality, safety and patient care KERPA has met for the service it provides (Appendix 1).

## Calls Attended

Since May 2014, KERPA has been available to respond to **971 calls**. These are the highest priority calls assigned by BCAS Dispatch.

The level of treatment provided by the ERP has varied from minimal, to critical lifesaving interventions. For some calls we have been on standby – and our assistance has not been required. On a number of occasions, the Emergency Response Physician (ERP), in conjunction with the Emergency Services, has been instrumental in changing the clinical course and outcome of critically ill patients in the Kootenay Region. For example, in 2019 KERPA was dispatched to a young female stabbed multiple times in the city of Nelson. The patient survived and is enjoying life with her family in the Kootenay area.



CBC News · Posted: Sep 23, 2019 7:07 AM PDT – Woman stabbed at least 5 times in apparent random attack in Nelson, B.C

In 2022 KERPA was available to respond to **264** Immediate Threat to Life Calls. This is KERPA’s busiest year to date, supporting the Emergency Services at more calls and helping more patients in the Kootenay Region. Of these calls:

- We were placed on Standby for 84 calls and subsequently stood down
- We were dispatched on 180 and cancelled on 54 (as calls were downgraded or our assistance was not required)
- We attended **123 Primary Missions** where patient contact was made
- At **78** of these calls KERPA medical expertise and or equipment was utilized
- KERPA directly assisted all levels of paramedics in the transport of critical patients to hospitals in the Region.
  - **Transported 11 patients to Kootenay Lake Hospital**
  - **Transported 15 patients Kootenay Boundary Hospital**
  - **Transported 1 patient to Castlegar General Hospital**
  - **Transport 1 patient to Trail Airport**
- KERPA also followed ambulance crews to hospitals (in our response vehicle) on 34 occasions to ensure the safe transport of patients and assist crews in the event of patient deterioration.

**Types of calls KERPA was available to respond to in 2022:**

Traffic Incident - High Velocity Impact/Rollover	<b>41</b>
Traffic Incident – Pinned/Trapped Victim	<b>3</b>
Inaccessible Incident - Entrapment/Avalanche	<b>3</b>
Stab/GSW/Penetrating - Central Wounds Stab	<b>3</b>
Convulsions/Seizures	<b>15</b>
Drowning/Near Drowning	<b>2</b>
Unconscious	<b>50</b>
OD/Poisoning	<b>14</b>
Psychiatric	<b>7</b>
Allergies - Not Alert	<b>3</b>
Falls	<b>8</b>
Trauma - Varied Mechanism	<b>11</b>
Pregnancy - Head Visible/Out	<b>1</b>
Cardiac Arrest	<b>33</b>
CO/Inhalation/HAZMAT/CBRN/Unknown Status	<b>1</b>
Electrocution/Lightening Abnormal Breathing	<b>1</b>
Other Medical Emergencies	<b>50</b>

## **Advanced Diagnostics /Medical /Surgical Interventions in 2022:**

### **HEMORRHAGE CONTROL**

WOUND SUTURING (FACIAL TRAUMA)	<b>1</b>
HEMOSTATICS APPLICATION	<b>1</b>
TOURNIQUET USE	<b>1</b>

### **AIRWAY INTERVENTIONS**

NASO-PHARYNGEAL AIRWAY	<b>1</b>
ENDOTRACHEAL TUBE INSERTION	<b>3</b>

### **BREATHING INTERVENTIONS**

BAG VALVE MASK VENTILATION	<b>7</b>
FINGER THORACOSTOMY (BILATERAL)	<b>2</b>
CHEST SEAL	<b>1</b>
CHEST TUBE / DRAIN INSERTION	<b>1</b>

### **CIRUCLATION INTERVENTIONS**

PERIPHERAL INTRAVENOUS ACCESS PLACEMENT	<b>12</b>
INTRAOSSEOUS ACCESS - TIBIA	<b>7</b>
INTRAOSSEOUS ACCESS - HUMERUS	<b>2</b>
PELVIC SPLINT	<b>3</b>
FEMORAL SPLINTING (SINGLE)	<b>2</b>
IV FLUID RESUSCITATION	<b>8</b>

### **OTHERS INTERVENTIONS**

FRACTURE REDUCTION (ANKLE)	<b>1</b>
DENTAL NERVE BLOCK (INCISOR REATTACHED)	<b>1</b>
FAST US SCAN & TRAUMA	<b>15</b>
CARDIAC US	<b>3</b>
LUCAS 3 DEPLOYMENT	<b>9</b>
ZOLL MONITOR APPLIED	<b>47</b>
12 LEAD EKG PERFORMED	<b>12</b>

### **MEDICATIONS**

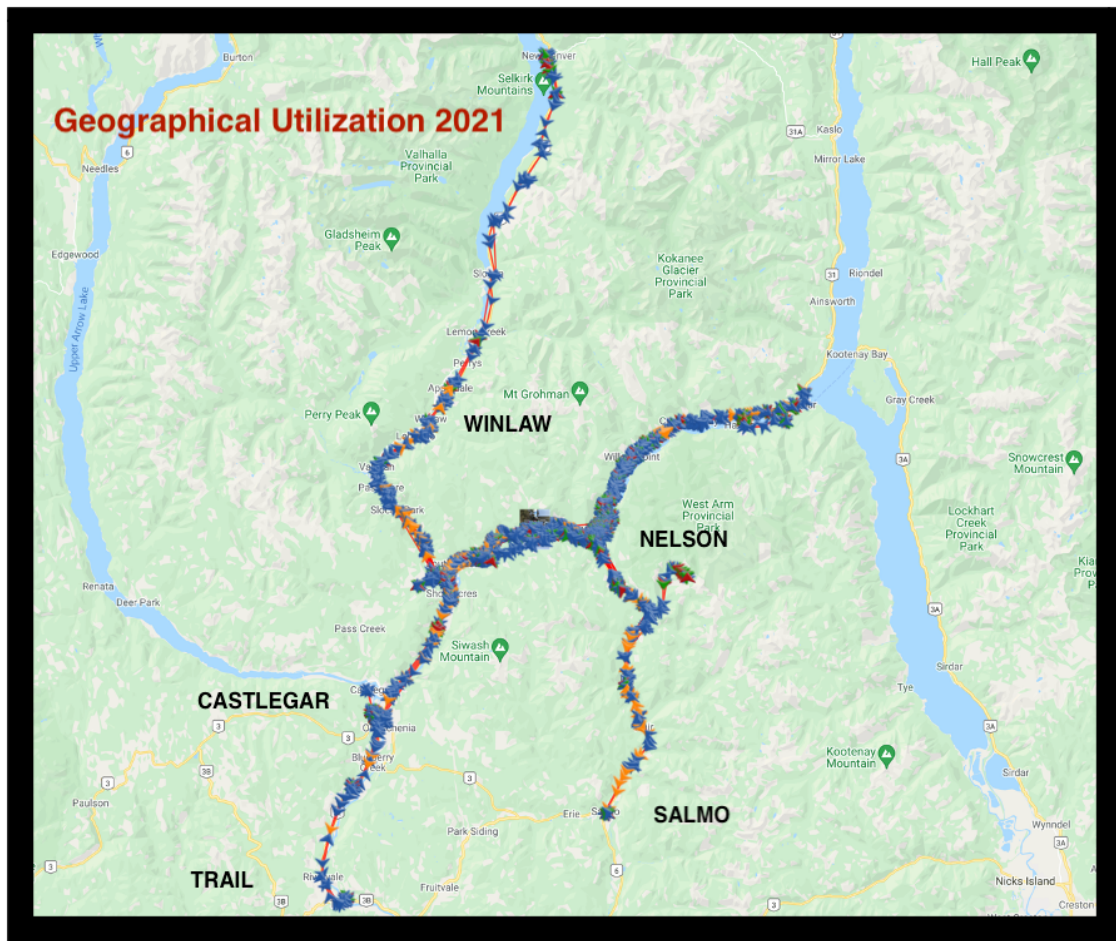
MIDAZOLAM (SEIZURE) / (SEDATION)	<b>5</b>
KETAMINE (ANALGESIA & SEDATION)	<b>5</b>
EPINEPHRINE 1:10,000	<b>11</b>
PUSH DOSE PRESSORS	<b>3</b>
FENTANYL (ANALGESIA)	<b>4</b>
MORPHINE (ANALGESIA)	<b>11</b>
OTHER MEDICAL DRUGS e.g., TXA, ASA, GTN	<b>22</b>



## Response Area

The Maps 1 & 2 below show the geographical locations KERPA has responded to in the past two years. Once we were dispatched to a larger geographic area, early 2022, we have been able to help many more critically ill and injured patients in the Kootenays.

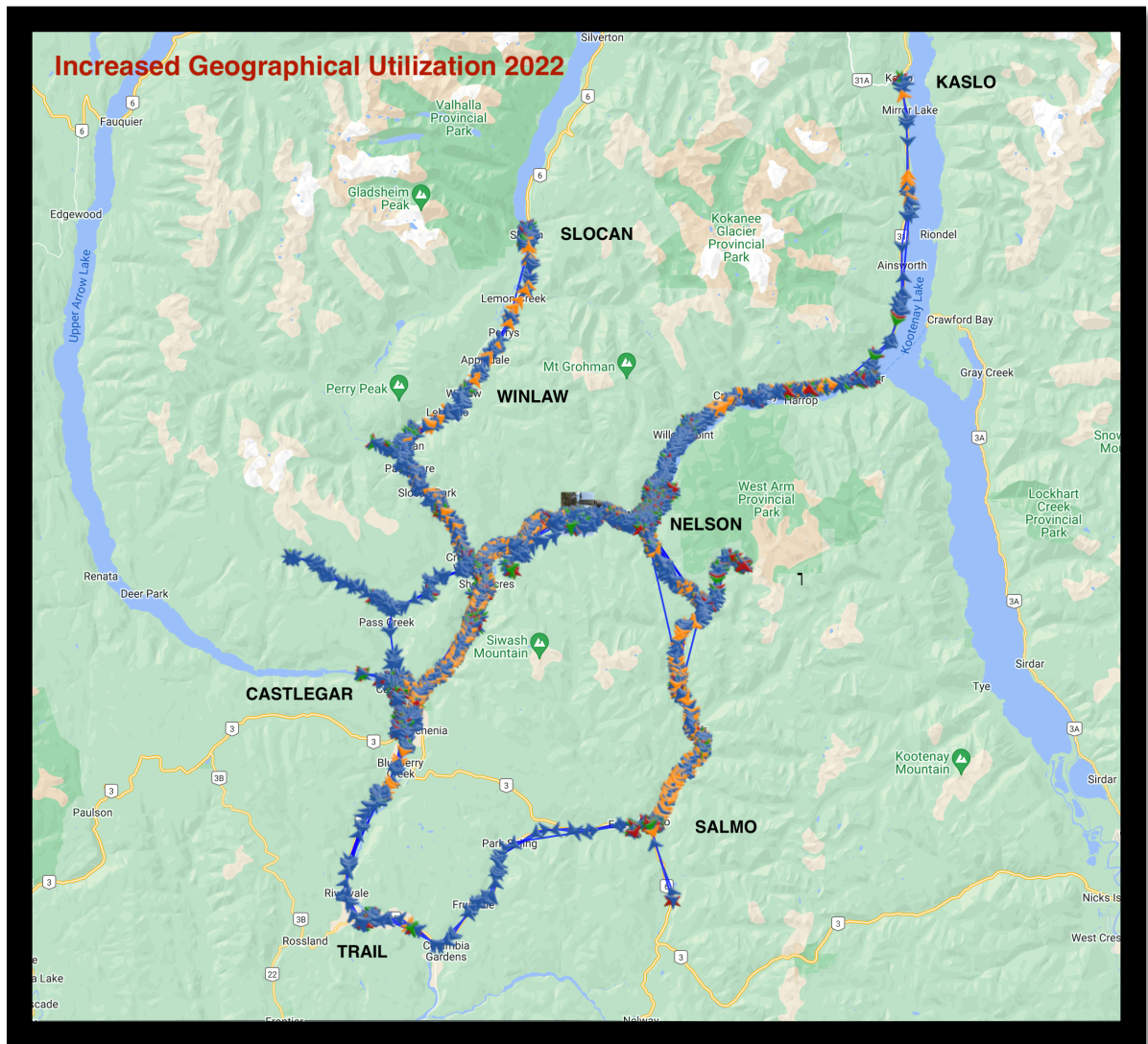
**Map 1** shows the geographically dispatch area for KERPA in 2021



**Satellite Tracked Locations of ERP1 Response Vehicle**



Map 2 shows the increased geographical dispatch area for KERPA in 2022



**Satellite Tracked Locations of ERP1 Response Vehicle**

## Program Developments

A number of improvements have been made to the ERP Program, since it began in May 2014, to enhance its effectiveness in the community.

- **Safety & Quality** - KERPA has a robust Safety and Quality Committee that meets quarterly, overseeing our operations. This has helped facilitate numerous improvements to ensure full Special Operations International Standards are met. We report to the BCEHS Medical Programs twice a year.
- **Physicians** - a second volunteer physician has joined KERPA and has commenced a 1-year training program with KERPA. As part of KERPA's Special Operations Accreditation, we have stringent internal policies pertaining to the qualifications and training requirements of any physician wishing to volunteer with the charity.
- **Scope of Practice** -The scope of medications KERPA provides continues to expand along with critical care and surgical equipment. Our ERPs participate in "Critical Skills Training" quarterly to practice these vital interventions.
- **Additional Response Vehicle** - KERPA has purchased a second emergency response vehicle. We are hoping this will be operational by the Fall of 2023. During the course of the year KERPA was unable to respond to a major incident due to scheduled maintenance on our vehicle. A second response vehicle will enable us to respond in the event of scheduled maintenance or mechanical issues. This vehicle can also be used as an additional resource in the region in the fullness of time.

## Discussion

KERPA has proven to be a valuable service in the Kootenay Region. With over 971 calls answered since 2014, there has undoubtedly been a benefit to patients in our community. In 2022 there were numerous cases where KERPA significantly impacted clinical care, patient outcomes, and family experiences. Out of the 123 primary missions KERPA attended in 2022, 33% of patients were in a severe to critical condition requiring advanced and critical care interventions by the ERP.

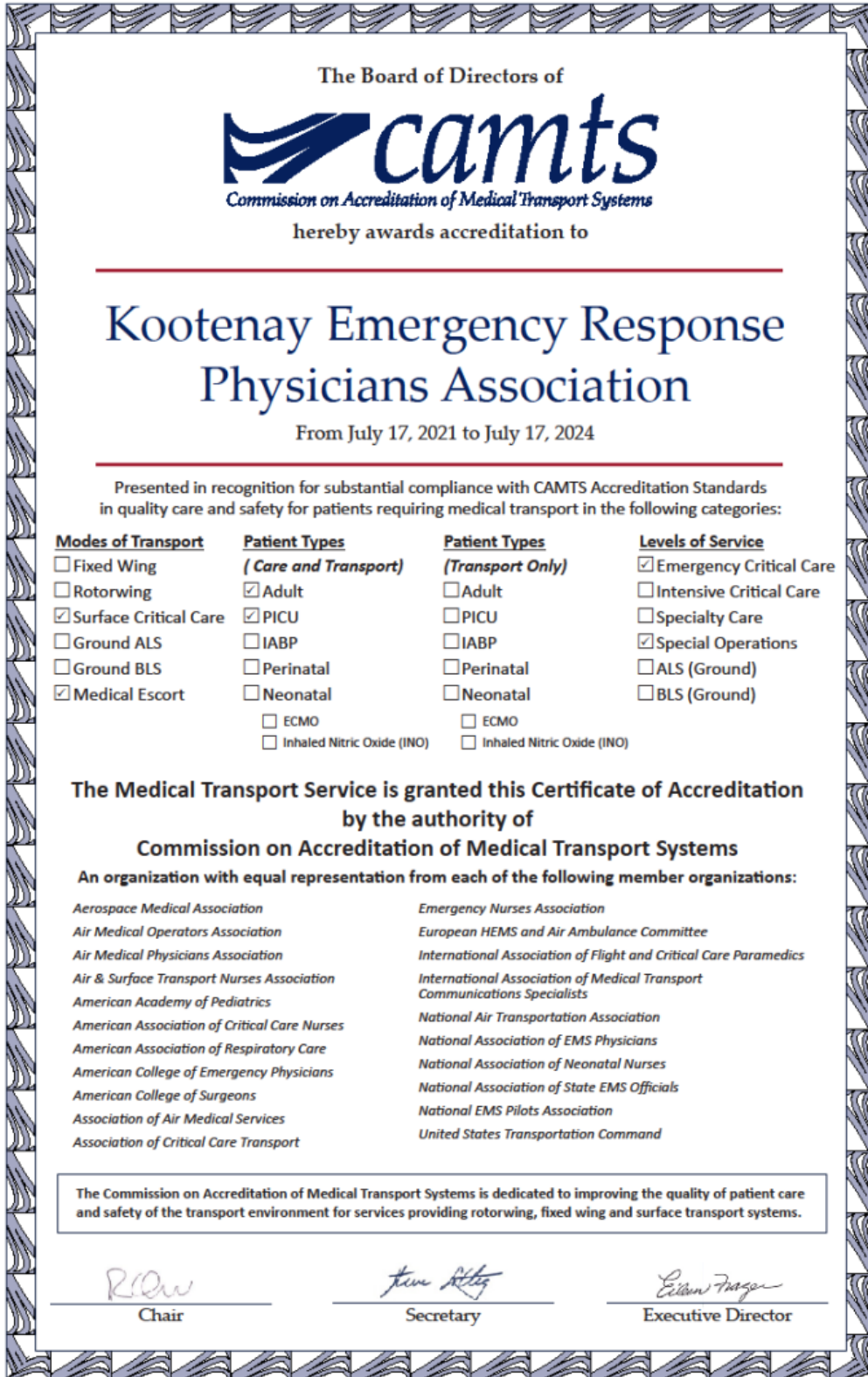
<b>Critical Emergency Care Dispatches (41 patients)</b>	
<b>Number of Patients</b>	<b>Type of Call</b>
11	Cardiac Arrest – Medical
3	Cardiac Arrest - Traumatic
9	Medical Emergencies
18	Trauma Related Dispatches

## **Conclusion**

KERPA has responded to hundreds of calls in the Kootenay Region over the past 9 years. Our service is making a life changing difference for critically ill and injured patients with over 250 direct medical or critical interventions performed for patients since the program began. We have been able to assist the Emergency Services at numerous calls and transported over 160 patients with BC Ambulance Paramedics to local and regional hospitals. We have positively affected both patients and families in the community and helped many paramedic crews at some really difficult calls. Our ERP has also been able to assist other ER physicians on arrival at rural emergency departments.

Although KERPA has not always been fully embraced Provincially, the results speak for themselves. We hope that our service will continue to grow in Provincial support and recognition for the care we provide to patients in the Kootenay Region. At the heart of this volunteer program is a desire to save lives, help critically ill and injured patients and support the Emergency Services.

## **Appendices:**





# GREATER NELSON HOUSING ENTITY STUDY

RDCK Board  
20 April 2023



- Assess the need for a local government supported housing entity.
- Explore strategies and tools to facilitate **non-market, affordable housing** in the Greater Nelson area.
- Specific focus on housing options to meet the needs of moderate-income, working families and individuals, often called **workforce housing**.



- High-level overview of 13 successfully established and new housing authorities, corporations, and non-profits

- **Option A:** Create a New Housing Corporation
- **Option B:** Create a New Non-Profit Society
- **Option C:** Partner with Existing Non-Profit Society
- **Option D:** Expand Formalized Government Support

Matrix Categories:

- Governance & Organizational Structure
- Legal & Tax Implications
- Financial Implications
- Implementation & Roll Out

- Met with local non-profits and businesses/employers

- Findings report with process, considerations, and final recommendations



# FINDINGS

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## **There is a Housing Gap in Greater Nelson**

- Many non-profits already provide housing and housing related services and may choose to pursue more in the future.
- There is a need for significantly more units to support working families and individuals in Greater Nelson.
- Bridging this gap should be the primary focus of any local-government or regionally supported housing entity.

## **Broad Support for a Local-Government Supported Entity**

- Broad support for a local government supported housing entity.
- Employers and businesses support housing for critical workers.
- Housing non-profits would welcome an additional partner but stressed that any new organization should complement and collaborate with existing providers and services to avoid competition for limited resources.

## **Any New Entity Should Be “Made in Greater Nelson”**

- Many examples of local-government supported housing entities, but none perfectly fit the context of Greater Nelson.
- Any new housing entity will need to account for the strong existing non-profit housing ecosystem, geographic context of the region, local government assets, and local expertise.

## **Short to Medium Term: Expand Formalized Government Support**

- Expand the in-house abilities of the City and the RDCK to encourage and promote non-market, affordable housing options
- Expand and strengthen municipal tools to identify and dispose of land specifically for the development of non-market, affordable rental housing (e.g., land disposal plan, servicing planning, growth planning, etc.)
- Expanding formalized government support ensures municipal and Regional District staff have tools and levers to encourage non-market, affordable rental housing developments
- Can be implemented alongside recommendation two. Will support existing non-profits/providers in the interim.



Lakeside Place

## **Expand Formal Support**

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### **Advantages**

- Simpler implementation
- Lower risk potential
- RDCK already implementing through HAP

### **Challenges/Risks**

- Political implications
- Sustainability
- Tax-payer funding

## Long Term: Create a New Housing Entity

- Can take multiple forms: corporation or non-profit most common
- Operate at an arms-length from the City and the RDCK, governed by a Board of Directors, with bylaws determining board composition
- Can act as a developer and operator (Revelstoke, Whistler) or as a land steward/facilitator and partner with an external housing developer to facilitate new builds (Tofino)
- Proposed Financial Mechanisms:
  - Funding commitment from the City of Nelson and the RDCK
  - Funding through BC Housing and CMHC
  - Land contributions



## **New Housing Entity**

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### **Advantages**

- Arms-length independence
- Flexibility
- Expertise
- Transparency
- Focused scope

### **Challenges/Risks**

- RDCK/Nelson Partnership Unique
- Staff recruitment
- Coordination
- Risk
- Duplication of Resources/Expertise
- Competition for Funding

## GOAL:

# Increase the number of non-market, affordable rental units in Greater Nelson.

- **Simple and Direct, Responds to Need**
  - Non-market affordable rental supports the most immediate needs in the HNR.
  - Increasing non-market options is one of the few ways to balance market affordability.
- **Multiple Implementation Options**
  - Should not matter who develops the units, provided they support residents of Greater Nelson.
  - Could mean supporting existing non-profits, the private sector, or developing itself.
- **Flexible**
  - As implementation mechanisms mature and needs and funding programs change, goal can change (e.g. affordable home ownership)



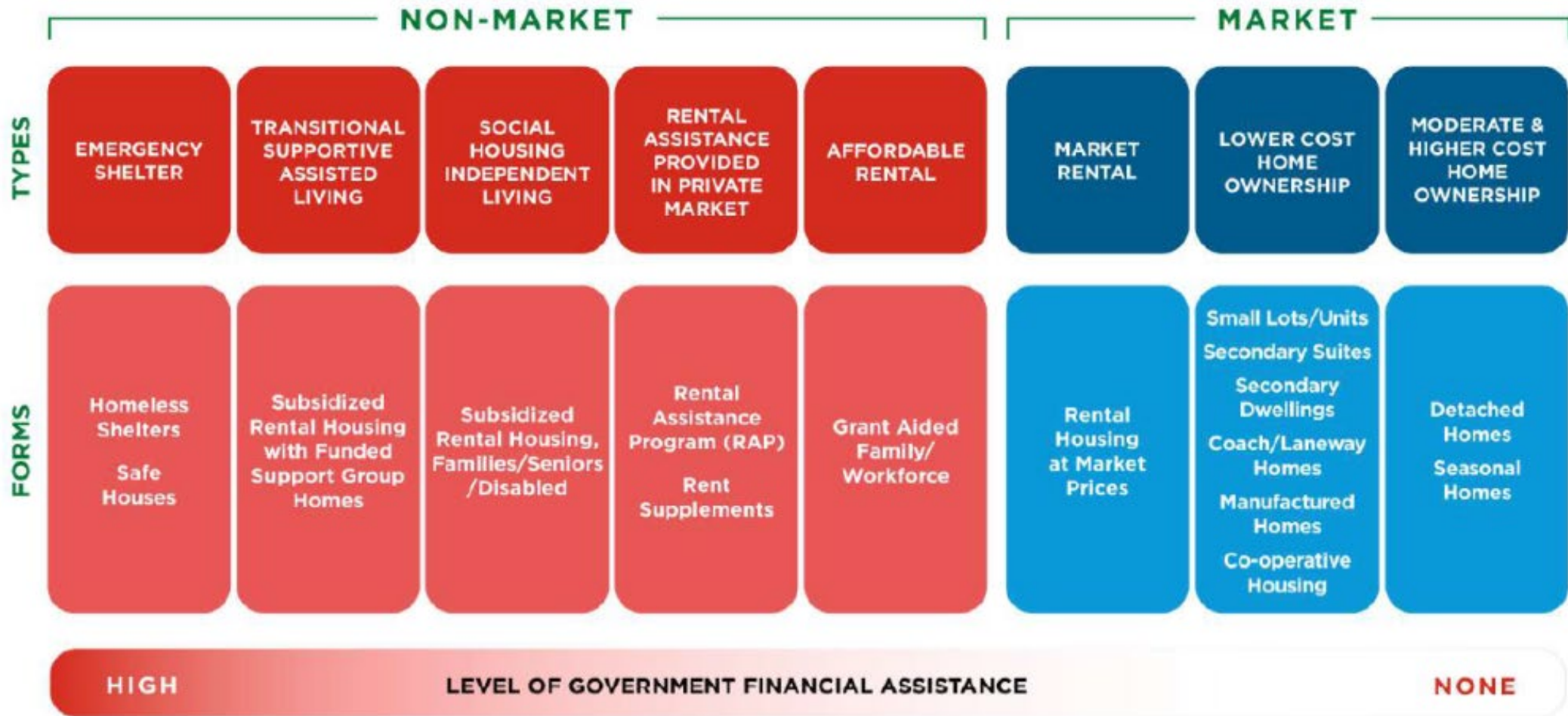
# HOUSING CONTINUUM

## THE HOUSING CONTINUUM



Source: Canada Mortgage and Housing Corporation (CMHC)

# HOUSING CONTINUUM



Source: City of Kimberley

## Market Housing

- Most housing in British Columbia
- Prices/rents set by market factors
- Prices accelerating dramatically – outpacing income growth
- No longer affordable for many residents

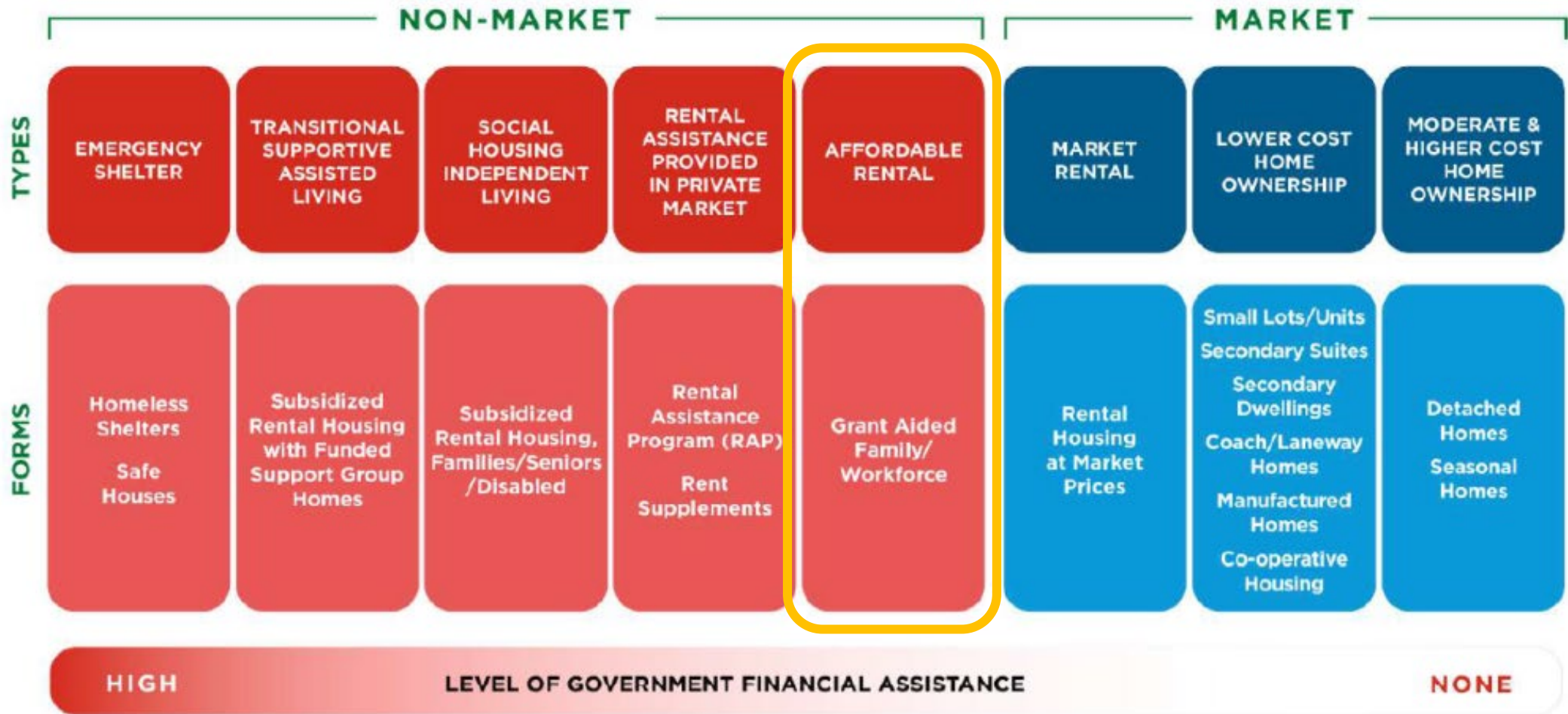




## Non-Market Housing

- Prices/rents removed from market factors
- Secured at affordable rates
- Typically funded by senior government, operated by non-profit or local government
- Increasing stock critical to affordability

# HOUSING CONTINUUM





## **Affordable Housing**

- Can be market or non-market, owned or rented.
- Household spends less than 30% of its pre-tax income on adequate shelter.



## **Non-Market Affordable Rental Housing**

- In most cases, identical to market rental housing - only significant difference is the cost of rent.
- Subsidized through grant and/or operating subsidy by senior government, operated by non-profit or local government entity.

## **Workforce Housing**

- Sub-category of non-market, affordable rental
- Affordable to individuals and families who earn around the median income. Eligibility can be tied to employment status.

## **Further Engagement**

- With non-profit organizations and the NAEDP

## **Council/Board Education and Visioning**

- Dedicated sessions to answer questions, determine key features, and refine vision/mandate

## **Additional Investigation with Staff**

- Legal questions, borrowing implications, unforeseen challenges, etc.

# THANK YOU!

**Sandy Mackay**

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REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2832

A Bylaw to repeal the Sanca Park Commission of Management Bylaw No. 364, 1981.

WHEREAS the Board of Directors of the Regional District of Central Kootenay (RDCK) adopted the Sanca Park Commission of Management Bylaw No. 364, 1981 for the purpose of constructing, operating and maintaining a water supply and distribution system for the community within the Service Area;

AND WHEREAS the Board has adopted a Water Services Committee bylaw as the forum for the consideration of water system issues within the RDCK and has deemed it advisable to dissolve the Sanca Park Commission of Management;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

REPEAL

- 1 "Sanca Park Commission of Management Bylaw No. 364, 1981", and amendments hereto, are hereby repealed.

CITATION

- 2 This Bylaw may be cited as Sanca Park Commission of Management Repeal Bylaw No. 2832, 2023.

READ A FIRST TIME this 16th day of March, 2023.

READ A SECOND TIME this 16th day of March, 2023.

READ A THIRD TIME this 16th day of March, 2023.

ADOPTED this 16th day of March, 2023.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer





# Board Report

**Date of Report:** March 2, 2023  
**Date & Type of Meeting:** March 16, 2023 Board Meeting  
**Author:** Nelson Wight, Planning Manager  
**Subject:** BYLAW AMENDMENT  
**File:** Z2209J - Horkoff  
**Electoral Area/Municipality** J

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present the public hearing minutes for proposed amendments to the Kootenay-Columbia Rivers Official Community Plan (OCP), as well as the zoning bylaw for this area. The subject property is located at 1010 Columbia Road in Electoral Area 'J'.

The land use amendments requested by this application are to facilitate the development of a secondary suite on a property where the Official Community Plan and Zoning Bylaw currently prohibit it due to size limitations of the lot.

Following the Board approval of first and second reading to the amending bylaws in December, 2022, a public hearing was held on January 31, 2023.

Staff recommend that the Board give third reading to amending bylaws, and that final adoption be withheld pending approval by MOTI.

## SECTION 2: BACKGROUND/ANALYSIS

### GENERAL INFORMATION

**Property Owner:** Carlin and Allison Horkoff

**Property Location:** 1010 Columbia Road, Ootischenia Electoral Area 'J'

**Legal Description:** Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191)

**Property Size:** 0.23 hectares

**Current Zoning:** RDCK Zoning Bylaw No. 1675, 2004 Ootischenia Suburban Residential (R1A)

**Current Official Community Plan Designation:** Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 Suburban Residential (SR)

### SURROUNDING LAND USES

**North:** Suburban Residential

**East:** Suburban Residential

**South:** Suburban Residential

**West:** Suburban Residential

## **BACKGROUND AND SITE CONTEXT**

The subject property is located in Ootischenia, which lies to the east of the City of Castlegar and south of the confluence of the Columbia and Kootenay rivers. The subject 0.23 ha parcel is undeveloped, flat and partially treed. The surrounding neighborhood is zoned Ootischenia Suburban Residential (R1A), and characterized by one-family and two-family dwellings on a variety of lot sizes, the majority of which are 0.2 to 1.0 hectare in size. Some lots, such as the subject parcel, remain undeveloped. The Ootischenia Improvement District operates a community water distribution system in the area, and the proposed development would be connected to that system.

Connection to community water enables lot sizes that are smaller than those that are serviced by ground water wells or water licenses (referred to as 'onsite servicing'). When a property in the R1A zone is serviced by community water, one single-family dwelling per 0.2 hectares is permitted. However, 0.4 hectares are required for a two-family dwelling. The subject property is 0.23 hectares in size which enables one, One-Family Dwelling unit. However, there are no restrictions on the size of that dwelling provided it does not exceed the site coverage provision for the zone.

### **Land Use Bylaw Amendments Proposed**

Given the development restrictions with the current OCP and Zoning Bylaws, this application contemplates amendments to those bylaws that would enable development of a one-family dwelling unit with a secondary suite for this property. The specific changes are detailed in the attached draft bylaws (see Attachment A), and for convenience explained below:

#### **1. Amendment to OCP specific to this lot**

Amend land use designation from "Suburban Residential 1" to "Suburban Residential 1 Site Specific"

Amend policy 3.2.2.3

From this:

3.2.2.3 "One dwelling unit shall be permitted per 2000 square metres of site area."

To this:

3.2.2.3 "One dwelling unit shall be permitted per 2000 square metres of site area, except one dwelling unit and one secondary suite shall be permitted on Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191)"

#### **2. Amendment to Zoning Bylaw specific to this lot**

Amend zoning from "Ootischenia Suburban Residential (R1A)" to "Ootischenia Suburban Residential with Secondary Suite (R1As), and add this use to that zone for this lot only.

#### **3. Amendment to Zoning Bylaw generally**

Add definition for "secondary suite":

"SECONDARY SUITE means a self-contained, accessory dwelling unit that provides living accommodation. The secondary suite is located within a one-family dwelling that has its own separate entrance and separate living, sleeping sanitary and kitchen facilities from the one-family dwelling. A secondary suite does not include multi-family dwelling, tourist accommodation or a recreational vehicle."

Add regulation for secondary suites:

A secondary suite is subject to the following additional regulations:



4. The secondary suite shall not exceed 90 square metres gross floor area.
5. The secondary suite shall have its own separate cooking, sleeping, and bathing facilities.
6. The secondary suite shall have direct access to outside without passing through any part of the principal dwelling unit.
7. The secondary suite shall be located within a single detached house.
8. The secondary suite shall not be connected to a single detached house by a breezeway or carport.
9. No more than one secondary suite is permitted per parcel.
10. A secondary suite is not permitted in conjunction with accessory tourist accommodation.
11. One parking space for the secondary suite is required in addition to those required for the principal dwelling.
12. A secondary suite shall meet all requirements of the British Columbia Building Code and amendments thereto.
13. The secondary suite must be serviced by a community water system and written authorization permitting the secondary suite from the service provider is required.





*Figure 1: Subject property from Columbia Road*



*Figure 2: Subject Property facing Columbia Road*





*Figure 3: Property Line between Subject Property and One Family Dwelling to the North*



*Figure 4: Proposed Septic Field Area*



Figure 5: Southwest Corner of Subject Property Facing One Family Dwelling on the South Side

### **Planning Policy**

#### **Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996**

##### Residential Objectives:

- 2.1.2 To consider development proposals in relation to the provision of services.
- 2.1.3 To provide for a choice of housing.
- 2.1.4 To minimize conflicts between housing and other adjacent land uses.
- 2.1.6 To maintain the rural character, environmental integrity, the social and cultural diversity of the Plan Area.
- 2.1.7 To encourage some limited higher density residential development subject to adequate servicing and the maintenance of rural character.

##### 3.2.2 Suburban Residential Policies

- 3.2.2.1 The principal use shall be residential.
- 3.2.2.2 The minimum lot size shall be 2000 square metres.
- 3.2.2.3 One dwelling unit shall be permitted per 2000 square metres of site area.\*
- 3.2.2.4 Shall be serviced by a community water system.

\*Note: this application contemplates amendments to this policy to permit the proposed development, and these changes are noted on page 2 of this report.

#### **Official Community Plan Consultation, RDCK Policy No. 400-02-19**



The purpose of this policy is to establish a consistent process to comply with Local Government Act (LGA) consultation requirements during a minor amendment to an official community plan. A minor amendment to an Official Community Plan is defined as any official community plan amendment application made by the public for a single property or multiple properties functioning as one site. This application meets the definition of a minor amendment to an Official Community Plan.

By limiting the proposed OCP amendment to the subject property (site specific), staff have ensured that the consultation requirements for a minor amendment have been satisfied.

### 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 has been paid pursuant to the Planning Fees and Procedures Bylaw No. 2457, 2015.

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

Section 479.1.c.ii of the Local Government Act directs that a local government may regulate the density of the use of land, buildings and other structures by zoning bylaw.

RDCK Zoning Bylaw No. 1675, 2004 uses site area as a measure of density. Section 801.1 of this bylaw establishes the following density provisions for the R1A zone:

	Community Water Supply Only	On-Site Servicing Only
One-Family Dwelling	0.2 hectares	1.0 hectare
Two-Family Dwelling	0.4 hectares	1.0 hectare

The subject property is 0.23 hectares in size which enables one One-Family Dwelling.

#### 3.3 Environmental Considerations

Site area is a common measure of density in rural areas is because Type 1 septic systems (standard tank and field) consume a large amount of space and have the potential to contaminate ground and surface water sources. Less site area is required where a community water system is in place because it decreases the risk of cross contamination between water and sewage. Ootischenia has a community water system, which is why smaller site areas (and therefore higher density) are enabled in the Ootischenia Suburban Residential (R1A) zone.

The Sewerage System Standard Practice Manual (SPM) - Version 3 - provides specifications required for septic system design in BC (see Table 1). The daily design flow for a one bedroom dwelling unit is 700 litres/day and the daily design flow for a two bedroom dwelling unit is 1000 litres/day. The proposal consists of a two bedroom dwelling plus a one bedroom secondary suite. The Daily Design flow for the proposed building is therefore 1700 litres/day.

When the subject property was created at the time of subdivision, the property was assessed for septic capacity based on a standard 4 bedroom home at 1600 litres per day. The Interior Health Authority (IHA) provided the following comment regarding the proposal:

*'The difference between the estimated amount of sewage that would be produced from the proposed 2 dwelling units is not significant enough compared to the guideline based on one dwelling unit to be concerned with the proposal. Especially when considering the subject lot, according the Authorized Person's report, is relatively flat with good soils for onsite sewerage and no surface water, ground water or steep slopes/cut banks present. As such, we do not have any objections to the proposal.'*

Table 1: Minimum Daily Design Flow (DDF) for Residences per the SMP (v3)

Number of Bedrooms	Maximum Floor Area (m <sup>2</sup> )	DDF Litres/Day
1	140	700
2	240	1000
3	280	1300
4	330	1600
5	420	1900
6	520	2200
Additional bedroom, add		300
Additional 1 m <sup>2</sup>		3

A complete record of IHA comments regarding the proposal, and the amending bylaw, is provided in Section 3.6 – Communication Considerations.

### 3.4 Social Considerations:

#### Regional Housing Needs Assessment and Housing Action Plan

In 2020, the Regional District completed a Housing Needs Assessment to identify current and projected housing needs for eight of its member municipalities (excluding the City of Castlegar) and all of its Electoral Areas.

Key findings of the assessment of particular relevance to this application include the following:

- The population of the RDCK is aging;
- Renter households are increasing and are less able to meet their housing needs than owners;
- Renters and owners are both challenged by the current housing market;
- There is a need for more non-market housing options, supportive, and emergency housing options; and,
- Transportation costs are contributing to energy poverty.
- There is a need for housing across the RDCK that supports the needs of older residents. Specifically, there is a need for more housing that is affordable and accessible for those on a fixed income, particularly within the rental market.
- Seniors responded noting that they would prefer to be located closer to amenities and services, especially as they choose to drive less or are unable to operate a personal vehicle.
- Many of the most desirable units are located in housing markets that are too expensive for many Central Kootenay residents.
- Expanding the availability of smaller, multi-unit housing, connected to services or transit options is vital for meeting the needs of an older population.



In response to the results of the Housing Needs Assessment, the RDCK Board directed staff to undertake five recommended next steps, one of which was to “create a housing action plan”. The Regional District’s Affordable Housing Action Plan (AHAP) is currently underway and is to be completed by spring 2023.

### 3.5 Economic Considerations:

None anticipated.

### 3.6 Communication Considerations:

#### Electoral Area J Advisory Planning and Heritage Commission

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.

#### Ootischenia Improvement District

*The board has no comment.*

#### Provincial Agency Responses

##### Ministry of Transportation and Infrastructure – District Technician

*The ministry has no concerns.*

##### Interior Health Authority – Specialist Environmental Health Officer and Team Leader, Healthy Community Development

*Thank you for the opportunity to provide comments on this Zoning proposal which would allow two dwelling units (2 bedroom and 1 bedroom) within one house on a 0.23 hectare parcel serviced by a community drinking water system and onsite sewerage. We do not have any concerns with this proposal.*

##### **Housing:**

*As indicated in the RDCK Housing Needs Report, there is increasing demand for housing in areas outside of Nelson and Castlegar including Area J. If the proposed dwelling units are intended for long-term housing they could contribute to housing stock in the area. In terms of healthy housing and neighbourhood design, it is beneficial that the subject property is in a cluster of higher density compared to other areas of the region.*

##### **Onsite Servicing:**

*In regards to on-site servicing, a minimum 0.2 hectares is used as a guideline for parcels serviced by onsite sewerage and community water based on the amount of land needed for sustainable onsite sewerage servicing for a typical 4-bedroom home. The subject parcel is 0.23 hectares. The BC Sewerage Systems Standard Practices Manual uses the following quantities for the estimated amount of daily sewage produced:*

bedroom home	1600 L/Day
bedroom + 1-bedroom	1000 L/Day + 700 L/Day = 1700 L/Day

*The difference between the estimated amount of sewage that would be produced from proposed 2 dwelling units is not significant enough compared to the guideline based on one dwelling unit to be concerned with the proposal. Especially when considering the subject lot, according to the Authorized Person's report, is relatively flat with good soils for onsite sewerage and no surface water, ground water or steep slopes/cut banks present. As such, we do not have any objections to the proposal.*

*Separately we have reviewed the revisions to the draft amendments for the applicable Zoning Bylaw and Official Community Plan supporting low density residential development with lot sizes for subdivision and development determined by the requirements of on-lot servicing, and the ability to allow a secondary suite in the Ootischenia Suburban Residential zone if the zone has an "s" notation added as part of the zone identification. While allowing the ability for applicants to consider secondary suites as a permitted use, the proposed revisions strengthen and protect the RDCK's and broader community's interests from a development perspective, while requiring the applicant to prove appropriate servicing, including that it must be serviced by a community water system and written authorization permitting the secondary suite from the service provider is required.*

*From a healthy housing viewpoint, we are also very appreciative of the language within the draft bylaw that secondary suites are intended to support the long term community housing needs versus supporting short-term or vacation rentals.*

#### **Ministry of Forests, Lands, Natural Resource Operations and Rural Development**

*This project should not create significant adverse environmental impacts if the proponent follows section 34 of the Wildlife Act regarding tree removal (see table below) and conducts an inspection for nests prior to tree removal, ideally by a qualified professional. Other recommendations include implementing measures to prevent introduction and/or reduce the spread or establishment of invasive plants on site, and adequately secure wildlife attractants.*

*Further, although not required, it is recommended that tree retention be considered for the southeast portion of the property furthest from Columbia Road. Retaining trees in this area will allow for safe covered movement of wildlife, such as elk, deer, and bears between properties.*

#### **First Nations Responses**

##### **Ktunaxa Nation Council**

*The Ktunaxa Nation Council has no further concerns with this Bylaw Amendment.*

##### **Penticton Indian Band**

*We are in receipt of the above referral. The proposed activity is located within syilx (Okanagan) Nation Territory and the Penticton Indian Band (PIB) Area of Interest. All lands and resources within the vicinity of the proposed project are subject to our unextinguished Aboriginal Title and Rights. The Penticton Indian Band has now had the opportunity to review the proposed project. Our preliminary office review has indicated the proposed project is located within an area of cultural significance and has the potential to impact PIB tmx<sup>w</sup>ulax<sup>w</sup>(lands), siw<sup>+</sup>k<sup>w</sup> (water, the lifeblood of the land) and syilx cultural heritage. Our tmx<sup>w</sup>ulax<sup>w</sup> and siw<sup>+</sup>k<sup>w</sup> is sacred to the syilx nation and it is PIB's responsibility to take care of all lands, waters and living things within the PIB Area of Interest. As the proposed activity has the potential to impact irreplaceable syilx cultural heritage, the PIB is requiring a Cultural Heritage Resource Assessment be undertaken by qualified PIB Cultural Heritage Technicians to determine the nature and extent of any potential impacts. The PIB CHRA process involves in-field pedestrian surveys using either systematic or judgmental site sampling techniques undertaken by qualified PIB Technicians*

*to assess the archaeological, cultural, and environmental resource potential of the study area, and to identify the need for project modifications and/or appropriate scope of further field studies if required. The Penticton Indian Band makes information-based decisions and without a CHRA, we do not have enough information on potential impacts to syilx cultural heritage. Therefore, if our requirements are not fulfilled, we will have no other option but to reject the proposed project.*

A Cultural Heritage Resource Assessment is a written report detailing the results of the assessment of an area that has Indigenous cultural heritage sensitivity. The applicant has been informed of the PIB's request and has been provided with the referral response and contact information. The applicant has also been informed that the property is located in an area with high archaeological potential, and provided with the 'Suggested Archaeology Chance Finds Management Procedure'.

### **3.7 Staffing/Departmental Workplace Considerations:**

Not applicable.

### **3.8 Board Strategic Plan/Priorities Considerations:**

Not applicable.

## **SECTION 4: OPTIONS & PROS / CONS**

### **Planning Discussion**

As noted earlier in this report the RDCK is currently undertaking a Housing Action Plan. One of the anticipated outcomes of that work is to identify policy and regulation changes that could be made to remove unnecessary regulatory barriers to increasing housing supply in areas where it is desirable to do so. Applications like this one highlight the need for change, and we acknowledge that in preparing these amendments we are reacting to those forces, rather than proactively making those desired changes. Given the limited time and scope afforded in processing a land use application, we have not addressed more comprehensive amendments as we might like to do. However, Staff have endeavored to provide a solution for this particular project, while acknowledging that more consultation with the Board and the affected communities is necessary before making broader changes to land use bylaws.

Staff consider this application a good example of the sort of development that should be encouraged. That is, using the land base more effectively, with more modest-sized dwelling units helps achieve the residential objectives of the OCP in (a) providing more housing choice; (b) considering development proposals relative to servicing, and (c) "maintaining rural character, environmental integrity, the social and cultural diversity of the Plan Area".

Staff support this proposal for the following reasons:

- The proposed one-family dwelling with a secondary suite would have essentially the same site coverage and environmental impact as a four bedroom house.
- The Interior Health Authority is supportive of the application from both a housing and an onsite servicing perspective.
- The property is located close to a public transit system (a bus route) that enables transportation into the nearby municipality of Castlegar.
- The applicant seeks to legitimately build a house with a secondary suite rather than illegally adding a secondary suite after the one-family dwelling has been constructed.

## **Public Hearing**

A public hearing was held on January 31, 2023. Members of the public attended as did the applicant, and this is noted on the public hearing minutes attached to this report. Written submissions received are noted in those minutes. There were no verbal submissions made at the public hearing. Some questions regarding water servicing were raised by attendees of the public hearing that neither the applicant nor RDCK staff could answer, other than to say that the Ootischenia Improvement District had already indicated they had no concerns with the proposal.

### **Option 1**

1. 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 THIRD reading by content.
2. 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 THIRD reading by content.
3. That the consideration of adoption BE WITHHELD for Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022 and Zoning Amendment Bylaw No. 2868, 2022 until the following item has been obtained:
  - Approval from the Ministry of Transportation pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

### **Option 2**

1. That no further action be taken with respect to 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 and 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 .

## **SECTION 5: RECOMMENDATIONS**

1. 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 THIRD reading by content.
2. 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 THIRD reading by content.
3. That the consideration of adoption BE WITHHELD for Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022 and Zoning Amendment Bylaw No. 2868, 2022 until the following item has been obtained:

- a. Approval from the Ministry of Transportation pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

Respectfully submitted,  
Nelson Wight, Planning Manager

## CONCURRENCE

General Manager of Community Sustainability and Development – Sangita Sudan  
Chief Administrative Officer – Stuart Horn

Approved

Approved

### ATTACHMENTS:

#### Attachments:

**OCP Amending Bylaw  
Zone Amending Bylaw  
Public Hearing Minutes, January 31, 2023**

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2867

A Bylaw to amend Kootenay Columbia Rivers Official Community Plan Bylaw No. 1157, 1996

WHEREAS it is deemed expedient to amend Kootenay Columbia Rivers Official Community Plan Bylaw No. 1157, 1996, 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 Policy 3.2.2.3 Suburban Residential Policies of Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 be amended by ADDING "except one dwelling unit and one secondary suite shall be permitted on Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191)."
- 2 This Bylaw shall come into force and effect upon its adoption.

CITATION

- 3 This Bylaw may be cited as "Kootenay Columbia Rivers Official Community Plan Amendment Bylaw No. 2867, 2022."

READ A FIRSTTIME this 8th day of December 2022

READ A SECOND TIME this 8th day of December 2022

WHEREAS A PUBLIC HEARING was held this 31st day of January 2023

READ A THIRDTIME this day of

ADOPTED this [Date] day of [Month], 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2868

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A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004.

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WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 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 Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended as follows:

A. Division 5 Interpretation by ADDING the following definition:

SECONDARY SUITE means a self-contained, accessory dwelling unit within a one-family dwelling that has its own separate entrance and provides living accommodation. A secondary suite does not include a multi-family dwelling, tourist accommodation, or a recreational vehicle;

B. Division 6 General Regulations by ADDING the following section:

Secondary Suites

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A secondary suite is subject to the following regulations:

1. No more than one secondary suite is permitted per one family dwelling.
2. A secondary suite shall not exceed 90 square metres gross floor area.
3. A secondary suite shall not be connected to a single detached house by a breezeway or carport.
4. A secondary suite is not permitted in conjunction with accessory tourist accommodation.
5. One parking space for the secondary suite is required in addition to those required for the principal dwelling.

C. Division 8 Ootischenia Suburban Residential (R1A) by ADDING the following permitted use:

Secondary suite on the following parcels only:

Lot 2 District Lot 4598 Kootenay Land District EPP75763 (PID 030-260-191)

**2** This Bylaw shall come into force and effect upon its adoption.

### CITATION

**3** This Bylaw may be cited as “**Regional District of Central Kootenay Zoning Amendment Bylaw No. 2868, 2022.**”

READ A FIRST TIME this 8<sup>th</sup> day of December , 2022.

READ A SECOND TIME this 8<sup>th</sup> day of December , 2022.

WHEREAS A PUBLIC HEARING was held this 31<sup>st</sup> day of January ,2023

READ A THIRD TIME this day of , 202X.

ADOPTED this [Date] day of [Month] , 20XX.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# PUBLIC HEARING MINUTES

## AMENDMENT BYLAW NO. Z2209J

A Public Hearing for Bylaw No. 2867 and 2868, a proposed amendment to Official Community Plan *Bylaw No.1157* and Area J Zoning Bylaw no. 1675, was held on January 31, 2023 at 6:00 p.m. remotely via Webex/in person in Castlegar, BC. The Hearing commenced at 6:00 p.m. There were 12 members of the public in attendance including the applicant.

### **PRESENT**

Henny Hanegraaf	Chair of Public Hearing
Nelson Wight	Planner
Sadie Chezenko	Public Hearing Secretary
Carlin Horkoff	Applicant
R. Gausoal	Guest
Jo Osachoff	Guest
H. Osachoff	Guest
Peter Yofonoff	Guest
Kathy Zaitsoff	Guest
Barry Zaitsoff	Guest
Mark Pelletier	Guest
Rob Horshenin	Guest
Natasha Ala	Guest
Alex Ala	Guest
Sharon Horkoff	Guest

### **CALL TO ORDER**

Director Hanegraaf called the meeting to order at 6:05 p.m.

### **INTRODUCTIONS**

Director Hanegraaf introduced herself and the RDCK staff to the public.

### **OVERVIEW OF PROPOSAL**

Nelson Wight gave an overview of the proposal.

### **PRESENTATION BY APPLICANT**

The applicant made a presentation on the proposal.

**QUESTIONS and ANSWERS**

The public asked questions which were answered by the Chair, Planner and the applicant.

Questions and concerns are summarized as follows:

Q: Is this precedent setting?	A: No, it is a site specific amendment that will only apply to this property. In addition, the applicant noted that this process is not cheap, nor easy to do.
Q: Does this only pertain to one property?	A: Yes, the application would apply to this property only.
Q: Can anyone apply for this?	A: Anyone is allowed to make an application with the Regional District.
Q: It will give people the idea to apply	A: It could.
Q: Is the OID giving them a new connection or is 2 units off one connection?	A: The OID did not have a comment on this file. The applicant has indicated that he will pay for two water connection even though they only need one.
Q: What about water limitations?	A: Water is not distributed equally – some residential, some landscaping. The domestic water use will be for a 3 bedroom house and applicant stated that this will not amount to different usage than a SFD.
Q: How will it be billed? Fortis? OID?	A: Unclear on utilities. OID has made no comment on this application.
Q: How will the site be addressed?	A: Addressing applications can be made through the RDCK. There are various options for this, the site is not compelled to request an address.

**FORMAL SUBMISSIONS FOR OR AGAINST PROPOSED BYLAW No. 2867 and 2868**

Written Formal Submissions received prior to the Public Hearing are attached and form part of these minutes:

Denis & Susan Nursey	We are Susan & Denis Nursey who are residents of Ootischenia and are in opposition to Bylaw 2867 & Bylaw 2868 being amended to permit a secondary dwelling being built on 1010 Columbia Road, Ootischenia Lot 2, District Lot 4598, Kootenay Land District, EPP75763. Due to the small lot size of .23 of an acre, previously and now dwellings are only allowed on 1/2 acre or large lots. As well, we understand that all water connections are at full capacity.
Peter & Marg Yofonoff	Changing the bylaw for lot 1010 would be precedent setting and we are against it. Multi family dwellings would require more water connections which the OID does not have.

	<p>It would be further taxing the OID system and forcing Ootischnia to go on Castlegar's water system.  Building multi family homes on lots less than .5 acre would be precedent setting and we do not want to see it happen here.</p>
<p>Alan &amp; Pat Sheppard</p>	<p>The purpose of Kootenay-Columbia River Official Community Plan Bylaw No. 1157, 1996 is to designate land use of Ootischnia Suburban Residential (R1A).  What is the logic of changing this?  Why do we have bylaws if every time they are inconvenient to a person they are changed? Why is the RDCK reluctant to enforce bylaws that help to ensure that current residents can continue to have a chosen rural lifestyle?  While this case may be "site specific" if past practice with large garages is any indication this bylaw change is the thin end of the wedge. Several large garages have been built and many half acre lots will have multiple dwellings.  Septic Waste Presumably the size restriction on the lot at 1010 Columbia Road is because of the need for a substantial disposal field. Besides Improvement District Wells there are numerous private wells in Ootischnia. Has the problem of well contamination been considered in this case?  Water. It is disappointing that the Ootischnia Improvement District did not object to the potential additional burden of multiple dwellings when it has already publicly stated that there will be no further water connections granted and that further water restrictions may be required this summer.  Traffic. The infilling of lots with residential housing, the location of the Fortis Head Office and depot, and the development of a storage facility/RV storage have all added to the traffic on roads in Ootischnia, especially on Columbia Road. These are in addition to the Highways, weight scale, truck whare house, gravel pits, golf courses, landfill, and logging haul roads. Each additional family adds 2 1/2 vehicles to the traffic load and now this bylaw will add more.</p>

VERBAL and WRITTEN formal submissions received during the Public Hearing:

n/a	
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**ADJOURNMENT OF PUBLIC HEARING**

The hearing was adjourned at 7:16 p.m.

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Henny Hanegraaf, Director  
Electoral Area J

---

Nelson Wight, Planner



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**6:30PM**

**Monday, March 06, 2023**

**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=m23bc6343a6adcbb8946d6d7ad6a05048>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

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

**Meeting Number (access code):** 2772 222 6792

**Meeting Password:** FYjARZqA835

**In-Person Location:** N/A

**COMMISSION MEMBERS**

Commissioner Poznikoff

Electoral Area I, Secretary

Commissioner Ozeroff

Electoral Area I, Vice-Chair

Commissioner Bebelman

Electoral Area I, Chair

**STAFF**

Stephanie Johnson

Planner

**GUESTS**

Andrew Davidoff

Director, Electoral Area I

Lisa Markin

Area I OCP Review Guest

Marcia Strelaeff

Area I OCP Review Guest

Eileen Kooznetsoff

Area I OCP Review Guest

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

**1. CALL TO ORDER**



Chair Bebelman called the meeting to order at 6:33 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 March 06, 2023 Electoral Area I Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The February 13, 2022 Electoral Area I Advisory Planning and Heritage Commission minutes, have been received.

**5. DELEGATE**

**5.1** No delegations

**6. OLD BUSINESS**

**6.1 Official Community Plan Review**

Discussion of upcoming Area I OCP Kitchen Table Sessions, workbooks and discussion guide

- Staff provided an overview of the Area I OCP Review supporting material (i.e. workbook and discussion guide) for the upcoming Kitchen Table Conversations this week and next
- Dir. Davidoff provided a quick update on minor “tweaks” made to the material differing from what was circulated on Friday
- General discussion about the community engagement ensued

**7. PUBLIC TIME**

None present.

**8. NEXT MEETING**

The next Electoral Area I Advisory Planning and Heritage Commission meeting is not yet scheduled.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area I Advisory Planning and Heritage Commission meeting be adjourned at 7:31 p.m.

**Carried**

**Approved by**

Chair B. Bebelman



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**Time: 3:00pm**

**Date: March 06, 2023**

**Location: Hybrid Model – In-Person and Remote**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings remotely.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m8b42bbc85c4418ee1af6d160e6d995a9>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

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

**Meeting Number (access code): 2700 900 5570**

**Meeting Password: MSjQ8Wvz4G8**

**COMMISSION MEMBERS**

Acting Chair 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 Ian Windsor	Electoral Area J	In-Person
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**STAFF**

Sadie Chezenko	Planner
Nelson Wight	Planning Manager

**3 out of 4 voting Commission members were present – quorum was met.**

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

**1. CALL TO ORDER**

Acting Chair Penner called the meeting to order at 3:17 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 February 22, 2023 Electoral Area J Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The November 16, 2022 Electoral Area J Advisory Planning and Heritage Commission minutes, have been received.

**5. DELEGATIONS**

5.1 No delegations

**6. STAFF REPORTS - APPLICATIONS**

**7.1 Development Variance Permit – Laurie**

**File No. V2212J**

**715 Waterloo Road, Ootischenia**

The Referral Package dated March 15<sup>th</sup>, 2022 from Zachari Giacomazzo, Planner, re: Development Variance Permit application, has been received.

- Concern about future impacts to the neighbouring vacant property

**Moved** and seconded,  
AND Resolved:

That the Area J Advisory Planning Commission SUPPORT the Development Variance Permit to Simon Laurie for the property located at 715 Waterloo Road, Ootischenia, legally described as LOT B DISTRICT LOT 4598 KOOTENAY DISTRICT PLAN NEP90327 (PID: 028-138-503) to allow the reduced setback.

**Carried**

**7. NEW BUSINESS**

**7.1 APHC Orientation**

Planning Manager Nelson Wight will present an orientation presentation on the roles and responsibilities of the APHC

- Nelson gave a brief presentation on local planning issues
- Bulk of the presentation referred until a meeting where the new members could be present

**8. PUBLIC TIME**

No public present.

**9. NEXT MEETING**

The next Electoral Area J Advisory Planning and Heritage Commission meeting is scheduled for March 29, 2023 at 3:00pm

**10. ADJOURNMENT**

**MOVED** and seconded,

AND Resolved:

The Electoral Area J Advisory Planning and Heritage Commission meeting be adjourned at 4:30 p.m.

**Carried**

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

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That the Area J Advisory Planning Commission SUPPORT the Development Variance Permit to Simon Laurie for the property located at 715 Waterloo Road, Ootischenia, legally described as LOT B DISTRICT LOT 4598 KOOTENAY DISTRICT PLAN NEP90327 (PID: 028-138-503) to allow the reduced setback.

Approved by  
Chair W. Penner



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**6:00 pm**

**Thursday, March 9, 2023**

**Held by remote meeting.**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m81711be6c6e95522b725a65b458f13b7>

**Tap to join from a mobile device (attendees only)**

1-844-426-4405,,27711662221## Canada Toll Free

+1-604-449-3026,,27711662221## Canada Toll (Vancouver)

**Join by phone**

1-844-426-4405 Canada Toll Free

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

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

**COMMISSION MEMBERS**

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

**MEMBERS ABSENT**

Director Graham	Area E
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**ALSO PRESENT**

Christy Lea Darling  
Kim Palfenier

**STAFF**

Jeff Phillips Regional Parks Operations Supervisor  
Pearl Anderson, Community Meeting Coordinator

**1. CALL TO ORDER**

Pearl Anderson, Community Meeting Coordinator, called the meeting to order at 6:11 p.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Commissioner Foot nominated Commissioner Dosenberger.

Commissioner Dosenberger accepted the nomination.

Pearl Anderson, Community Meeting Coordinator, called for further nominations two times.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

There being no further nominations, Pearl Anderson, Community Meeting Coordinator, ratified the appointed Commissioner Dosenberger as Chair for the Sunshine Bay Regional Park Commission for 2023.

Commissioner Dosenberger assumed the Chair.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the agenda for the March 9, 2023 Sunshine Bay Regional Park Commission be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The November 24, 2022 Sunshine Bay Regional Park Commission Meeting minutes, have been received.

**5. DELEGATE**

There are no delegates scheduled for this commission meeting.

**ORDER OF AGENDA  
CHANGED**

The Order of Business was changed as Kim Palfenier, a representative of the West Arm Pickleball Club, was present to provide a verbal report and questions regarding **Item No. 8.3 - Future Recreation Activities.**

Kim Palfenier, representative of the West Arm Pickleball Club, presented a verbal report regarding a potential tennis and pickle ball court project. Jeff Phillips, Regional Parks Operations Supervisor, presented a verbal report including steps required to move forward with the potential project. The verbal reports from Kim Palfenier, representative of the West Arm Pickleball Club, and Jeff Phillips, Regional Parks Operations Supervisor, have been received.



Kim Palfenier, representative of the West Arm Pickleball Club, left the meeting at 6:32 p.m.

**ORDER OF AGENDA** Item No. 6 – Staff Reports was considered at this time.  
**RESUMED**

**6. STAFF REPORTS**

**6.1 Operations Update**

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

**6.2 Proposed 2023 Budget**

Jeff Phillips, Regional Parks Operations Supervisor, provided a verbal report to the Commission in regards to the Proposed 2023 Budget update

**7. OLD BUSINESS**

**7.1 Budget Items**

Jeff Phillips, Regional Parks Operations Supervisor, provided a verbal report to the Commission in regards to budget items. The verbal report regarding budget items has been received.

**7.2 Purchase of a Life Ring**

A verbal report by Jeff Phillips, Regional Parks Operations Supervisor, regarding the purchase of a life ring has been received.

**8. NEW BUSINESS**

**8.1 Eagle Bench at the Fishing Dock**

A verbal presentation by Commissioner Beaulac regarding refinishing the Eagle Bench at the fishing dock has been received including the following:

- Mr. Charles Beaulac has volunteered to refinish the Eagle Bench.
- Jeff Phillips, Regional Parks Operations Supervisor, advised that supplies for the project can be provided or purchased by the RDCK.

**8.2 Spring Cleanup Session with Sunshine Bay Park Commission Members**

Commission members discussed potential dates and plans for a spring cleanup session with Sunshine Bay Park Commission members. The spring cleanup session plans have been received.

**8.3 2023 Sunshine Bay Park Commission Meeting Schedule**

The following 2023 meeting dates were confirmed:

Thursday, June 8, 2023	6:00 p.m.	
Thursday, September 14, 2023	6:00 p.m.	
Thursday, November 9, 2023	6:00 p.m.	

**9. PUBLIC TIME**

Chair called for questions from the public or media at 7:07 p.m.

**10. NEXT MEETING**

The next Sunshine Bay Regional Park meeting is scheduled for Thursday, June 8, 2023 at 6:00 pm.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Sunshine Bay Regional Park Commission meeting be adjourned at 7:08 p.m.

**Carried**

**Digitally signed:**

**Commissioner Dosenberger, Chair**



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**Time: 7:00pm**

**Date: March 21, 2023**

**Location: Remote via Webex**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings remotely.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mcbf8ea8d3c93569f0050090a4148b56b>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

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

**Meeting Number (access code): 2773 018 2841**

**Meeting Password: 8Sjay423QKG**

**COMMISSION MEMBERS**

Commissioner K. Newmoon

Electoral Area D

Commissioner G. Devine

Electoral Area D

Commissioner D. Borsos

Electoral Area D

Commissioner F. Bonner

Electoral Area D

Commissioner R. Longval

Electoral Area D

**MEMBERS ABSENT**

Commissioner S. Sinclair

Electoral Area D

Commissioner A. Hobden

Electoral Area D

**STAFF**

Sadie Chezenko

Planning Assistant

Nelson Wight

Planning Manager

**5 out of 7 commissioners were present and quorum was met.**

**1. CALL TO ORDER**

Commissioner Devine called the meeting to order at 7:01 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the March 21, 2022 Electoral Area D Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The January 19, 2023 Electoral Area D Advisory Planning and Heritage Commission minutes, have been received.

**5. NEW BUSINESS**

**5.1 Welcome to new members**

Fraser Bonner was welcomed as a new APHC Commissioner.

**5.2 APHC Orientation**

Nelson Wight will present on the roles and responsibilities of the APHC

The following was presented:

- Background on the APHC Commissioners
- Overview on roles and responsibilities of the APHC bylaw
- Overview on current planning work
- Consider secretary election for future meetings if deemed necessary
- Nelson will follow up with various floodplain links and information
- Commission highlighted the Canadian rural and remote housing and homelessness symposium coming up

**6. STAFF REPORTS - REFERRALS**

**6.2 R2307D – Crown Referral**

Crown Referral Package for Crown Land Tenure Application 100387671

The following was discussed:

- Questions about fire protection
  - What is their water source? The lake?
- Questioned whether all RDCK bylaws and permits have been followed (e.g. setback from high water mark, etc.)
- Is this more or less a test case for the sale of lease lots?
  - If they succeed in buying, will other lease holders follow suit
  - This might be a toe in the door situations (30 year tenure -> own)
  - Think about this in relation to Kootenay Lake DPA project
    - Concerned if this will have an impact for shoreline protection
  - Lease to freehold title changes the nature of what you can do
    - You can get water licence, electricity, permits etc...

- Could this help make affordable housing more viable on other vacant lease lots?
- Who has the opportunity to buy leases? Could other people bid against them?
  - Does BC assessment assign value?
- Thought this application could possibly be a situation where the Province agrees to sell leased land as freehold ownership to generate revenue
- Commissioners felt that our comments should err on the side of caution
- What we would like to know from the provincial government:
  - What is the timeline for making a decision?
  - How do you evaluate applications?
  - What is the reason that the applicants wants to purchase?
  - Are the applicants just trying to purchase the property at below market cost?
  - How many lease lots like this site are around the lake?
  - Accretion application has been filed
- What about the archaeological potential of the site?

**7. PUBLIC TIME**

No public present.

**8. NEXT MEETING**

The next Electoral Area D Advisory Planning and Heritage Commission meeting is scheduled for April 20, 2023.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area D Advisory Planning and Heritage Commission meeting be adjourned at 8:39 p.m.

**Carried**

Approved by  
Chair G. Devine



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**ROSEBERY PARKLANDS AND TRAILS COMMISSION  
OPEN MEETING MINUTES**

**7:00 p.m. PST  
Tuesday, March 21, 2023  
Webex**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings remotely.

**Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mbade46f94198750170bee270ac363b01>

**Meeting Number (Access Code): 2774 025 9497**

**Meeting Password:** PKmWgxRa362

**Join by Phone:**

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

**COMMISSION MEMBERS**

Commissioner R. Allin	Area H
Commissioner G. McRae	Area H
Commissioner H. Hastings	Silverton
Commissioner M. Koolen	Slocan
Commissioner C. Law	New Denver
Commissioner S. Johnson	Rosebery Parklands Society Rep.
Director W. Popoff	Electoral Area H
Director C. Ferguson	Village of Silverton

**MEMBERS ABSENT**

Commissioner R. Reitmeier	Area H
Commissioner P. Schwartz	Area H
Commissioner S. Kipkie	Area H
Director L. Casley	Village of New Denver
Director J. Lunn	Village of Slocan



**STAFF**

Mark Crowe  
Pearl Anderson

Parks Planner  
Community Meeting Coordinator

**8 out of 13 voting Commission members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Hastings called the meeting to order at 8:00 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 March 21, 2023 Rosebery Parklands and Trails Commission meeting, be adopted with the following amendment:

- Inclusion of Item 7.1 – Presentation re: Rosebery Parklands Event

**Carried**

**4. RECEIPT OF MINUTES**

The January 12, 2023 Rosebery Parklands and Trails Commission minutes, have been received.

**5. DELEGATE**

There are no delegates scheduled for this meeting.

**6. STAFF REPORTS**

**6.1 Work Completed in 2023**

There was no update regarding work completed in 2023.

**7. NEW BUSINESS**

**7.1 Presentation re: Rosebery Parklands Event**

Commissioner Allin presented information regarding an event being held by the Bonanza Summit Trail Alliance in Rosebery Parklands:

- grand opening event will be held in conjunction with New Denver May Days from May 20 – 22, 2023
- event to include ribbon cutting, displays, refreshments
- park use permit application will be submitted to the Regional District of Central Kootenay (RDCK)
- Bonanza Summit Trail Alliance delegation will request to present at the next meeting
- possible extension of trail to the North

**MOVED** and seconded,  
AND Resolved:

That the Board direct staff to investigate the Rosebery Parklands park boundaries and report back to Rosebery Parklands and Trails Commission at an upcoming meeting.

**Carried**

**8. PUBLIC TIME**

The Chair will call for questions from the public at 8:17 p.m.

**9. NEXT MEETING**

The next Rosebery Parklands and Trails Commission meeting is scheduled for June 1, 2023 at 7:00 p.m.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Rosebery Parklands and Trails Commission meeting be adjourned at 8:27 p.m.

**Carried**

**Digitally Approved,**

Hank Hastings, Chair, Rosebery Parklands & Trails Commission  
2023-03-23



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Nelson, Salmo, E, F & G Regional Parks  
Commission Meeting  
OPEN MEETING MINUTES**

**9:00 a.m. – 10:30 a.m.  
Tuesday, April 4, 2023**

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

**Held by remote meeting**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=meb2852cf04787c48a7af4f58ad6a9cbd>

**Join by Phone:**

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

**Meeting Number (access code):** 2773 658 6367

**Meeting Password:** KkEiJfDD333

**In-Person Location:** Held by remote meeting until further notice

**COMMISSION/COMMITTEE MEMBERS**

Director K. Page	City of Nelson
Director D. Lockwood	Village of Salmo
Director C. Graham	Area E
Director T. Newell	Area F
Director H. Cunningham	Area G

**DELEGATES**

Chris Graham	Salmo Valley ATV Club
Bob Blackwood	Salmo Valley ATV Club

**STAFF**

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager – Operations & Asset Management – RDCK
Cary Gaynor	Regional Parks Manager

Jeff Phillips  
Pearl Anderson

Parks and Trails Supervisor  
Meeting Coordinator

**5 out of 5 voting Commission members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Page called the meeting to order at 9:01 a.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Addenda for the April 4, 2023 Nelson, Salmo, E, F & G Regional Parks Commission meeting be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The February 8, 2023 Nelson, Salmo and Areas E, F and G Regional Parks Commission meeting minutes have been received.

**5. DELEGATIONS**

**5.1 SALMO VALLEY ATV CLUB**

Chris Graham and Bob Blackwood, representatives of the Salmo Valley ATV Club, made a presentation requesting that the Salmo Valley ATV Club assume stewardship of the Rail Trail from Salmo to Hall Siding with the following discussed:

- Letter received from Ymir Community Association regarding the request be placed on the next meeting agenda.

The presentation from representatives of the Salmo Valley ATV Club has been received.

Chris Graham, representative of the Salmo Valley ATV Club, left the meeting at 9:26 a.m.

Bob Blackwood, representative of the Salmo Valley ATV Club, left the meeting at 9:28 a.m.

**6. STAFF REPORTS**

**6.1 SERVICE S226 2023 FINANCIAL UPDATE**

The verbal presentation by Cary Gaynor, Regional Parks Manager, regarding the 2023 year to date Service Statement for RDCK Service S202 Nelson, Salmo, and Areas E, F, & G Regional Parks Commission has been received.

**6.2 PARKS OPERATIONAL UPDATE**

The verbal operational update presented by Cary Gaynor, Regional Parks Manager, and Jeff Phillips, Parks and Trails Supervisor has been received.

**7. PUBLIC TIME**

The Chair called for questions from the public at 9:53 a.m.

**8. NEXT MEETING**

The next Nelson, Salmo, E, F & G Regional Parks Commission meeting is scheduled for May 9, 2023 at 9:00 a.m.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Nelson, Salmo, E, F & G Regional Parks Commission meeting be adjourned at 9:54 a.m.

**Carried**

**THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING.**

*Future Nelson, Salmo, Areas E, F & G Commission Meetings*

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- 1. Letter from Ymir Community Association regarding the Salmo Valley ATV Club assuming stewardship of the Rail Trail from Salmo to Hall Siding*

**Approved by**

Keith Page, Chair, NSEFG Regional Parks Commission  
April 12, 2023



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# ARROW CREEK WATER TREATMENT & SUPPLY COMMISSION OPEN MEETING MINUTES

**Time:** 9:00 am PDT  
**Date:** Tuesday, April 11, 2023  
**Locations:** <sup>(1)</sup>RDCK Board Room, 202 Lakeside Drive, Nelson, BC  
<sup>(2)</sup>Council Chambers, Town of Creston, 238 – 10<sup>th</sup> Ave N., Creston, BC

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=m88e8c59d81b1397adf9d771c2462fdd1>

### Join by Phone:

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

**Meeting Number (access code):** 2772 734 9792

**Meeting Password:** 7mRADTPJP36

### COMMISSION MEMBERS

Commissioner J. Elford	Councillor, Town of Creston	<sup>(2)</sup> In-person
Commissioner R. Tierney	Director Electoral Area B	<sup>(2)</sup> In-person
Commissioner K. Vandenberghe	Director Electoral Area C	<sup>(2)</sup> In-person

### RDCK STAFF

U. Wolf	General Manager of Environmental Services	
M. Morrison	Manager of Corporate Administration	
A. Divlakovski	Water Operations Manager	<sup>(1)</sup> In-person
S. Eckman	Meeting Coordinator	<sup>(1)</sup> In-person

### TOWN OF CRESTON STAFF

M. Moore	Chief Administrative Officer	<sup>(2)</sup> In-person
S. Klassen	Director of Finance & Corporate Services	<sup>(2)</sup> In-person

### 1. CALL TO ORDER & WELCOME

General Manager Wolf to assume the chair and call the meeting to order at 9:11 am PDT.



**2. ELECTION OF COMMISSION CHAIR**

**2.1 Call for Nominations (3 Times)**

General Manager Wolf called for nominations the first time.

Director Tierney nominated Director Vandenberghe.

Director Vandenberghe accepted the nominate by email.

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

**2.2 Opportunity for Candidates to Address the Commission**

No address.

**2.3 Vote by Secret Ballot**

No vote.

**2.4 Declaration of Elected or Acclaimed Arrow Creek Water Treatment & Supply Commission Chair**

General Manager Wolf declared Commissioner Vandenberghe being acclaimed as Chair of the Arrow Creek Water Treatment & Supply Commission.

**Carried**

**2.5 Destroy Ballots**

No ballots.

**3. COMMENCEMENT OF REGULAR COMMISSION MEETING**

General Manager Wolf continued as interim Chair for the Arrow Creek Water Treatment & Supply Commission meeting in the absence of the Commission Chair.

**4. CALL TO ORDER AND WELCOME**

**4.1 Traditional Lands Acknowledgement Statement**

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

**4.2 Adoption of Agenda**

**Moved** and seconded,  
And resolved:

The Agenda for the April 11, 2023 Arrow Creek Water Treatment & Supply Commission meeting, be adopted as circulated.

**Carried**

**4.3 Receipt of Minutes**

The December 16, 2022 Arrow Creek Water Treatment & Supply Commission minutes, have been received.

## 5. ARROW CREEK WATER COMMISSION GOVERNANCE

The April 3, 2023 Commission Report from Jason McDiarmid, Utility Services Manager, seeking approval to adopt Arrow Creek Water Treatment and Supply Commission Establishment Bylaw No. 2871, 2023, and to repeal Arrow Creek Water Treatment and Supply Commission Establishment Bylaw No. 1579, 2003, has been received.

*Commissioner Vandenberghe joined the meeting at 9:20 am.*

**Moved** and seconded,  
And resolved:

That the proposed Arrow Creek Water Treatment and Supply Commission Establishment Bylaw No. 2871, 2023 be **referred** to the next Arrow Creek Water Treatment and Supply Commission meeting.

**Carried**

*Commissioner Vandenberghe assumed the chair at 9:32 am.*

## 6. STAFF VERBAL REPORTS OPERATION AND MAINTENANCE UPDATE

### 6.1 Arrow Creek Water Treatment Plant

Alex Divlakovski, Water Operations Manager, provided a verbal report on the operation & maintenance of the Arrow Creek Water Treatment Plant and the status of current and upcoming capital projects, summarized below.

#### **Operation and Maintenance:**

- *Membrane Filter Trains 2 & 3 fiber repairs completed recently, all 4 Trains passing MITs (Membrane Integrity Tests), we are keeping Train 3 off as it is in need of new custom PVC tubes (hairline cracks causing leakage) connecting some of the membrane modules and we have had to turn off half the stacks of modules, tubes should be in and replaced in 2 weeks.*
- *During testing of the WTP standby generator in December, a shut down occurred on a low oil pressure alarm several times. To avoid possibly damaging the motor, it has been taken off-line. The diesel generator maintenance and repair specialist that complete our annual inspections and maintenance are scheduled for a site visit on March 23/24<sup>th</sup> to find and repair the issue and to perform the annual maintenance items.*
- *The FortisBC Commercial Energy Assessment Program Report has been received for the WTP energy audit completed at the end of last year. RDCK Water staff met with the consultants to review the audit and to determine which additional investigations and analyses will be completed in order to begin consulting with contractors for retrofits to the existing HVAC system for optimization. System controls will be implemented once retrofits are completed.*
- *Repaired leaking joint on the 6" Sched 80 back pulse pipe in the WTP.*

#### **Capital Projects:**

- *Ongoing Equipment Replacement:*
  - *The installation of the 14" stainless steel bypass to prevent overhead loop over pressurization and possible pump deadheading has been completed.*
  - *Installation of communications between the reservoir building programmable logic controller (PLC) and the water treatment plant PLC so if both reservoir fill valves close while the plant is in production an alarm will activate and stop water treatment plant output to prevent over-pressurization. This is an additional layer of control to ensure the reservoirs do not overflow.*
  - *Installation of alarms to the reservoir chlorine analysers.*
- *Intake Erosion Protection:*

- *Repair area of erosion in the concrete in a corner of the intake diversion in the spring.*
- *Install ladder into lower pond for proper access for cleaning and working on Johnson Screen.*
- *Replace wooden planks on floor of intake pond gates building with metal grates.*
- **UV Reactor Replacement:**
  - *Interior Health Construction Permit yet to be issued, but anticipated in the next short while.*
  - *UV reactors and controls are ordered.*

**7. NEW BUSINESS**

**7.1 2023-2027 Financial Plan Presentation and Capital Projects**

The 2023 to 2027 Financial Plan for Service S251 Water Utility-Area B (Arrow Creek), has been received.

*NOTE: Commission discussed scheduling a public meeting for the residents of Erickson to discuss the operation and maintenance of the Erickson Water Distribution System and Arrow Creek Water Treatment Plant.*

**8. MEETING DATES**

**8.1 Arrow Creek Water Treatment & Supply Commission**

**Moved** and seconded,  
And resolved:

The next Creek Water Treatment & Supply Commission meeting be scheduled for 9:00 am, Thursday, June 22, 2023.

**Carried**

**9. PUBLIC TIME**

The Chair called for questions from the public at 10:45 am PDT.

**10. ADJOURNMENT**

**Moved** and seconded,  
And resolved:

The Arrow Creek Water Treatment & Supply Commission meeting adjourn at 10:46 PDT.

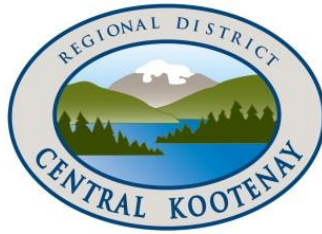
**Carried**

APPROVED

*'Digitally Approved via email dated April 13, 2023'*

---

Commissioner K. Vandenberghe  
Chair, Arrow Creek Water Treatment & Supply Commission  
April 11, 2023 meeting



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RIONDEL COMMISSION OF MANAGEMENT  
OPEN MEETING MINUTES**

**7:00 PM**

**March 7, 2023**

**IN-PERSON MEETING LOCATION FOR HYBRID MEETING MODEL**

The following location has been determined to hold the in-person meetings for Riondel Commission of Management:

**Location Name: Riondel Community Centre, Commission Office, Room #6**

**Location Address: 1511 Eastman Ave., Riondel BC**

The facility listed above will be able to accommodate the remote requirements for the meeting.

**Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m6f2ed336b61f6443c5ebb48e6b626023>

**Toll Free number: 1-844-426-4405**

**Meeting Number (access code): 2461 031 5454**

**COMMISSION/COMMITTEE MEMBERS**

Commissioner G. Panio	Riondel	In-person
Commissioner N. Anderson	Riondel	In-person
Commissioner T. Wilkinson	Riondel	In-person
Commissioner J. Donald	Riondel	In-person
Commissioner G. Jackman	Director – Electoral Area A	In-person

**MEMBERS ABSENT**

**STAFF**

Lindsay MacPhee                      Administrative Assistant - Meeting Coordinator

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

**1. CALL TO ORDER**

Chair Panio called the meeting to order at 7:00 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, that:

The Agenda for the March 7, 2023 Riondel Commission of Management meeting, be adopted with inclusion of items 7.9 Report on Finance Session, 8.8 Water Fountain, 8.9 Media Lab Update, 8.10 Sandwich Board, 8.11 Insurance for Contents, and 8.12 Landscaping Suggestion.

**Carried**

**4. RECEIPT OF MINUTES**

The February 7, 2023 Riondel Commission of Management minutes, have been received.

**5. DELEGATE**

No delegate.

**6. PUBLIC TIME**

No public comment.

**7. OLD BUSINESS**

**7.1 Riondel Commission of Management – Commission Appointments**

**MOVED** and Seconded,  
AND Resolved, that it be recommended to the Board:

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

Will Morris                      Riondel

**Carried**

**7.2 Emergency Preparedness Update**

Commissioner Wilkinson provided the Commission with a verbal update on Emergency Preparedness plans for the Community of Riondel, including that a meeting with Mary Anne Russel and Wanda Virgin was held to draft a questionnaire that will be distributed to community residents regarding emergency preparedness and the library may be used as a collection point for responses.

**7.3 Riondel Community Centre Roof Tender**

Chair Panio provided the Commission with a verbal update regarding the Riondel Community Centre roof tender, including that there are five bids on the new roof tender with no clear indication of what costs will be.

**7.4 Waste Management Changes**

Chair Panio led a discussion on additional monitoring of the Tip-It bin, including that increased attendant monitoring will lead to additional costs to the service and a complex labour situation. Commissioners will volunteer to provide periodical monitoring of the bins. Chair Panio will draft a public notice advising against abuse of the service and consequences if continued. At a future meeting, the Commissioners will need to decide if an increase in garbage sticker fees will be needed to offset a district-wide increase in tipping fees.

#### **7.5 Community Planning Information**

Chair Panio guided the Commissioners and public through the Community Planning information provided on the RDCK website, under the Services rubric on the RDCK home page. The Community Planning tab links to outlines of the Community Planning Process, examples of recent planning sessions in various locations, and records of Community Plans currently in place. RDCK staff will, at some point in the near future, schedule planning sessions to include Area A.

#### **7.6 Invitation to the RCMP**

Chair Panio provided the Commission with a verbal update regarding extending an invitation to the RCMP to attend a Riondel Commission of Management meeting, including that Staff Sergeant Brandon Buliziuk has been contacted and he advised that a representative will attend the April 4 Riondel Commission of Management meeting. He also expressed interest in meeting with the Commission himself.

#### **7.7 New Entrance Door**

Commissioner Anderson provided the Commission with a verbal update on a new quote received for a wheelchair accessible door for the Riondel Community Centre entrance way, including that the design for the entrance door has been redrawn to be a single door with push button access and a quote has been requested.

#### **7.8 Enlargement of Boulevard**

Chair Panio provided the Commission with a verbal update regarding his meeting with Shane Biddles from Yellowhead Road & Bridge (YRB) about enlarging the Boulevard in front of Ro Neighborhood Coffee, including that a meeting with Shane was scheduled for the morning that the power went out and this meeting is being rescheduled.

#### **7.9 Report on Public Budget Meeting**

Chair Panio provided the Commission with a verbal report regarding the March 1, 2023 Public Budget meeting, including that Yev Malloff, Chief Financial Officer, General Manager of Finance, IT & Economic Development, presented the Financial Plan for East Shore Area A North and notable items included:

- The average assessment increase for the whole area is 16%, whereas Riondel is 31%
- 15%-17% tax increase in Riondel due to increase in assessment value
- Average assessment increase for last 7 years was 7% a year
- A 10% increase in tipping fees means Riondel could raise tag fees to \$3.25/bag
- 20% increase in drainage budget
- \$36,000 set aside for upgrades on private property drainage
- 5% increase in water rate



## **8. NEW BUSINESS**

### **8.1 Bylaw 2858: Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee (For Information)**

The Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023 was adopted by the RDCK Board of Directors at the February 16th, 2023 Board meeting, has been received for information.

Chair Panio provided an outline of the Committee framework including that the Committee requires a minimum of three, and maximum of six, individuals who are obligated to meet once annually, but could meet more often at their discretion and no quorum is needed. Director Jackman is not on the Committee but encouraged to be involved. Chair Panio will draft a public notice to notify residents of the opportunity to join the Committee.

### **8.2 Bylaw 2759: Riondel Commission**

The Riondel Commission Bylaw No. 2759, 2023 will be brought forward to the March 16, 2023 Board meeting for adoption and seeking the Commissions support.

Chair Panio led the Commission in a review of the bylaw's contents, including that the removal of the Water Service from the Commission's purview is the biggest change.

**MOVED** and seconded,

AND Resolved, that it be recommended to the Board:

That the Riondel Commission of Management support the Board adopt Riondel Commission Bylaw No. 2759, 2023.

**Carried**

### **8.3 Painting of the Riondel Community Centre Hallway**

Chair Panio provided the Commission with a verbal report regarding painting the main hallway in the Riondel Community Centre, including that Maintenance Person, Evan Salmon, has done some patching, and a local artist has expressed interest in doing an art show. The art group is willing to take down their work on display so it can be painted prior to the art show. A work bee is scheduled for Thursday March 23, 9:00 am.

### **8.4 Upgrade of Community Centre Lighting**

Chair Panio provided the Commission with a verbal report regarding a suggestion to upgrade the lighting in the Riondel Community Centre to LED lights, including that the consideration needs to be made for the number of hours the lights are used which will directly impact how quickly the energy efficiency savings are recouped. More research is needed to determine if a switch to LED lighting justifies the costs and labour time involved.

### **8.5 Sunday Social Days in Community Centre**

Chair Panio provided the Commission with a verbal report regarding a request from the Better at Home Program to rent the Activity Room (Seniors Room) on for a weekly community social event with food and beverages offered by donation, including that the event will be run on Sundays during the month of March and then moved to Saturdays in

April. A rental system has been established with the Seniors Association to streamline bookings for the room.

**8.6 Friday Night Potluck & Activities in Activity Room (Seniors Room)**

Chair Panio provided the Commission with a verbal report regarding a rental request for a weekly rental of the Activity Room (Seniors Room) for a community potluck and games night, including that this activity will take place every other Friday.

**8.7 Live Music & Dancing in the Auditorium**

Chair Panio provided the Commission with a verbal report regarding a request to rent the auditorium for live music and dancing in the summer, including that a summer resident has expressed interest in renting the auditorium for live music and dancing on occasion during the summer.

**8.8 Water Fountain,**

Chair Panio provided the Commission with a verbal report regarding the Community Centre water fountain, including that Maintenance Person, Evan Salmon, asked about hooking up the hallway fountain for public use and there is a water fountain in the Recreation Centre that can be used.

**8.9 Media Lab Update**

Chair Panio provided the Commission with a verbal update regarding the Media Lab, including that Maintenance Person, Evan Salmon, has a group of volunteers willing to run the media lab on a regular basis. The Media Lab will be open for a Mother's Day Tea and Evan will be taking portrait photographs.

**8.10 Sandwich Board**

Chair Panio provided the Commission with a verbal report regarding purchase of a sandwich board, including that it might be a worthwhile item to advertise special events and the Men's Shed group will be asked if they would be able to make one.

**8.11 Insurance for Contents**

Chair Panio provided the Commission with a verbal report regarding insurance for contents of the Riondel Community Centre, including that the Regional District of Central Kootenay insures only contents that they own and that nothing in the Library, Media Lab, Activity Room (Seniors Room) or Band Room is covered. Nancy Schmaus is looking into how much it would cost to insure contents of the Activity Room (Seniors Room).

**8.12 Landscaping Suggestion**

Chair Panio provided the Commission with a verbal report regarding landscaping, including that Maintenance Person, Evan Salmon, will purchase seeds and perennials for planting outside the Riondel Community Centre at a cost of approximately \$200.

**9 CORRESPONDENCE**

No correspondence.

**10 AREA A DIRECTOR'S REPORT**

Director Jackman provided the Commission with a verbal report, including that he will inquire about the \$36,000 for private land drainage works as outlined in the Public Budget presentation. The draft revised Budget should be completed on Thursday and changes to Area A Regional Parks are driving up service costs more than in any other Area, including the work to be done on backstop in Riondel Regional Park. Director Jackman will apply for a change in the scope of the grant to do Regional Parks work and ease the effects on taxation. The boost in local assessment values means the area will shoulder more cost and he will push for the recent allocation of provincial government funds to the RDCK to go to electoral rural areas as a contribution allowance to be spread out to services over 3 years to ease taxation.

**11 FINANCIAL REPORTS**

The Revenue and Expense Report for February 2023 have been received.

**12 PUBLIC TIME**

The Chair called for questions from the public at 8:58 p.m.

A resident expressed concerns about there being no recycling collection services on holiday Mondays during long weekends and there is no option to have it open on Tuesday due to staffing logistics, however Crawford Bay is open and can be used. In addition, the glass return window was not open after a long weekend, which could have been due to a number of factors including simple oversight, backlog, or frozen locks.

**13 NEXT MEETING**

The following Riondel Commission of Management meeting will be held on April 4, 2023 at 7:00 pm.

**14 ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission of Management meeting be adjourned at 9:03 pm.

**Carried**

**Digitally approved via email.**

---

**Gerald Panio, Chair**

**RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

- 1. That the Board appoint the following individuals to the Riondel Commission of Management for a term to end December 31, 2024:*

*Will Morris*  
*Carried*

*Riondel*

- 2. That the Riondel Commission of Management support the Board adopt Riondel Commission Bylaw No. 2759, 2023.*

**THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.**

***Future Riondel Commission of Management Meetings***

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- 1. Invitation to the RCMP*
- 2. New Entrance Door*
- 3. Roof Tender*
- 4. Insurance for Contents*



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# ALL RECREATION COMMITTEE OPEN MEETING MINUTES

9:00 a.m. – 12:00 p.m.  
Wednesday, March 29, 2023

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mcca5f51e1ad9fc7d0672877d997fe6a8>

**Join by Phone:** 1-833-512-2295 Canada Toll Free

**Meeting Number (access code):** 2774 065 1035

**Meeting Password:** bDa84yxRmC5

**COMMITTEE MEMBERS**

Director G. Jackman	Electoral Area A
Director R. Tierney	Electoral Area B
Director K. Vandenberghe	Electoral Area C
Director C. Graham	Electoral Area E
Director T. Newell	Electoral Area F
Director H. Cunningham	Electoral Area G
Director W. Popoff (in person, RDCK office)	Electoral Area H
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director S. Hewat	Village of Kaslo
Director T. Weatherhead	Electoral Area K
Director M. McFaddin	City of Castlegar
Director A. McLaren-Caux	Village of Nakusp
Director K. Page	City of Nelson
Director D. Lockwood	Village of Salmo
Director C. Ferguson	Village of Silverton
Director J. Lunn	Village of Slocan

**NON-VOTING COMMITTEE MEMBERS**

Councillor K. Tait	City of Nelson
Councillor S. Heaton-Sherstobitoff	City of Castlegar
Councillor B. Bogle	City of Castlegar

**ABSENT**

Director A. Watson	Electoral Area D
Director A. DeBoon	Town of Creston
Director L. Casley	Village of New Denver

**STAFF**

J. Chirico	General Manager of Community Services
M. Benson	Regional Manager - Recreation and Client Services
C. Stanley	Regional Manager – Operations and Asset Management
J. Crockett	Assistant Regional Manager/Facility Manager
C. Gaynor	Regional Parks Manager
T. Wayling	Regional Programming Supervisor/Community Development
S. Fuhr	Communications and Community Engagement
P. Anderson	Meeting Coordinator

**17 out of 20 voting Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Joe Chirico, General Manager of Community Services, called the meeting to order at 9:11 a.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Director Jackman nominated Director Popoff.

Director Popoff accepted the nomination.

Joe Chirico called for nomination 2 more times.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

There being no further nominations Joe Chirico, General Manager of Community Services, ratified the appointed Director Popoff as Chair of the All Recreation Committee for 2023.

Director Popoff assumed the Chair.

**3. 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 Councillor K. Tait, Councillor S. Heaton-Sherstobitoff and Councillor B. Bogle have freedom of the floor.

Carried

**4. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the March 29, 2023 All Recreation Committee meeting, be adopted as circulated.

Carried

**5. RECEIPT OF MINUTES**

The March 29, 2023 All Recreation Committee minutes, have been received.

**6. ITEMS**

**7.1 ALL RECREATION COMMITTEE TERMS OF REFERENCE**

The Terms of Reference dated July 22, 2019 from Joe Chirico, General Manager of Community Services, were discussed.

**Moved** and seconded,  
AND Resolved:

That All Recreation Committee members forward their comments regarding the All Recreation Committee Terms of Reference to Joe Chirico, General Manager of Community Services; and further, that the All Recreation Committee Terms of Reference be placed on the next meeting agenda.

Carried

**7.2 ALL REC PROGRAMMING UPDATE**

The Committee Report dated March 21, 2023 from Tia Wayling, Regional Programming Supervisor/Community Development, re: All Rec Programming Update, has been received.

**DIRECTOR ABSENT:** Director Cunningham left the meeting at 9:45 a.m.

**7.3 RDCK TRAINING PLAN**

The Committee Report dated March 17, 2023 from Jodi Vousden, Recreation Services Programmer, re: RDCK Training Plan, has been received.



**DIRECTOR PRESENT** Director Hewat joined the meeting at 10:11 a.m. due to computer connection issues.

**DIRECTOR ABSENT** Director Hewat lost computer connection and left the meeting at 10:27 a.m.

**DIRECTOR PRESENT** Director Hewat rejoined the meeting by telephone at 10:38 a.m.

**RECESS/  
RECONVENE** The meeting recessed at 10:30 a.m. for a break and reconvened at 10:40 a.m.

**DIRECTOR ABSENT** Director Vandenberghe lost computer connection and left the meeting at 11:25 a.m.

**DIRECTOR PRESENT** Director Vandenberghe rejoined the meeting by telephone at 11:29 a.m.

**7.4 RDCK AQUATICS UPDATE**

The Committee Report dated March 22, 2023 from Marty Benson, Regional Manager Recreation and Client Services, re: RDCK Aquatics Update, has been received.

**7.5 RECREATION ASSET MANAGEMENT**

The Committee Report dated March 19, 2023 from Craig Stanley, Regional Manager Operations and Asset Management, re: Recreation Asset Management, has been received.

**DIRECTOR ABSENT** Director Ferguson left the meeting due to computer problems at 11:50 a.m.

**7.6 PERFECTMIND INC. EXTENSION**

The Commission/Committee Report dated March 29, 2023 from Joe Chirico, General Manager of Community Services, re: Perfectmind Inc. Extension, has been received.

**Moved** and seconded,

AND Resolved that it be recommended to the Board:

That the Board approve the RDCK entering into a Contract Extension Agreement with PerfectMind Inc. for the period of the February 1, 2023 to January 31, 2028; and further, that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried**

**DIRECTORS ABSENT:** Director Graham and Director Lunn left the meeting at 12:00 p.m. due to previous commitments.

**7. OLD BUSINESS**

**8.1 CAMPBELL FIELD**

Joe Chirico, General Manager of Community Services provided a verbal update re: Campbell Field.

**MOVED** and seconded,

AND Resolved:

That staff be directed to set up a Campbell Field stakeholder meeting to review all reports and determine which stakeholder will continue with the feasibility study.

**Carried**

**8.2 REGIONAL PARKS AND TRAILS STRATEGY SPECIFICATIONS.**

**MOVED** and seconded,  
AND Resolved:

That All Recreation Committee members forward feedback regarding specifications for the regional parks strategy request for proposal to staff by April 15, 2023; and further, that staff incorporate feedback received into specifications for the regional parks strategy request for proposal.

**Carried**

**8. PUBLIC TIME**

The Chair called for questions from the public at 11:59 a.m.

**9. NEXT MEETING**

The next All Recreation Committee meeting is scheduled for June 28, 2023 at 9:00 a.m.

**10. IN CAMERA**

**MOVED** and seconded,  
AND Resolved:

That In Camera meeting agenda items be deferred to the June 28, 2023 All Recreation Committee in camera meeting.

**Carried**

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the All Recreation Committee meeting be adjourned at 12:13 p.m.

**Carried**

Approved by

---

Walter Popoff, Chair

## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

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1. *That the Board approve the RDCK entering into a Contract Extension Agreement with PerfectMind Inc. for the period of the February 1, 2023 to January 31, 2028; and further, that the Chair and Corporate Officer be authorized to sign the necessary documents.*

**THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.**

### *Upcoming All Recreation Committee Meeting*

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1. *That All Recreation Committee members forward their comments regarding the All Recreation Committee Terms of Reference to Joe Chirico, General Manager of Community Services; and further, that the All Recreation Commission Terms of Reference be placed on the next meeting agenda.*
2. *That staff be directed to set up a Campbell Field stakeholder meeting to review all reports and determine which stakeholder will continue with the feasibility study.*
3. *That All Recreation Committee members forward feedback regarding specifications for the regional parks strategy request for proposal to staff by April 15, 2023; and further, that staff incorporate feedback received into specifications for the regional parks strategy request for proposal.*



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Electoral Area A Recreation Commission No. 9  
OPEN MEETING MINUTES**

Monday, April 3, 2023  
2:00 pm  
Hybrid Model – In-person and Remote  
Community Corner  
15990 Highway 3A, Crawford Bay BC

**COMMISSION MEMBERS**

Commissioner Gundlach	Area A Crawford Bay – In-person
Commissioner Rabb	Area A Boswell – In-person
Commissioner Gilbertson	Area A Riondel – In-person
Director Jackman	RDCK Area A – In-person

**STAFF PRESENT**

J. Rafuse	Meeting Coordinator
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**WEBEX REMOTE MEETING INFO**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m575aff06ee5f9c10eb032ffa719ea4db>

**Join by Phone:**

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

**Meeting Number (access code):** 2772 534 3071

**Meeting Password:** n328RPtuTZF

**In-Person Location:** Community Corner  
15990 Highway 3A, Crawford Bay BC

**1. CALL TO ORDER**

Chair Gundlach called the meeting to order at 2:00 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 April 3, 2023 Electoral Area A Recreation Commission No. 9 meeting, be adopted with the addition of a grant application from The Boswell Historical Society in Item 6.1, the amount of financial aid requested from the Crawford Bay & District Hall & Parks Association – Insurance was changed to \$6,200.00 from \$7,174.00 in Item 6.1, and the next meeting date changed to May 8, 2023 from August 31, 2023 at 2:00 pm in Item 8.

**Carried**

**4. RECEIPT OF MINUTES**

The February 21, 2023 Electoral Area A Recreation Commission No. 9 minutes, have been received.

**5. OLD BUSINESS**

**5.1. Spring Advertisement Review**

The Spring Application Advertisements have been received. The Commission to confirm if the ad should be in the paper for July and August or just August. Further, the Commission to confirm how long the ad should be posted on the website.

The Commission confirmed that it should be July and August.

**6. NEW BUSINESS**

**6.1. Spring Grant Application Review**

The 2023 Spring Grant applications have been received.

<b>ORGANIZATION</b>	<b>AMOUNT</b>
Senior Citizens Association, Branch 96	\$ 577.50
Crawford Bay & District Hall & Parks Association - Insurance	\$ 6,200.00
Boswell Memorial Hall	\$ 4,786.00
Trails for Creston Valley Society (TCVS)	\$ 4,605.00
South Kootenay Lake Community Service Society – Fitness Centre Liability Insurance	\$ 1,100.00
South Kootenay Lake Community Service Society – Riondel Outdoor Pickleball Courts	\$ 1,923.00

East Shore Circle of Friends Society	\$	700.00
East Shore Trail and Bike Association	\$	7,500.00
Riondel Golf Club Society	\$	1,082.00
Crawford Bay & District Hall & Parks Association – Crawford Bay Community Park Benches	\$	2,694.36
The Boswell Historical Society	\$	1,000.00
<b>TOTAL:</b>	<b>\$</b>	<b>32,167.86</b>

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. 9 – Area A Service No. S232 2023 budget:

<b>ORGANIZATION</b>		<b>AMOUNT</b>
Senior Citizens Association, Branch 96	\$	520.00
Crawford Bay & District Hall & Parks Association - Insurance	\$	5,584.00
Boswell Memorial Hall	\$	3,880.00
Trails for Creston Valley Society (TCVS)	\$	4,148.00
South Kootenay Lake Community Service Society – Fitness Centre Liability Insurance	\$	991.00
South Kootenay Lake Community Service Society – Riondel Outdoor Pickleball Courts	\$	901.00
East Shore Circle of Friends Society	\$	630.00
East Shore Trail and Bike Association	\$	4,503.00
Riondel Golf Club Society	\$	975.00
Crawford Bay & District Hall & Parks Association – Crawford Bay Community Park Benches	\$	901.00
The Boswell Historical Society	\$	901.00
<b>TOTAL:</b>	<b>\$</b>	<b>23,933.00</b>

**Carried**

**7. PUBLIC TIME**

No public.

**8. NEXT MEETING**

The next Electoral Area A Recreation Commission No. 9 meeting is scheduled for May 8, 2023 at 2:00 p.m. at the Community Corner in Crawford Bay, BC.

**9. ADJOURNMENT**

Moved and Seconded,

**And Resolved:**

The Recreation Commission No. 9 meeting be adjourned at 3:21 p.m.

**Carried**

**Digitally approved by**

---

Gabriela Gundlach, Chair





**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Recreation Commission No. 4 –  
Area K and Village of Nakusp  
OPEN MEETING MINUTES**

**6:00 p.m.**

**Wednesday, April 5, 2023**

**Emergency Services Building  
300 - 8th Ave NW, Nakusp BC**

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=m4815f9f4d027e1c6bc409a67dbeeaa4>

**Phone:**

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

**Meeting Number (access code):** 2774 613 3913

**Meeting Password:** 94fpCM9PTms

**In-Person Location:** Emergency Services Building  
300 - 8th Ave NW, Nakusp BC

**COMMISSION MEMBERS PRESENT**

Commissioner C. Hanet	Village of Nakusp
Commissioner T. Knooihuizen	Village of Nakusp
Commissioner T. Weatherhead	By Virtue of Office
Commissioner A. McLaren-Caux	By Virtue of Office

**MEMBERS ABSENT**

Commissioner M. Scott	Area K
Commissioner S. Sanders	Area K

**STAFF PRESENT**

Melanie Loutit	Community Meeting Coordinator
Tara Paczowski	Village of Nakusp Recreation Coordinator

**STAFF ABSENT**

Joe Chirico

General Manager of Recreation

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

**1. CALL TO ORDER**

Commissioner Hanet called the meeting to order at 6:10 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 April 5, 2023 Recreation Commission No. 4 – Area K and Village of Nakusp meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The January 11, 2023 Recreation Commission No. 4 – Area K and Village of Nakusp minutes, have been received.

**5. NEW BUSINESS**

**5.1 Recreation Grant Application**

The Operational Project Grant dated January 27, 2023 from Arrow Lakes & District Arts Council Society, re: Music in the Park 2023 in Nakusp, has been received.

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 No. 4 – Nakusp and Area K Service No. 228 2023 budget:

Arrow Lakes & District Arts Council Society	\$2,000.00
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**Carried**

**NOTE:**

- The Recreation Coordinator gave a verbal update on summer activities
- The Chair provided a verbal list of possible activities
- Member of the public attended meeting out of interest in joining the Committee

**6. PUBLIC TIME**

The Chair will call for questions from the public 6:21 at p.m.

**7. NEXT MEETING**

The next Recreation Commission No. 4 – Area K and Village of Nakusp meeting is scheduled for June 21, 2023.

**8. ADJOURNMENT**

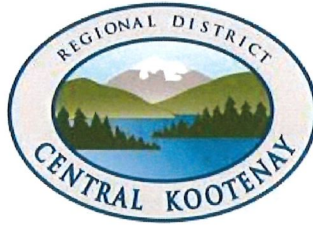
Moved and Seconded,  
And Resolved:

The Recreation Commission No. 4 – Area K and Village of Nakusp meeting be adjourned at 6:36 p.m.

**DIGITALLY APPROVED**

---

Chelsea Hanet, Chair



## Water Services Committee Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, April 5, 2023 at 9:00 am PST by remote meeting due to Novel Coronavirus 2019 (COVID-19).

<b>ELECTED OFFICIALS</b>	Director T. Newell	Area F (Committee Chair)	In-Person
<b>PRESENT:</b>	Director G. Jackman	Area A	In-Person
	Director R. Tierney	Area B	
	Director K. Vandenberghe	Area C	
	Director A. Watson	Area D	
	Director C. Graham	Area E	
	Director H. Cunningham	Area G	
	Director W. Popoff	Area H	
	Director H. Hanegraaf	Area J	In-Person
	Director T. Weatherhead	Area K	
	Councillor J. Elford	Town of Creston	
 <b>ALTERNATE MEMBERS</b>	Councillor A. DeBoon	Town of Creston	
<b>PRESENT:</b>			
 <b>STAFF PRESENT:</b>	S. Horn	Chief Administrative Officer	
	U. Wolf	General Manager – Environmental Services	In-Person
	A. Divlakovski	Water Operations Manager	In-Person
	J. McDiarmid	Utility Services Manager	In-Person
	S. Eckman	Meeting Coordinator	In-Person

### 1. **WEBEX REMOTE MEETING INFO**

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

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m828b889c26bc8aa9ffe1b26ac3cf73d>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

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

**Meeting Number (access code):** 2771 518 4062

**Meeting Password:** MFnuWmv2J85

**In-Person Location:** RDCK Board Room, 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Chair Newell called the meeting to order at 9:00 am PST.

**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 April 5, 2023 Water Services Committee meeting be adopted as circulated.

**Carried**

**2.3 Freedom of the Floor**

**Moved** and Seconded,  
And Resolved:

That Councillor DeBoon, Town of Creston have freedom of the floor.

**Carried**

**2.4 Receipt of Minutes**

The February 1, 2023 Water Services Committee minutes, have been received.

**2.5 Guest Introduction**

Jeff Nimmo, Regional Agrologist, MCMAF

**3. DISCUSSION ITEMS**

**3.1 Erickson Agricultural Sector Water Supply**

Jeff Nimmo, Regional Agrologist, MCMAF joined the meeting from 9:00 am to 9:38 am to discuss the agricultural sector water supply for the Creston Valley. Jeff Nimmo will inform the Committee of any water planning work planned by the Province.

**4. WATER BYLAW NO. 2824, 2022 - REPEAL**

The March 27, 2023 Committee Report from Jason McDiarmid, Utility Services Manager, seeking approval to repeal Regional District of Central Kootenay Water Bylaw No. 2824, 2022 and replace it with for Regional District of Central Kootenay Water Bylaw No. 2894, has been received.

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

That the Regional District of Central Kootenay Water Bylaw No. 2894, 2023 be read the FIRST, SECOND, and THIRD time by content to repeal and replace Regional District of Central Kootenay Water Bylaw No. 2824, 2022.

**Carried**

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

That the Regional District of Central Kootenay Water Bylaw No. 2894, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**5. UTILITIES RATES, FEES, AND CHARGES BYLAW NO. 2825, 2022 - REPEAL**

The March 27, 2023 Committee Report from Jason McDiarmid, Utility Services Manager, seeking approval to adopt Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, which repeals and replaces the existing Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2725, 2022, has been received.

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

That the Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2895, 2023 be read the FIRST, SECOND, and THIRD time by content to repeal and replace Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2825, 2022.

**Carried**

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

That the Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2895, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**6. NON-PROFIT RATES POLICY**

The March 7, 2023 Committee Report from Jason McDiarmid, Utility Services Manager, seeking a review and written feedback by May 5, 2023 on the draft Water Rates for Non-profits Policy, has been received.

**Moved** and seconded,  
And resolved that:

That the Regional District Water Services Committee recommends that the section on Annual Renewal be removed from draft Policy Number 600-03-06 Water Rates for Not for Profit Organizations, before being presented to the Regional District Board for consideration.

**Carried**

*Meeting recessed from 10:25 am to 10:36 am for a break.*

**7. SENIOR GOVERNMENT GRANTS**

The March 28, 2023 Committee Report from Jason McDiarmid, Utility Services Manager, providing provide information on historic senior government grants received by the Regional District of Central Kootenay water services, has been received.

**8. WATER SUPPORT TO EXTERNAL ORGANIZATIONS**

The March 28, 2023 Committee Report from Jason McDiarmid, Utility Services Manager providing information on Water related support provide by the Regional District to external organizations, has been received.

**8.1 Water Treatment Permit Application Requirements: Assisting External Agencies**

The email correspondence from Solita Work, Bear Spring Eco Retreat Limited has been received.

**9. STAFF REPORTS / UPDATES**

**9.1 Water Operations and Capital Projects Update**

The April 5, 2023 Committee Report from Alex Divlakovski, Water Operations Manager, providing an update and highlighting the larger maintenance and capital projects completed to date in 2023, has been received.

**10. CORRESPONDENCE**

**10.1 January 12, 2023 South Slokan Water Community Members Group Meeting: Discussion Notes**

**10.2 January 25, 2023 Woodbury Village Water System CAC Meeting: Discussion Notes**

**10.3 January 26, 2023 Balfour Water System CAC Meeting: Discussion Notes**

**10.4 January 27, 2023 Grandview Properties Water System CAC Meeting: Discussion Notes**

**10.5 February 6, 2023 Ymir Water Commission of Management Meeting: Minutes**

**11. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:18 am PST.

**12. ADJOURNMENT**

**Moved** and Seconded,  
And Resolved:

The Water Services Committee meeting adjourn at 11:18 am PST.

CERTIFIED CORRECT

**Approved by**

---

Director Newell  
Chair, Water Services Committee  
April 5, 2023 meeting



**BOARD RECOMMENDATIONS AS ADOPTED AT THE APRIL 5, 2023 WATER SERVICES COMMITTEE MEETING**

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**RECOMMENDATION #1**

That the Regional District of Central Kootenay Water Bylaw No. 2894, 2023 be read the FIRST, SECOND, and THIRD time by content to repeal and replace Regional District of Central Kootenay Water Bylaw No. 2824, 2022.

**RECOMMENDATION #2**

That the Regional District of Central Kootenay Water Bylaw No. 2894, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**RECOMMENDATION #3**

That the Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2895, 2023 be read the FIRST, SECOND, and THIRD time by content to repeal and replace Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2825, 2022.

**RECOMMENDATION #4**

That the Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2895, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.



**REGIONAL DISTRICT OF CENTRAL KOOTENAY  
WATER BYLAW NO. 2894, 2023**

**ADOPTED April 20, 2023**

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**SCHEDULE B: LATECOMER CHARGES AND COST RECOVERY FOR EXCESS AND EXTENDED SERVICES**

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**BYLAW NO. 2894**

---

A Bylaw to regulate the terms and conditions under which water from the Regional District of Central Kootenay Water Systems may be supplied, used and regulated.

---

WHEREAS the Regional District of Central Kootenay wishes to regulate the terms and conditions under which water from the Regional District of Central Kootenay Water Systems may be supplied, used and regulated.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**1. Bylaw Title**

This Bylaw is applicable to all Water Service Areas of the Regional District of Central Kootenay of the Regional District of Central Kootenay.

**2. Application of Bylaw**

This Bylaw applies to all Water Service Areas of the Regional District of Central Kootenay.

**3. Severability**

If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion may be severed from the Bylaw and such decision shall not affect the validity of the remaining portions of the Bylaw.

**4. Definitions**

In this Bylaw:

**Account** means a formal arrangement under this Bylaw for the provision of water services to a Property.

**Account Holder** means the person, organization, agent or representative that holds the water Account with the Regional District of Central Kootenay.

**Account Type** means the predominate usage of the Account such as but not limited to: Single Family Dwelling, Multiple Dwelling Property, Commercial, Industrial, Institutional, Agricultural, and Recreational.

**Agricultural Land** means the land where agricultural irrigation privileges have been assigned by the Manager.

**Air Gap** means the unobstructed vertical distance through air between the lowest point of a water fixture and the flood level rim of the fixture or device into which the outlet discharges.

**Approved/Approval** means approved by the Manager.

**Auxiliary Building or Dependent Suite** means a secondary or supplementary building or Unit that does not include all of cooking, eating, living, sleeping and sanitary facilities. An Auxiliary Building or Dependent Suite intended for habitation would be reliant on the main Dwelling.

**Backflow** means the flowing back or reversal of the normal direction of flow.

**Backflow Prevention / Preventer** is a method or device used to prevent Backflow that is selected and installed in accordance with the Plumbing Code, and CSA B64.10-11.

**Boil Water Notice** means the Notice issued by the Regional District or Interior Health when water provided by a Water System or portion of a Water System is considered non-potable due to potential health risk.

**Board** means the Regional District of Central Kootenay Board of Directors.

**Capital Infrastructure Charge** means a fee levied that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

**Carwash** means a building or structure containing facilities for washing motor vehicles, including but not limited to tunnel car washes, coin operated automatic car washes and coin operated self-service car washes.

**Certificate of Total Performance** means a certificate issued by the Regional District indicating that water infrastructure has been designed, installed, tested, and commissioned to the satisfaction of the Regional District.

**Commercial** means any Unit for which the use is the provision for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including but not limited to retail sales, wholesaling incidental to retail sales, commercial education and entertainment services, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices.

**Commercial Carwash** means a Carwash used or operated by a Commercial or Industrial business.

**Cross Connection** means any physical arrangement whereby the Water System is connected, directly or indirectly, with any potable, non-potable or un-Approved private water supply system, sewer drain, conduit, well, pool, irrigation system, storage reservoir, plumbing fixture, or any other device which contains, or may contain, contaminated water, liquid, gases, sewage, or other wastes, or unknown or unsafe water quality which may be capable of imparting contamination to the water supply as a result of Backflow.

**CSA B64.10-11** means Canadian Standards CSA B64.10-11, Selection and Installation of Backflow Preventers, November 2011, or the latest version thereof.

**Curb Stop Valve** means the valve owned by the Regional District generally placed on the water service at the Property Line to control the flow of water to a lot.

**Curb Stop Box** means the hollow metal tube that runs from the Curb Stop Valve to the cap. The Curb Stop Box includes the operating stem and the box cap.

**Customer** means the Owner or occupant of any Property to which water is supplied or made available from the Regional District.

**Designated Officer** means an employee of the Regional District or an authorized representative as designated in writing by the Manager.

**Developer** means the Owner of a Development.

**Development** means the Subdivision of land, new construction of buildings, structures, utilities or any use that requires the issuance of a building permit, plumbing permit, development permit, or Interior Health construction permit issued in accordance with the *Drinking Water Protection Act*, or the development of irrigated land.

**Disconnection** means physically turning off the water to an Owner's Property and adjusting the Owner's Account accordingly.

**Drip Irrigation** means an irrigation method that saves water by allowing water to drip slowly to the roots of plants, either onto the soil surface or directly onto the root zone, and uses less than 7.6 liters per hour (2 United States gallons per hour) at less than 138 kPa (20 psi). This does not include soaker hoses, weeper hoses or micro-sprayers.

**Double Check Valve Assembly** mean a Backflow Prevention devise meeting Canadian Standards CSA B64.5.

**Dual Check Valve** means a Backflow Prevention devise meeting Canadian Standards CSA B64.6.

**Dwelling** means any living quarters used or has the potential to be used by one or more persons which contains cooking, eating, living, sleeping and sanitary facilities.

**Easement** means a right to the use of land, or a right to restrict the use of land. See also Statutory Right of Way.

**Fees and Charges** means the fees and charges set out in the *Fees and Charges Bylaw*.

**Fees and Charges Bylaw** means the Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023, as may be amended or replaced from time to time.

**Folio** means a land identification number assigned by British Columbia Assessment and is used for Property tax purposes. Folio is synonymous with Assessment Roll Number. A Folio in this Bylaw may describe one or more Parcels grouped under one British Columbia Assessment Folio.

**Free Flow Bleeder** means a Freeze Protection Device that allows the discharge of bleed water continuously.

**Freeze Protection Device** means any Approved device to prevent the freezing of the water service.



**Illegal Water Connection** means any water connection that was made without the Manager's Approval under the Bylaw or other legal authority.

**Industrial** means businesses including but not limited to airports, aggregate processing, asphalt plants, bulk fuel storage, concrete plants, fabrication plants, manufacturing, processing, sawmills, and truck terminals.

**Institutional** means activities focusing on non-profit services in the public's interest. For example, schools, hospitals, group foster homes, and buildings used for religious worship.

**Irrigation** means the distribution of water to the surface or subsurface of lawns, gardens, vineyards and orchards, greenhouses by pipes, hoses, sprinklers or any other method.

**Manager** in this Bylaw, unless the context otherwise requires, means the Regional District of Central Kootenay General Manager of Environmental Services, the Water Operations Manager, Utility Services Manager or designate.

**Manufactured Home** means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and that is used as a Dwelling.

**Meter** means water meters, remote reading device, wire and other equipment or instruments used by the Regional District or authorized by the Regional District to be used to calculate the amount of water consumed, and other related appurtenances.

**Mobile Housing Unit** is any type of living accommodation that has been produced to be transported or is a mobile unit such as a ship, boat, recreational vehicle, Manufactured Home and so on, and occupied as living quarters.

**Minor Cross Connection Hazard** means any type of Cross Connection or potential cross-connection that involves a substance that constitutes only a nuisance and that results in a reduction in only the aesthetic qualities of the water.

**Moderate Cross Connection Hazard** means any Minor Cross Connection Hazard that has a low probability of becoming a Severe Cross Connection Hazard.

**Multiple Dwelling Property** means any Property containing more than one Dwelling Unit on one Folio.

**Occupancy Permit** means a permit issued by the Regional District indicating a building or structure is in compliance with applicable building codes and is suitable for occupancy.

**Once Through Cooling Equipment** means cooling, air conditioning or refrigeration systems in buildings, building systems and equipment, which rely upon the temperature of the water for cooling purposes and deliver water to a drain or other discharge facility without having recycled that water.

**Owner** has the same meaning as in the British Columbia *Land Title Act* and *Manufactured Home Act*.

**Owner Water Connection** means the Owner's water lines and appurtenances downstream of the Regional District Water Connection.

**Parcel** means the unit lot, block or other area in which land is registered under the British Columbia *Land Title Act*.

**Plumbing Code** means the British Columbia *Plumbing Code*, 2012, as it may be amended or replaced from time to time.

**Property** means land and improvements.

**Property Isolation** means Cross Connection protection provided at the entrance to a Property on the Regional District Water Connection.

**Property Line** means a line which defines, in the British Columbia Land Title Office, the perimeter of a Parcel.

**Provincial Drought Level** means drought levels defined and issued by the Province of British Columbia.

**Qualified Person** means a person who has a recognized degree, certificate, or professional standing related to subject matter.

**Recreational** is land primarily used for public recreation and includes but is not limited to not for profit: golf courses, parks, sports fields, gymnasiums, playgrounds, parks, green areas, beaches and camping sites.

**Reconnection** means physically turning on the water and reestablishing or adjusting an Account as required.

**Redevelopment** means the alteration or extension of existing buildings, structures, utilities or any use that results in a significant change in water usage and requires the issuance of a building permit, plumbing permit, development permit or Interior Health construction permit, or the redevelopment irrigated land.

**Reduced Pressure Principle Backflow Preventer** means a Backflow Prevention device meeting Canadian Standards CSA B64.4.

**Regional District of Central Kootenay or Regional District or District** means the Regional District of Central Kootenay, as described under the British Columbia *Local Government Act* with offices located at 202 Lakeside Drive, Nelson, BC V1L 5R4 Phone: 250-352-6665 or toll free number 1-800-268-7325 and Fax: 250-352-9300.

**Regional District Water Connection** means the water line extending from the Water Main to the Curb Stop Valve, generally near the Property Line and shall include any immediate downstream Meter installation, or Backflow Preventer.

**Severe Cross Connection Hazard** means any type of Cross Connection or potential Cross Connection involving water that has additives or substances that can create a danger to health.

**Single Family Dwelling** means a building or structure that contains only one Dwelling.

**Statutory Right of Way** means the grant of a right of way under Section 218 of the British Columbia *Land Title Act*.

**Subdivision** means a subdivision as defined in the British Columbia *Land Title Act*, and a subdivision under the British Columbia *Strata Property Act*.

**Subdivision Bylaw** means the *Subdivision Bylaw No. 2159* as it may be amended or replaced from time to time.

**Swimming Pool** means any permanent or semi-permanent artificial pool for swimming in.

**Title (Land Title)** refers to the registration of land ownership in accordance with the British Columbia *Land Title Act*.

**Turn On/Off** means a temporary interruption in or discontinuance of the supply of water authorized by the Regional District.

**Unit** means any Dwelling, Commercial, Industrial, or Institutional space.

**Water Conservation Measures** means any measures implemented by the Manager to restrict water usage.

**Water Main** means any water pipe under the control of the District which is intended for public use.

**Water Meter** see Meter.

**Water Service Area** means the area defined by the Water System service area establishment bylaw.

**Water Service Area Extension** means the extension of the Water Service Area boundary by bylaw to include one or more additional parcels of land.

**Water System** means all Regional District owned assets like Water Mains, water treatment facilities, pump stations, reservoirs, wells, water intakes and all associated appurtenances used in the provision of Water Services.

**Water Servicing Plan** means a plan that details the proposed Development or Subdivision as it relates to water servicing.

**Work** means construction, maintenance, inspection or testing services provided for an Owner.

**Work Order** means a written order on an Approved form providing agreement by a Owner to proceed with Work identified on the form for which the Owner will be responsible for costs incurred by the Regional District in accordance with the Utilities Rates, Fees and Charges Bylaw.

## 5. Administration

1. The Manager is hereby authorized and directed to have general supervision over the Regional

District of Central Kootenay Water Systems and to see that the provisions of this Bylaw are carried out.

2. The Manager shall have the power to appoint Designated Officers for the purpose of effectually carrying out the provisions of this Bylaw, and wherever the Manager is authorized or directed to perform any act or duty under this Bylaw, such act or duty may be performed by any Designated Officer authorized by the Manager to perform such act or duty.

## **6. Liability**

1. Nothing contained in this Bylaw shall be construed to impose any liability on the Regional District to service any person or Property or to give a continuous supply of water to any person or Property.
2. The Regional District shall not be liable for the failure of the water supply in consequence of any accident or damage to the Water System, or to excessive pressure or lack of pressure, or any interruption of service.
3. The Regional District does not guarantee provision of minimum or maximum service pressures or minimum flow rates.
4. The Regional District shall not be liable for deposition of sediment, mineral build up, staining or corrosion in the Owner Water Connection or Owner's water system.

## **7. Operation of the Water System**

1. No person, except a Designated Officer, or authorized contractor of the Regional District, or a member of a Regional District fire department shall operate any hydrant, standpipe or valve that forms part of the Water System or use any water therefrom, without written Approval of the Manager.
2. No person shall destroy, injure or tamper with any hydrant, or other fixture of the Water System and no person shall in any manner interfere or meddle with the Regional District Water Connection or Water System, or make any additions or alterations to the Water System or any Regional District Water Connection, or Turn On or Turn Off any Curb Stop, service valve or gate valve that forms part of the Water System without written Approval of the Manager, and damages incurred will be repaired by the Regional District at the person's expense.

## **8. Applications**

1. An application is required for a new Owner Water Connection, Account, Disconnection or Reconnection and shall be made on the application form provided by the Manager.
2. An application is required for a change of Account Type or a significant change of water usage that would result in a change in billing.
3. Application for new Owner Water Connections or Account, or change of Account Type or water use will only be accepted from the Owner.
4. An application in writing is required to the Manager for temporary water usage for such things as construction, road maintenance, and events.
5. New Water Connections, changes to existing Water Connections, temporary water usage, and Account changes require Manager Approval.
6. New Developments, including phased Developments, and Redevelopments with Regional District water servicing greater than 10 Units, have potential water demands greater than equivalent to 10 Single Family Dwellings, add 2.0 hectares (5 acres) or more of Irrigation, increase number of connections or Customers by 10% or more, or have the potential to increase water system demand by 10% or more, shall require Regional District Board approval.

7. Developments and Redevelopments smaller than that identified in Clause 8.6 shall require only Manager Approval.

## **9. Disconnection and Water Shut-Off**

### **9.1. Water Turn Off**

1. An Owner may apply for water Turn Off.
2. The Regional District may Turn Off or Disconnect the water service to any Property, group of Properties or Water Service Area for any of the following reasons, and the Regional District shall not be liable for damages by reason of discontinuing water service:
  - a. Unnecessary or wasteful use of water, or violation of regulations concerning watering or sprinkling;
  - b. Non-payment of Fees and Charges, repair charges or other miscellaneous charges;
  - c. Failure to replace or repair defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water;
  - d. Failure to allow access for inspection of any reasonably assumed contravention of this Bylaw;
  - e. Failure to allow access for a Meter installation, Work, inspection, testing or reading;
  - f. Failure to allow access for Backflow Preventer installation, inspection, or testing;
  - g. Water System maintenance or repairs;
  - h. Inadequate source water supply or disruption;
  - i. Concerns with water quality;
  - j. For violation of any of the provisions of this Bylaw.
3. Except under emergency situations, reasonable notice is required before Shut Off or Disconnection of the Regional District Water Connection. Reasonable notice shall consist of at least 48 hours' notice.

### **9.2. Application to Leave a Water Service Area**

1. Any request for a Parcel to be removed from a Water Service Area shall be submitted in writing to the Manager.
2. Parcels may only be removed from the Water Service Area if removal benefits the Water System or the Parcel cannot be feasibly serviced from the Water System.
3. If a future application is made for the Parcel to re-join the Water Service Area, the Parcel is subject to all conditions of this Bylaw and Fees and Charges as identified in the Utilities Rates, Fees and Charges Bylaw. No credit shall be given for past contributions to the Water Service Area.
4. After a Parcel is removed from a Water Service Area, no rebates for any past Fees and Charges or taxes shall be paid to the Owner, except proration of the current year's Fees and Charges.
5. If permission is granted for a Parcel to be removed from the Water Service Area, the Regional District Water Connection shall be removed at the Owner's expense.

## **10. Ownership, Responsibility, and Access**

### **10.1. Owner Water Connections**

1. The Owner is responsible for the supply and installation of Owner Water Connections.
2. Joining of the Regional District Water Connection and the Owner Water Connection

during construction shall be the responsibility of the Owner. The joint shall be inspected by a Designated Officer prior to backfilling the Owner Water Connection. A minimum notice of two working days is required before inspection.

3. The Owner shall ensure that all pipe, fixtures and appurtenances connected to the Owner's water system are in good working order.
4. All new Regional District Water Connections shall have a properly placed Curb Stop Valve and Curb Stop Box for Regional District Water Connections up to 50 mm in diameter or a shut off valve conforming to AWWA C509 for Regional District Water Connections of 100 mm diameter or larger.
5. All new Regional District Water Connection Curb Stop Valves or shut off valves shall be generally located immediately on the roadway side of the Parcel Property Line.
6. The Regional District shall own and be responsible for any maintenance or replacement of the Curb Stop Box and Curb Stop Valve with the exception of the connection point with the Owner Water Connection which is the responsibility of the Owner.
7. The Regional District does not guarantee the proper function of Curb Stop Valves.
8. The property Owner is responsible for any damage to the Curb Stop Box and Curb Stop Valve caused by the Owner or the Owner's contractors or representatives.
9. If it becomes necessary to do repairs on the Owner Water Connection, any costs incurred shall be the responsibility of the Owner. No work is permitted on the Regional District Water Connection without prior Approval from the Manager.
10. If the source of the leakage, freezing or other condition which causes the interruption of the supply of water cannot be determined, the Owner shall sign a Work Order for investigative Work. If it is determined that the source of the problem is within the Regional District Water Connection or other part of the Regional District Water System, then the Owner will not be charged for the Work. If it is determined that the source of the problem is within the Owner Water Connection then the Owner will be responsible for the investigative Work and any other repairs.
11. If potential high pressures are a concern, the Owner shall be responsible to provide and maintain any required pressure-reducing valves and pressure relief valves.
12. The Owner shall permit access by the Designated Officer upon reasonable notice for inspection of the Owner Water Connection, Meters, Backflow Preventers, fixtures or appurtenances, if the Designated Officer has reasonable reason to believe water is being wasted, there is a leak, there is a Cross Connection or any other contravention of this Bylaw.
13. Owner Water Connections may not be extended to service other Properties.
14. Water connections that pass through private property and service any other private property without looping back to a Regional District Water Main, and without Statutory Right of Way, shall be considered an Owner Water Connection.

#### **10.2. Access to the Water System on Public Lands**

1. No person shall enter into any utility structure forming part of a Water Service whether underground or above ground or any utility compound whether it is fenced or not.
2. No person shall obstruct at any time or in any manner the access to any hydrant, valve, Curb Stop or other fixture connected with the Water System or Regional District Water Connection.
3. No person shall obstruct or prevent the Manager or any person authorized by the Manager from carrying out any or all of the provisions of this Bylaw, nor shall any person refuse to grant the Manager or any person authorized by the Manager, permission to inspect any Owner Water Connection at any reasonable time.

### **10.3. Water System Access on Private Lands**

1. Regional District access to the Water System located on private lands shall be done in accordance with *Local Government Act* Clause 311 (1), Clause 312, Clause 314.1, and *Community Charter* Section 16 (1) to (5).

### **10.4. Fire Hydrants and Standpipes**

1. All fire hydrants and standpipes directly connected to Regional District Water Mains are the property of the Regional District.
2. All fire hydrants and standpipes connected to Owner Water Connections are the property of the Owner unless otherwise agreed in writing between the Manager and Owner.

## **11. Water Usage**

### **11.1. General Water Usage**

1. No person shall irrigate land unless irrigation privileges have been assigned by this Bylaw or by the Manager, regardless if Metered.
2. No Owner shall cause or allow Regional District supplied water to be conveyed to any other Property.
3. No person shall commercially sell water from a Regional District of Central Kootenay Water System unless otherwise Approved by the Manager or unless the sale or distribution of water is by a landlord to a tenant or by a condominium corporation to a member and the charge to the tenant or member for water use shall not exceed the amount charged by the Regional District.
4. No change or addition to the number or type of fixtures on a Property, for the purpose of expanding the number of Dwellings, installation of a Swimming Pool, or Commercial or Industrial enterprise, shall be made until an Application is made to the Manager and written permission thereof obtained.
5. No pumps shall be connected to the Water System without Approval of the Manager. Any Owner pumps connected to the Water System shall be subject to conditions imposed by the Manager which may include but is not limited to:
  - a. Pump capacity limitations;
  - b. Pump discharge pressure limitations;
  - c. Pump low suction pressure monitoring and lock out;
  - d. Minimum service size;
  - e. Placement of a Restrictive Covenant on Title, in accordance with Section 219 of the British Columbia Land Title Act;
  - f. Existing pumps may only be replaced with a pump of the same make, model, impeller and speed. Approval of the Manager is required for any changes;
  - g. Approval from other applicable regulatory agencies.
6. Free Flow Bleeders for frost protection or any other purpose are not permitted after December 31, 2016 unless Approved in writing by the Manager.

### **11.2. Temporary Water Usage**

1. Temporary water usage may only be approved by the Manager for construction, road maintenance, emergency water supply to other organizations, and community events, such as, but not limited to concerts, festivals and markets.
2. Temporary water users are not required to open an Account but Approval is required from the Manager for water usage.
3. Temporary water users shall provide tamper protection, Backflow Prevention, and or Metering, if required by the Manager.



4. Temporary water usage is subject to Fees and Charges as identified in the Utilities Rates, Fees and Charges Bylaw.
5. A deposit amount payable to the Regional District may be set out in the Utilities Rates, Fees and Charges Bylaw and the deposit may be used to recover any damages to the Water System.
6. Temporary water usage is limited to the water service area when required by the water system's provincially issued water licence.

### **11.3. Water Conservation**

1. All Water Systems are subject to seasonal Stage One water conservations measures as identified in Schedule A.
2. The Manager may introduce further Stages of water conservation based on the following criteria and upon receiving due notice of such restriction, no person shall use water for the purposes prohibited by, or in excess of the limits imposed by such restrictions:
  - a. For planned maintenance of pumping and treatment equipment;
  - b. For emergency operating conditions including Water Main breaks, pumping failure, treatment failure, or emergency maintenance activities;
  - c. When emergency water storage levels cannot be maintained;
  - d. For Provincial Drought Level 2 or higher;
  - e. When water demand reaches or is reasonably expected to reach rated Water System capacity.
3. Due notice of Water Conservation Measures shall be given either by publication in a newspaper circulating within the Regional District, by mail, or by automated email, voice message or mobile device messaging service.
4. No person shall:
  - a. Use water for sprinkling in excess of reasonable requirements;
  - b. Irrigate more than 0.40 Hectares (1 acre) of land per non-Metered Account unless the Account has been classified as Agricultural Land, Golf Course, Institutional or Recreational, and assigned irrigation privileges by the Manager;
  - c. Irrigate more land area than has been assigned irrigation privileges by the Manager;
  - d. Use water at a rate greater than 0.70 litres per second per hectare (0.28 litres per second per acre or 4.5 United States gallons per minute per acre) on Agricultural Land, or for unmetered irrigation on Single Family Dwelling or Multiple Dwelling Properties;
  - e. Use an unattended open pipe or hose for sprinkling purposes.

### **11.4. Once Through Cooling Equipment**

1. Once Through Cooling Equipment is not to be permitted to be connected to the Water System after December 31, 2016, unless otherwise Approved in writing by the Manager.

### **11.5. Car Washes**

1. Commercial Carwashes connected to a Regional District Water System shall comply with the following:
  - a. Maximum of 151 liters (40 United States gallons) of Potable Water per average automated Carwash;
  - b. Maintain high pressure wash nozzles and pump systems that use less than 0.19 liters per second (3 United States Gallons per minute).
2. Commercial Carwashes may use recycled water to augment water volume and flow limits.

### **11.6. Water Wastage**

1. No Customer shall allow Regional Districted supplied water to be wasted.
2. Notwithstanding the prohibitions in this Section, the Manager may authorize in writing the discharge of Regional District supplied water for the purposes of:
  - a. health and safety;
  - b. the installation and maintenance of infrastructure, including the flushing of Water Mains, hydrant leads and water service connections;
  - c. preventing the freezing of Water Mains, hydrant leads and water service connections;
  - d. conducting water flow tests;
  - e. installation and testing of permanently installed irrigation systems;
  - f. training programs for fire fighters.

### **11.7. Illegal Water Connections**

1. No person shall make or cause to be made a connection to the Water System without the express written Approval of the Manager.
2. Any Illegal Water Connections shall be removed from the Water System within a reasonable time frame given by the Manager at the expense of the Owner, or the Owner shall make an Application for a Regional District Water Connection and the Owner is subject to all conditions of a new Regional District Water Connection.
3. An Owner is responsible for all Fees and Charges that would have been levied from the time of installation.

## **12. New Servicing and Development**

### **12.1. New Regional District Water Connections**

1. New Regional District Water Connections are subject to Fees and Charges identified in the Utilities Rates, Fees and Charges Bylaw.
2. There shall only be one Regional District Water Connection per Parcel for new Developments, unless a dedicated non-Cross Connected fire service is also required.
3. Given limitations on the availability or pressure of water within some Water Systems, a new Regional District Water Connection may not be permitted if normal operating pressures are anticipated to be below 280 kPa (40.6 psi) or above 700 kPa (101.5 psi) as might be measured at the living floor elevation. The Manager may approve pressures outside this range and impose specific conditions in writing.
4. Regional District Water Connections, Owner Water Connections or Water Mains may not pass through a private Property to service another Property. Exceptions may be made at the discretion of the Manager as follows:
  - a. if the benefiting Property is an existing landlocked Parcel and an Easement Agreement is executed between the properties with the Easement Agreement including the requirement for Regional District Approval for Easement Agreement discharge;
  - b. if Water Mains and Water Connections are located within a Provincially approved access common lot and all Water Mains and Water Connections within the access common lot are owned by the Property Owners, not the Regional District.
5. Owners are responsible for all costs associated with provision of the Regional District Water Connection including but not limited to:
  - a. Water System assessment to confirm adequate capacity and pressures;
  - b. Extension of Water Mains;
  - c. Roadway and surface restoration costs.
6. Provision of a new Regional District Water Connection is not guaranteed by the Regional

District and an Application may be rejected by the Manager for any reasonable reason, such as but not limited to, inadequate water pressures, inadequate capacity, Water System under boil water notice, geological hazards, unpaid water bills or taxes, zoning or development conditions, or if the connection is not economically feasible.

7. New Regional District Water Connections shall not run parallel with roadways; rather a new Water Main extension is required. New Water Mains shall be a minimum of 100 millimeter diameter in Water Service Areas without fire protection and 150 millimeter diameter in Water Service Areas with existing or planned fire protection. Water Mains may be larger or smaller in diameter subject to an engineering assessment and Approval by the Manager.
8. New Water Mains shall have a minimum pressure rating of 1,379 kPa (200 psi) unless otherwise approved by a Professional Engineer or Qualified Person, and the Manager.
9. Allowance for new Regional District Water Connections to substandard Water Mains is at the discretion of the Manager and the Manager may require that substandard Water Mains be replaced at the Owners expense.
10. A Developer or Owner who is required to replace or extend Water System infrastructure may qualify for a future rebate in accordance with Section 508 of the Local Government Act, and Schedule B: Bylaw No. 2894 Latecomer Charges and Cost Recovery for Excess and Extended Services.

#### **12.2. Water Service Area Extension**

1. Inclusion of one or more new Parcels into a Water Service Area is subject to Fees and Charges identified in the Utilities Rates, Fees and Charges Bylaw.
2. Owners are responsible for all costs associated with Water Service Area extension including but not limited to:
  - a. Water System assessment to confirm adequate capacity and pressures;
  - b. Extension of Water Mains;
  - c. Upgrade of treatment, pumping and storage facilities;
  - d. Roadway and surface restoration costs.
3. New Water Mains shall be a minimum of 100 millimeter diameter in Water Service Areas without fire protection and 150 millimeter diameter in Water Service Areas with existing or planned fire protection. Water Mains may be required to be larger or smaller diameter as determined by an engineering assessment and Approved by the Manager.
4. New Water Mains shall have a minimum pressure rating of 1,379 kPa (200 psi) unless otherwise approved by a Professional Engineer or Qualified Person, and the Manager.
5. All new Water System infrastructure shall be located in road right of ways or Parcels Titled to the Regional District. Location of new Water System infrastructure in Easements or Statutory Right of Ways may only be permitted under special circumstance and requires Approval of the Manager.

#### **12.3. Subdivision of a Parcel, Creation of Additional Units, or Changes to Irrigation on an Existing Property**

1. Any Subdivision or addition of Units to a Property within a Water Service Area may be subject to a Capital Infrastructure Charge as defined in the Utilities Rates, Fees and Charges Bylaw.
2. Applications for a new Regional District Water Connection as part of a Subdivision process shall include submission of a Water Servicing Plan to the Manager. The Water Servicing Plan shall include property lines, existing legal lot, block and plan numbers, proposed lot numbers, building location(s), driveways or hard surfaces, sanitary systems and service offsets, other utilities, road names, and the requested location of the water connection(s). Neat sketches may be acceptable from the Owner for small

- Developments or Subdivisions but the Manager may require drawings issued by a Professional Engineer or Qualified Person for larger Developments or Subdivisions.
3. The Manager may require the Owner to upgrade any existing Regional District Water Connection due to age, to meet current standards or to improve capacity as a condition of Subdivision or as a condition of adding a water serviced addition to a Unit or additional water serviced Units to a Property.
  4. There shall only be one Regional District Water Connection per Parcel for Redevelopments, unless a dedicated non-Cross Connected fire service is also required, or unless deemed beneficial to the Water System by the Manager to have more than one connection.
  5. If the Owner does not initiate construction of the required Water System within one year after the date of the subdivision approval, the Regional District may enter upon the subdivided lands to complete the installation of the required Water System at the expense of the Owner.

#### **12.4. Multiple Dwelling Property Developments**

1. Owners of a proposed Multiple Dwelling Property Development wishing to connect to a Regional District Water Service shall, prior to the start of any construction, submit a Water Servicing Plan to the Manager for Approval. The Water Servicing Plan shall include property lines, existing legal lot, block and plan numbers, proposed lot numbers, building location(s), driveways or hard surfaces, sanitary systems and service offsets, other utilities, road names, and the requested location of the water connection(s). Neat sketches may be acceptable from the Owner for small Developments or Subdivisions but the Manager may require drawings issued by a Professional Engineer or Qualified Person.
2. The Manager may require the Owner to upgrade any existing Regional District Water Connections due to age, to meet current standards or to improve capacity as a condition of Development.

#### **12.5. Existing Water Mains and Service Connections on Private Land**

1. Existing Water Mains and service connections that cross private Property to service another Property shall be relocated in road right of ways or Parcels Titled to the Regional District during new Developments, Redevelopments or property line boundary adjustments, unless otherwise approved by the Manager, and a Statutory Right of Way or Easement Agreement is provided for existing Water Mains and service connections.

#### **12.6. Work Completed by Others**

1. Work on Regional District Water Systems or installation of water infrastructure that is to become part of a Regional District Water System shall be completed by the Regional District or the Regional District's contractor unless done under written agreement between the Regional District and Developer.
2. The Developer is responsible for but not limited to the following when any infrastructure installed by the Developer is to be owned by the Regional District:
  - a. Securing all required permits, including but not limited to an Interior Health Issued Construction Permit, Ministry of Transportation and Infrastructure Provincial Public Highway Permit, Development Permits, Building Permits, and Plumbing Permits;
  - b. Provision of "issued for construction drawings" and "plan of record drawings" provided by a Professional Engineer or Qualified Person;
  - c. Provision of project costs by a Qualified Person.
  - d. All materials shall meet applicable American Water and Wastewater Association standards, Canadian Standards Association standards, NSF standards, and designs

- and construction standards shall meet the satisfaction of the Regional District and applicable Regulatory agencies;
- e. Provision of a deposit with the Regional District in the form of an unconditional, irrevocable letter of credit, a bank draft drawn on a chartered bank in Canada, or cash in the value of 20% of the estimated cost of the water infrastructure, and for a term to the time of not less than to the issuance of a Certificate of Total Performance by the Regional District; and
  - f. Securing and maintaining commercial general liability insurance against claims for bodily injury, death or property damage arising out of this Agreement or the construction of the water infrastructure in a form acceptable to the Chief Financial Officer of the Regional District, in the amount of \$5,000,000 per occurrence.
3. The Developer shall provide the following warranty on any infrastructure installed by a Developer that is to be owned by the Regional District:
    - a. One year from the time of issuance of a Certificate of Total Performance by the Regional District for any water infrastructure.
    - b. Two years from the time of issuance of a Certificate of Total Performance by the Regional District for any landscaping.
    - c. The cost of all work required to repair any defects or deficiencies shall be at the expense of the Developer during the warranty period.

### **13. Cross Connection Control and Backflow Prevention**

#### **13.1. Cross Connection Control Requirement and Classification**

1. As a condition of Approval of service:
  - a. The property owner must have a cross connection control device already installed as part of the plumbing system on their property in accordance with and when required by the Plumbing Code; or
  - b. Where a cross connection control device is not part of the owner's plumbing system, a cross connection control device must be installed outside of the property line on the Regional District Water Connection when require by the Manager.
2. No person shall cause or permit to continue a Cross Connection to a Regional District Water system or a connection between a Regional District Water System and another source of water.
3. When required by this Bylaw, Backflow Prevention shall be required to be installed on the public side of a Water Connection only at the following times:
  - a. During Developments or Redevelopments, at the Owner's expense;
  - b. When an Owner does not mitigate a Severe Hazard, at the Owner's expense;
  - c. When metering in a meter pit is required; or
  - d. During Water System metering implementation programs.
4. All new meter pits shall include Dual Check Valves for all Single Family Dwelling properties, Multiple Dwelling properties and Minor Cross Connection Hazard properties.
5. All new Regional District owned meter pits shall have Double Check Valve Assemblies for Moderate Cross Connection Hazard properties and potential Severe Cross Connection Hazard properties.
6. Property Owners with a Severe Cross Connection Hazard not protected by a Reduced Pressure Principle Backflow Preventer or Air Gap, approved by a Qualified Person, shall immediately eliminate the Severe Cross Connection Control Hazard or be subject to immediate water Turn Off by the Regional District.
7. Property Owners with a potential Severe Cross Connection Hazard shall install a Reduced Pressure Principle Backflow Preventer or Air Gap on their property, approved by a Qualified Person.

8. Backflow Prevention is not required in Water Systems under long-term Boil Water Notice.
9. Backflow Prevention, when required, shall be selected and installed by a Qualified Person in accordance with CSA B64.10-11.
10. No person shall remove or modify a Backflow Preventer unless a Qualified Person.
11. Buildings or facilities in a Regional District Water System may be classified as being a Minor, Moderate or Severe Cross Connection Hazard by the Manager in accordance with CSA B64.10-11.
12. All new Regional District Water Connections or Redevelopments servicing four or more Units, including Dwellings, shall be considered at least a Minor Cross Connection Hazard.
13. All new Regional District Water Connections or Redevelopments in potable Water Systems with no residual disinfection protection and with a building or facility identified as being a Minor Cross Connection Hazard shall have a Property Isolation Dual Check Valve or Double Check Valve Assembly as Approved by the Manager.
14. All new Regional District Water Connections or Redevelopments in all Water Systems with a building or facility identified as being a Moderate or Severe Cross Connection Hazard shall have Property Isolation Backflow Prevention as specified by a Qualified Person and as Approved by the Manager.
15. All new Regional District Water Connections on parcels of land 0.40 hectares (1 Acre) or larger, when also required to be metered, shall have Property Isolation Backflow Prevention, as specified by a Qualified Person and as Approved by the Manager.

### **13.2. Owner Responsibilities**

1. When an Owner's Premises Isolation Backflow Preventer protecting a Moderate or Severe Cross Connection Control Hazard is found to not be in proper working condition, the condition shall be reported to the Regional District by the Customer or Owner and the Backflow Preventer shall be repaired or replaced by the Owner within 5 working days.
2. When an Owner's Premises Isolation Backflow Preventer protecting a Minor Cross Connection Control Hazard is found to not be in proper working condition, the condition shall be reported to the Regional District by the Customer or Owner and the Backflow Preventer shall be repaired or replaced by the Owner within 30 days.

### **13.3. Backflow Preventer Ownership**

1. Backflow Preventers installed on the Owner's Property shall be owned by the Property Owner and shall be installed, maintained and tested at the Owner's expense.
2. Backflow Preventers when required to be installed on a Regional District Water Connection for new Regional District Water Connections or Redevelopments shall be installed at the Owner's expense.
3. Backflow Preventers when required to be installed on a Regional District Water Connection due to Cross Connections created by portable equipment connected to the water system by a Property Owner or their representatives shall be installed at the Owner's expense.
4. Backflow Preventers installed on the Regional District Water Connection shall be owned by the Regional District and shall be maintained and tested by the Regional District.

### **13.4. Backflow Preventer Testing and Inspection**

1. Backflow Preventers that are owned by the Owner and that are protecting against Moderate or Severe Cross Connection Hazards shall be tested by a British Columbia Water and Wastewater Association certified Cross Connection Control Tester as follows:
  - a. Upon installation;

- b. When cleaned, repaired, or overhauled;
  - c. When relocated; and
  - d. Every three years.
2. Owners shall maintain a record of Backflow Preventer Inspection and testing results on the Property and shall provide a copy of these records to the Regional District upon request.
  3. Testable Backflow Preventers shall have an Approved testing tag affixed to the device by a British Columbia Water and Wastewater certified Cross Connection Control Tester.

## 14. Water Meters

### 14.1. Water Meter Requirement

1. Any new Regional District Water Connections or Redevelopment with Regional District Water Connection greater than 25 mm shall have an Approved Meter installed by the Owner, unless otherwise identified in a Board approved metering plan.
2. All new Regional District Water Connections or Redevelopments servicing, Commercial properties, Industrial properties, Institutional properties, golf courses, Agricultural Land, and recreation facilities, excluding home based businesses, shall have an Approved Meter installed by the Owner, unless otherwise identified in a Board approved metering plan.
3. All new Regional District Water Connections or Redevelopments servicing four or more Units, including Dwellings, shall have an Approved Meter installed by the Owner, unless otherwise identified in a Board approved metering plan.
4. All Regional District Water Connections in the Lucas Road, Balfour Water System, Grandview Water System and Rosebery Water System shall be Metered.
5. All existing Properties with Approved Free Flow Bleeders shall be Metered, unless otherwise identified in a Board approved metering plan.
6. Owner Water Connections that cross a privately owned Property to service another Property unless otherwise exempted by the Manager in writing, shall have a Meter installed by the Owner, unless otherwise identified in a Board approved metering plan.
7. All existing Multiple Dwelling Properties, Commercial properties, Industrial properties, Institutional properties, golf courses, Agricultural Land, and recreation facilities shall have a Meter installed by the Owner by **December 31, 2024**, unless otherwise identified in a Board Approved metering plan.
8. The Manager may at any time require that a Meter be installed by the Owner on Water Connections where there is reasonable cause to suspect a high water demand or where water usage cannot be easily determined.
9. No un-Metered water may be used on a Metered Property without the written Approval of the Manager.
10. The following Water Connections shall not require a Water Meter:
  - a. Fire water connections which are not used for any other purpose; and
  - b. Such other connections where, in the opinion of the Manager, it is impractical to install a Water Meter.
11. If an Owner requests and the Manager Approves an increase or decrease to the amount of irrigation privileges assigned or an increase or decrease to the assessed Agricultural Land Charge, a water meter will be required and the Owner shall be responsible for the installation costs of a Water Meter and related appurtenances, if the amount of assessed assigned irrigation privileges or assessed Agricultural Land Charge results in more than one acre and less all the lands.



#### **14.2. Metering Equipment**

1. Water Meters and equipment shall be selected and installed in accordance with requirements identified by the Manager.
2. All new Meter installations shall be located at Property Line and shall be installed in an Approved Meter Pit at the Owner's expense, unless otherwise identified in a Board approved metering plan.
3. The size of all Meters installed shall be Approved by the Designated Officer and will not necessarily conform to the size of the service pipe installed but will be based on the estimated rate of consumption.
4. All Water Meters with a bypass shall have a seal on the bypass.
5. If a Property Owner fails to provide access to an existing Meter, a new Meter may be installed on the Regional District Water Connection at the Owner's expense.

#### **14.3. Customer Responsibility and Notification Requirements**

1. The Customer shall protect any Water Meter, valves, or pipes located on the Property from freezing, excessive heat, overheating of water, external or internal damage of any kind, or any other thing which may affect the operation of the Water Meter or Meters.
2. If a bypass seal is broken, the Customer shall notify the Designated Officer within twenty-four (24) hours of knowledge of the broken seal.
3. If a Water Meter is damaged, the Customer shall notify the Designated Officer within twenty-four (24) hours of knowledge of the damaged meter.
4. No Person shall:
  - a. Interfere with or tamper with the operation of any Water Meter or remote reading device; nor
  - b. Open a bypass valve on a Water Meter or metering installation except in the case of an emergency.

#### **14.4. Water Meter Costs and Ownership**

1. Water Meters located on Owner Water Connections shall be installed at the Owner's expense, unless installed as part of a Regional District metering program, and shall be the property of the Regional District.
2. If a Water Meter is removed or stolen, the Owner shall be responsible for the cost of replacing the Water Meter including installation.
3. If a Water Meter is damaged or tampered with, the Owner shall be responsible for the cost of repairs or replacement.
4. The Regional District shall be responsible for Water Meter maintenance, repair and replacement due to normal wear and tear, and life expectancy.
5. If a Water Meter is required by the Owner to be relocated, all costs associated with the Meter relocation shall be the responsibility of the Owner.

#### **14.5. Meter Testing**

1. The Owner may request that a Water Meter be tested for accuracy, and the cost of any such test shall be at the expense of the Regional District if the Water Meter is found to be inaccurate in excess of two (2%) percent of actual flow. The test shall be at the Owner's expense if the Water Meter is found to be accurate within two (2%) percent of actual flow.
2. The Manager may require a water meter to be tested for accuracy, and the cost of any such test shall be the expense of the Regional District.

#### **14.6. Meter Readings**

1. The Manager shall establish the frequency of regular Meter reading.

2. The Manager may require that a Meter be read at any time.
3. Customers shall provide Meter reading(s) when requested by the Manager.

**15. Offences and Penalties**

1. Any person who contravenes this Bylaw or other requirements made or imposed under this Bylaw or amendments thereto is guilty of an offence and is liable to a fine not exceeding \$2,000.
2. Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$2,000, may be imposed for each day on or during which an offence occurs or continues.
3. Nothing in this Bylaw shall restrict the Regional District of Central Kootenay from utilizing any other remedy that would otherwise be available to the Regional District of Central Kootenay at law.

**16. Citation**

This Bylaw may be cited as **Water Bylaw No. 2894, 2023**

**17. Repeal**

**Water Bylaw No. 2824, 2022**, and amendments hereto, are hereby repealed.

READ A FIRST TIME this 20<sup>th</sup> day of April, 2023.

READ A SECOND TIME this 20<sup>th</sup> day of April, 2023.

READ A THIRD TIME this 20<sup>th</sup> day of April, 2023.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 20th day of April, 2023.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer

**SCHEDULE A: BYLAW NO. 2894  
WATER CONSERVATION MEASURES**

Stage 1 Water Conservation Measures go into effect every year regardless of seasonal weather patterns. These measures are in effect from June 1<sup>st</sup> to September 30<sup>th</sup>. The Regional District may, upon notification, impose further water conservation measures (Stages 2-4) as necessary.

Activity	Mandatory Restrictions			
	Stage 1	Stage 2	Stage 3	Stage 4
<b>Watering of lawns</b>	<b>ONLY</b> between the hours 7 pm - 10 am	<b>ONLY</b> between the hours 6 am - 10 am, and 8 pm - 10 pm	Prohibited	Prohibited
<b>Watering of new lawns</b> (seed within 45 days and sod within 21 days of installation)	<b>ONLY</b> between the hours 7 pm - 10 am	<b>ONLY</b> between the hours 6 am - 10 am, and 8 pm - 10 pm	<b>ONLY</b> between the hours 6 am - 10 am, and 8 pm - 10 pm	Prohibited (Except where permitted by the Manager)
<b>Watering of gardens, trees and shrubs</b> (excluding watering of commercial agricultural products on Agricultural Land)	<b>ONLY</b> between the hours 7 pm - 10 am	<b>ONLY</b> between the hours 6 am - 10 am, and 8 pm - 10 pm	<b>ONLY</b> between the hours 6 am - 10 am, and 8 pm - 10 pm	Prohibited
<b>Outdoor water usage during power outages greater than 1 hour</b>	Prohibited	Prohibited	Prohibited	Prohibited
<b>Watering of Commercial Agricultural Products</b> (production and sales)	Permitted	Permitted	Permitted	Permitted (Voluntary Conservation)
<b>Wash down</b> (sidewalks, walkways, driveways, exterior building surfaces, window, vehicles or other outdoor surface)	Permitted	<b>ONLY</b> between the hours 6 am - 10 am, and 8 pm - 10 pm	Prohibited (Except where critical for health and safety, and business operations)	Prohibited (Except where critical for health and safety)
<b>Filling of fountains or other decorative features</b>	Permitted	Prohibited (Except where permitted by the Manager)	Prohibited	Prohibited
<b>Filling of outdoor hot tubs and/or wading pools.</b>	Permitted	Permitted	Prohibited	Prohibited
<b>Filling of swimming pools</b>	<b>ONLY</b> between the hours 8 pm - 7 am	Prohibited (Except where permitted by the Manager)	Prohibited	Prohibited
<b>Dwelling water consuming appliances such as washing machines and dishwashers</b>	Permitted	Permitted	Permitted (Voluntary Conservation)	Permitted (Voluntary Conservation)
<b>Large commercial water use such as laundromats, washers, carwashes, etc.</b>	Permitted	Permitted	Permitted (Voluntary Conservation)	Permitted (Voluntary Conservation)

**SCHEDULE B: BYLAW NO. 2894**  
**LATECOMER CHARGES AND COST RECOVERY FOR EXCESS AND EXTENDED SERVICES**

**PURPOSE**

The purpose of this Schedule is to provide a form of authorization for staff on how to process Latecomer Agreements and associated Latecomer Charges within water systems owned and operated by the Regional District of Central Kootenay.

A Latecomer Agreement is executed between a Developer and the Regional District when Latecomer Charges are owed to a Developer for off-site infrastructure they have installed that benefit other lands within the water system. Identified Benefitting Lands in the Latecomer Agreement pay calculated Latecomer Charges to the Regional District at the time of a new water service request. The collected Latecomer Charges are reimbursed to the Developer for a set term.

Any modifications to this Schedule must be approved by the Regional District Board.

**SCOPE**

This schedule applies in situations where a developer wishes to install water infrastructure that is to become part of a Regional District water system that is deemed as Excess or Extended services.

**DEFINITIONS**

**Benefitting Land** means lands that benefit from an extended service within a Regional District water system boundary.

**Development Agreement** means an agreement executed between the Developer and the Regional District that outlines the requirements for installation of water infrastructure by the Developer that is to become part of a Regional District water system.

**Excess Service** means the oversizing built into the water system in order to provide excess capacity to service properties other than the land being developed.

**Extended Service** means the water system infrastructure that is being installed by a developer to service their development, but which also extends the immediate capability of water servicing to other properties.

**Latecomer Agreement** means the executed Latecomer Agreement as the legally binding contract between the Developer and the Regional District.

**Latecomer** means the registered owner of lands benefitting from the construction of the extended services.

**Latecomer Charge** means a charge imposed on the benefitting lands which will be collected by the Regional District as a condition of a latecomer connecting or using extended services.

**Substantial Completion** means the extended or excess service work is sufficiently complete in accordance with the Development Agreement to the point that it may be used for its intended purpose.

**1 General Administration**

Latecomer charges apply to Excess or Extended water services required as part of the subdivision, development process, or building permit process within a Regional District owned water system. The Latecomer Agreement Application submitted by the Developer is reviewed and approved by the Manager.

The Regional District may pay the cost of oversizing or extending of water services subject to funding availability and Board approval. The Developer shall not be eligible for Latecomer Charge benefits for any over sizing or additional component of water service extension paid for by the Regional District.

Benefitting lands are limited to:

- a. Parcels fronting the Excess or Extended services, or parcels fronting public roads where future water main extensions from the Excess or Extended services is feasible;
- b. Parcels that would achieve normal operating pressures as outlined in Bylaw 2894, as amended or replaced; and
- c. Parcels within the existing water system boundary.

A parcel with an existing service connection will be reconnected to the new service without a Latecomer Charge applied. Parcels with on-site servicing, such as a well, will not be entitled to this free connection.

Latecomer charges do not apply to offsite works and services which are voluntarily installed by a Developer or where the Developer has waived their right to collect latecomer charges.

Interest on Latecomer Charges shall be calculated annually at 1% and payable for the period beginning on date of Substantial Completion, up to the date that the benefitting lands water service is made.

Building and/or Development permits pursuant to the Subdivision and Development Bylaws will not be issued for works and services which are the subject of a latecomer charge until the Latecomer Agreement and the Development Agreement have been executed.

Before the Regional District will execute a Latecomer Agreement with the Developer, the Developer must pay an application administration fee to the Regional District in the amount prescribed in the Water Utility Rates, Charges, and Charges Bylaw 2825, as amended or replaced.

The term for the Latecomer Agreement will be set for the 10<sup>th</sup> anniversary of the Substantial Completion date, with no opportunity for extension.

**2 Procedure**

Staff is to establish and maintain procedures for process, approval, administration, collection, and reimbursement of Latecomer charges.

**3 Authority for Execution**

Latecomer Agreement contracts must be authorized by the General Manager of Environmental Services with the approval of the Chief Administrative Officer.

**4 Related Legislation**

*Local Government Act* Part 14 – Planning and Land Use Management Section 508.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2895

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A Bylaw to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

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WHEREAS the Regional District of Central Kootenay wishes to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

### APPLICATION

- 1 (1) This Bylaw is applicable to all Water Service Areas of the Regional District of Central Kootenay.
- (2) When a Regional District water system is supplied with water from an adjacent local government, the bylaws of that local government and agreement conditions may apply.
- (3) Schedule A Labour rates and Schedule B Arrow Creek Water Treatment and Supply Service Area rates of this Bylaw only shall apply to the Town of Creston.

### DEFINITIONS

- 2 In this bylaw:

**Account** means a formal arrangement under this Bylaw for the provision of water services to a Property.

**Account Holder** means the person, organization, agent or representative that holds the water Account with the Regional District of Central Kootenay.

**Account Type** means the predominate usage of the Account such as but not limited to: Single Family Dwelling, Multiple Dwelling Property, Commercial, Industrial, Institutional, Agricultural, and Recreational.

**Agricultural Land** means land where agricultural irrigation privileges have been assigned by the Manager.

**Auxiliary Building or Dependent Suite** means a secondary or supplementary building or Unit that does not include all of cooking, eating, living, sleeping and sanitary facilities. An Auxiliary Building or Dependent Suite intended for habitation would be reliant on the main Dwelling.

**Board** means the Regional District of Central Kootenay Board of Directors.

**Capital Infrastructure Charge** means a fee levied during Development that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

**Capital Reserve Fund Contribution** means a fee levied that is placed into reserves as a contribution to the cost of water infrastructure upgrades and long term asset renewal.

**Carwash** means a building or structure containing facilities for washing motor vehicles, including tunnel car washes, coin operated automatic car washes and coin operated self service car washes.

**Commercial** means any Unit for which the use is the provision for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including but not limited to retail sales, wholesaling incidental to retail sales, commercial education and entertainment services, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices.

**Commercial Carwash** means a Carwash used or operated by a Commercial or Industrial business.

**Customer** means the Owner or occupant of any Property to which water is supplied or made available from the Regional District.

**Development** means the construction, alteration, or extension of buildings, structures, utilities or any use that requires the issuance of a building permit, plumbing permit, or Interior Health construction permit issued in accordance with the *Drinking Water Protection Act*.

**Disconnection** means physically turning off the water to a Owner's Property and adjusting the Owner's Account accordingly.

**Dwelling** means any living quarters used or has the potential to be used by one or more persons which contains cooking, eating, living, sleeping and sanitary facilities.

**Flat Use Water Rates** means water use rates that are independent of the water quantity used.

**Folio** means a land identification number assigned by British Columbia Assessment and is used for Property tax purposes. Folio is synonymous with Assessment Roll Number. A Folio in this Bylaw may describe one or more Parcels grouped under one British Columbia Assessment Folio.

**Guest Room** means a room or structure with sleeping facilities provided for guests.

**Industrial** means businesses such as but not limited to airports, aggregate processing, asphalt plants, bulk fuel storage, concrete plants, fabrication plants, manufacturing, processing, sawmills, and truck terminals.

**Institutional** means activities focusing on non-profit services in the public's interest. For example, schools, hospitals, group foster homes, and buildings used for religious worship.

**Irrigation** means the distribution of water to the surface or subsurface of lawns, gardens, orchards greenhouses by pipes, hoses, sprinklers or any other method.

**Manager** in this Bylaw, unless the context otherwise requires, means the Regional District of Central Kootenay General Manager of Environmental Services, the Water Operations Manager, Utility Services Manager or designate.

**Manufactured Home** means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and that is used as a Dwelling.

**Manufactured Home Park** means property for which Manufactured Homes or other Dwellings sites are offered for lease or rent.

**Meter** means meters and other equipment or instruments used by the Regional District or authorized by the Regional District to be used to calculate the amount of water consumed.

**Metered Base Charge** is a fixed fee charged for water associated with metered based accounts that represent fixed water service costs and not variable costs related to the volume of water treated and distributed.

**Metered Rate Based Accounts** are Accounts that include a water billing rate based on volumetric metered consumption.

**Metered Rate Volumetric Charge** is a charge that varies with the volume of water delivered to the property.

**Mobile Housing Unit** is any type of living accommodation that has been produced to be transported or is a mobile unit such as a ship, boat, recreational vehicle, Manufactured Home and so on, and occupied as living quarters.

**Multiple Dwelling Property** means any Property containing more than one Dwelling Units on one Folio.

**Owner** has the same meaning as in the *British Columbia Land Title Act* and *Manufactured Home Act*.

**Owner Water Connection** means the Owner's water lines and appurtenances downstream of the Regional District Water Connection.

**Parcel** means the unit lot, block or other area in which land is registered under the *British Columbia Land Title Act*.

**Property** means land and improvements.

**Property Line** means a line which defines, in the British Columbia Land Title Office, the perimeter of a Parcel.

**Recreational** is land primarily used for public recreation and includes but is not limited to parks, sports fields, playgrounds, green areas, beaches and public camping sites.



**Reconnection** means physically turning on the water and re-establishing or adjusting an Account as required.

**Regional District of Central Kootenay or Regional District or District** means the Regional District of Central Kootenay, as described under the British Columbia Local Government Act with offices located at 202 Lakeside Drive, Nelson, BC V1L 5R4 Phone: 250-352-6665 or toll-free number 1-800-268-7325 and Fax: 250-352-9300.

**Regional District Water Connection** means the water line extending from the Water Main to the Curb Stop Valve, generally near the Property Line and shall include any immediate downstream Meter installation, or Backflow Preventer.

**Reserve Account** means a financial account maintained by the Regional District to fund Water System infrastructure improvements, renewal, replacements, major repairs, study, assessments, plans and project management.

**Seasonal Service** means a service that is turned on for 8 months or less. The Seasonal Service rate only applies if identified in the Fees and Charges Bylaw.

**Secondary Suite** means an additional Dwelling attached to the principle Dwelling that is used or has the potential to be used as a living quarters by one or more persons. A Secondary Suite contains cooking, eating, living, sleeping and sanitary facilities.

**Short-Term Accommodation Rental** means a Dwelling, Secondary Suite, or Guest Room wherein accommodation is offered for rent to the public on a temporary basis of 31 days or less.

**Single Family Dwelling** means building or structure that contains only one Dwelling.

**Subdivision** means a subdivision as defined in the *British Columbia Land Title Act*, and a subdivision under the *British Columbia Strata Property Act*.

**Subdivision Bylaw** means the Subdivision Bylaw No. 2159 as it may be amended or replaced from time to time.

**Surveyor of Taxes** is responsible for collection of taxes for British Columbia rural areas.

**Swimming Pool** is any permanent or semi-permanent artificial pool for swimming in.

**Title (Land Title)** refers to the registration of land ownership in accordance with the *British Columbia Land Titles Act*.

**Turn On/Off** means a temporary interruption in or discontinuance of the supply of water authorized by the Regional District.

**Undeveloped Parcel** is a Parcel of land within a Regional District Water System where the water has not yet been turned on and where water has been made available.

**Unit** means any Dwelling, Commercial, Industrial, or Institutional space.

**Water Conservation Measures** any measures implemented by the Manager to restrict water usage.

**Water Main** means any water pipe under the control of the District which is intended for public use.

**Water Main Extension** is the extension or construction of a new water main to provide servicing to a new Water Connection(s).

**Water Meter** see Meter.

**Water Service Area** means the area defined by the Water System service area establishment bylaw.

**Water Service Area Extension** is the extension of the Water Service Area boundary by bylaw to include one or more additional parcels of land.

**Water System** means all Regional District owned assets like Water Mains, water treatment facilities, pump stations, reservoirs, wells, water intakes and all associated appurtenances.

**Water Tax** is a tax levied that contributes to the funding for a Water System.

**Work** means construction, maintenance, inspection or testing services provided for an Owner.

**Work Order** is a written order on an Approved form providing agreement by a Owner to proceed with Work identified on the form for which the Owner will be responsible for costs incurred by the Regional District in accordance with this Bylaw.

### **SEVERABILITY**

- 3 If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion may be severed from the Bylaw and such decision shall not affect the validity of the remaining portions of the Bylaw.

### **ADMINISTRATION**

- 4 (1) The Manager is hereby authorized and directed to have general supervision over the Regional District of Central Kootenay Water Systems and to see that the provisions of this Bylaw are carried out.
- (2) The Manager shall have the power to appoint Designated Officers for the purpose of effectually carrying out the provisions of this Bylaw, and wherever the Manager is authorized or directed to perform any act or duty under this Bylaw, such act or duty may be performed by any Designated Officer authorized by the Manager to perform such act or duty.

## RATES AND ACCOUNT BILLING GENERAL

- 5
- (1) The Manager shall classify Accounts into Account Types and apply service charge rates as set out in this Bylaw.
  - (2) Accounts may include a mix of service charge fees.
  - (3) The Account Holder must pay all fees and charges for water supplied to the Account Holder's Property, as set out in this Bylaw.
  - (4) The Regional District's annual billing cycle will be from January 1st to December 31st.
  - (5) When a property changes ownership, the new Owner is responsible to apply for a New Account and the old Owner is responsible to close their Account. If an Application is not made, the Account Holder will be changed when British Columbia Assessment provides the new Property Owner information to the Regional District.
  - (6) Payments will be deemed to have been received on:
    - (a) the date payment is received in person at locations identified on Regional District utility bills;
    - (b) the date stamped by Canada Post on mailed payments; or
    - (c) the confirmed date the funds were transferred from the Customer's Account to the Regional District when payment was made through an approved financial institution.
  - (7) Any outstanding Account balances or Work invoices of more than 65 days on December 31st shall be deemed to be taxes in arrears in respect to the Property and the outstanding balance will be sent to the Surveyor of Taxes in accordance with Section 363.2(2) of the *Local Government Act*.
  - (8) Seasonal Service and Golf Course rates shall include one (1) annual Turn On and Turn Off.
  - (9) Seasonal Service, Public Campgrounds, Golf Course and Irrigation rates shall apply for the entire billing cycle regardless of whether or not the water has been Turned Off for a portion of the billing cycle.
  - (10) If an Auxiliary Building is used as the only Dwelling on a Property it is considered a Single Family Dwelling.
  - (11) Auxiliary Buildings and Dependent Suites are not subject to Dwelling Unit charges unless specifically identified in this Bylaw.
  - (12) If the Dwelling is occupied for more than 30 days of the calendar year, it is subject to assessment under this Bylaw.
  - (13) Mobile Housing Units set up for long-term occupancy greater than 90 days per calendar year or used as the only Dwelling, or Mobile Housing Units used for Commercial purposes shall be subject to service charges.

- (14) Agricultural Land Charge shall be assessed in increments of 0.1 acres, rounded down.
- (15) The Agricultural Land Charge assessed shall exclude the first acre when the property is also assessed other charge(s) that includes up to 1 acre of irrigation privileges.
- (16) If an Owner requests a reduction in the amount of Agricultural Land Charge assessed area the following shall apply:
  - (a) an assessment of the suitability of the lands for agricultural production shall be completed by Qualified Person and paid for by the Owner;
  - (b) only those lands identified by the Qualified Person as not suitable for agricultural production might be considered by the Manager for removal from assessment of the Agricultural Land Charge; and
  - (c) if a reduction in the Agricultural Land Charge is approved by the Manager, the Owner shall be responsible for the installation costs of a Water Meter and related appurtenances, and the Account may be switched to a Metered Rate Based Account.
- (17) Where an error is found to have been made in the amount invoiced or billed to an Account, the amount either under-billed or over-billed shall be debited from or credited to Account and shown on the next invoice subject to the following:
  - (a) The adjustment period is limited to the time that the current Owner is on Title;
  - (b) The adjustment period(s) for under-billing are to a maximum of 1 year where the error can reasonably be said to have been the fault of the Regional District;
  - (c) Where an under-billing is found to have been made in the amount invoiced or billed to an Account as a result of unauthorized use of a water service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the following may be charged to the Customer Account:
    - (i) the amount of the under-billing, up to 5 years,
    - (ii) any direct administrative costs incurred by the Regional District in investigating the circumstances, and
    - (iii) interest and penalties at the rate normally charged on unpaid Accounts receivable by the Regional District;
  - (d) The adjustment period(s) for over-billing are to a maximum of 5 years or when the current Owner came on title for the property, whichever is less;
  - (e) Where the exact amount of under-billing or over-billing cannot be determined, the Regional District may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period; and
  - (f) Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the Regional District, the Regional District may offer the Customer reasonable terms of repayment, and may be interest and penalty free.
- (18) A separate Account will only be created for a Manufactured Home in a Manufactured Home Park if the Manufactured Home is registered with the British Columbia Manufactured Home Registry and a Folio has been assigned.

- (19) Any charges or Work invoices with payment outstanding of more than 65 days by the owner of an unregistered Manufactured Home in Manufactured Home Park may be transferred to the Manufactured Home Park owner's Account.

#### **FLAT USE WATER RATES AND ACCOUNT BILLING**

- 6 (1) Flat Use Water Rates may be prorated to the 15<sup>th</sup> or the end of each month for changes to Flat Use Water Rate Based Accounts.
- (2) Changes to Flat Use Water Rate Based Accounts based on Customer Application, resulting in a reduction in water billing shall be prorated to the date of Application, unless an error in billing provided for in 5 (17).
- (3) When a specific Flat Use Water Rate has not been identified by this bylaw and a usage rate is required, an equivalent rate may be applied by the Manager and the equivalent rate chosen shall consider fair consumption and operational cost equivalency.
- (4) For Flat Use Water Rate Based Accounts, a penalty of 10% will be imposed on any outstanding Account balances as of the end of the first business day following July 4<sup>th</sup> or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (5) Clause 6(4) does not apply to Account Holders enrolled in the Voluntary Pre-Authorized Payment Plan.
- (6) The Capital Reserve Fund Contribution shall apply to all land Folios in a Service Area for which a rate is identified for the Service Area.
- (7) The Capital Reserve Fund Contribution shall apply to all specific types of improvements in a Service Area for which a specific Capital Reserve Fund Contribution is identified for the Service Area.

#### **METERED RATE BASED ACCOUNT BILLING**

- 7 (1) For Metered Rate Based Accounts, the Account Holder is responsible to request a Meter reading when ownership changes.
- (2) For Metered Rate Based Accounts, Meters shall be read as near as reasonably possible to the date of any ownership change. Water usage shall be estimated for any difference in time between meter reading and date of ownership change.
- (3) Metered Base Charge fees may be prorated to the 15<sup>th</sup> or the end of each month for changes to Metered Rate Based Accounts, and Meter Base Charge will not be assessed if an Owner Water Connection is disconnected.
- (4) A Water Meter reading may be estimated for billing by the Manager based on either previous consumption patterns or a daily average consumption for the Customer Service Connection, or an Unmetered Building Construction rate might be used for billing if:
  - (a) the Regional District is unable to obtain a Water Meter reading;

- (b) a Water Meter fails to properly register the amount of water consumed.
- (5) If a Customer experiences abnormal water consumption, the Manager may adjust the Account Holder's bill taking into consideration any or all of the following factors:
  - (a) the cause or nature of the abnormal water consumption;
  - (b) any evidence of action taken by the Customer to abate the abnormal consumption;
  - (c) Flat Use Water Rates established for the water service; and
  - (d) any other factors that might be relevant.
- (6) The Manager shall establish a Meter reading and billing schedule for Metered Rate Based Accounts.
- (7) For Metered Rate Based Accounts a penalty of 10% will be imposed as of the end of the first business day, following 65 days from the date the utility bill is issued by the Regional District on any outstanding Account balances.

### **SUBDIVISION AND DEVELOPMENT**

- 8 (1) The Regional District may waive or modify the Capital Infrastructure Charge requirements identified in this Bylaw for large Developments, if addressed by separate agreement with the Developer and the Regional District, in accordance with Section 937.1 of the *Local Government Act*.
- (2) Capital Infrastructure Charges collected shall be deposited to the Water Service's Reserve Account.
- (3) Capital Infrastructure Charges shall not be assessed for temporary Mobile Housing Units but shall be assessed for Commercial Mobile Housing Unit parking sites.
- (4) If a Parcel, subdivided after December 31, 2015, was not subject to some form of Regional District Capital Infrastructure Charge and a Regional District Water Connection was not provided, the Parcel is subject to a Capital Infrastructure Charge if a later Application is made and Approved for a new Regional District Water Connection to the Parcel.
- (5) When a Parcel is added to a Water Service Area, any further Subdivision or addition of Units is subject to Capital Infrastructure Charges at a rate equivalent to the rate for addition of a new Parcel to the Water Service Area, for a period of ten (10) years following the addition of the Parcel to the Water Service Area.

### **SERVICE WORK BY THE REGIONAL DISTRICT**

- 9 (1) A Customer is required to sign a Work Order or cost estimate to provide an agreement to do the Work before the Regional District can do any non-emergency Work for a Customer.
- (2) Prior to commencing Work, the Regional District must provide a cost estimate in writing.
- (3) The Designated Officer may require a deposit in the amount of the cost estimate prior to starting the Work.

- (4) Customers will be invoiced for Actual Cost Work as follows:
  - (a) at Labour and Equipment rates provided in this bylaw;
  - (b) at actual Labour rates plus 20% for Administration for all Regional District employees not identified in this Bylaw;
  - (c) at actual contract Labour rates plus 20%;
  - (d) at actual cost plus 20% for all other Equipment and Materials.

#### **VOLUNTARY PRE-AUTHORIZED PAYMENT PLAN**

- 10** (1) The Manager shall establish and maintain a Pre-Authorized Payment Plan.
- (2) Account Holders wishing to participate in the Pre-Authorized Payment Plan, are required to sign an agreement provided by the Manager.
- (3) Participation in the Pre-Authorized Payment Plan program is voluntary. Customers who choose not to participate in the program will be required to pay their water bill in full by the end of the first business day following July 4<sup>th</sup> or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (4) Participation in the Pre-Authorized Payment Plan is subject to cancellation at the discretion of the Chief Financial Officer.
- (5) Those who sign up after the end of the first business day following July 4<sup>th</sup>, in any year, will be subject to a 10% penalty on the outstanding Account Balance for that year. The new outstanding Account Balance will then be divided by the number of months remaining from the time the Customer Account information has been added to the PAWS (Pre-Authorized Withdrawals) system, starting no sooner than July 15<sup>th</sup>.
- (6) Customers must sign up by November 30<sup>th</sup> in order for monthly payment plans to start in January of the following year. If customers sign up after November 30<sup>th</sup>, payments may begin in later months.
- (7) For all years where payments begin on January 15<sup>th</sup>, payment amounts will be determined by dividing the previous year's annual water bill by 12.
- (8) Returned payments (NSF) result in a \$25.00 fee, charged to the Customer Account.
- (9) Any outstanding balance on the Customer Account as of December 31<sup>st</sup> of each year due to returned payments (NSF) will be subject to a 10% penalty.
- (10) Customer Accounts may be adjusted at any time due to Regional District Board approved water rate changes or changes in water usage, as required. The outstanding balance will be recalculated and the equal withdrawal payment amounts will be adjusted accordingly for the remainder of the year.
- (11) The Pre-Authorized Payment Plan is not available for Metered based Customer Accounts.

**CITATION**

**11** This Bylaw may be cited as **“Regional District of Central Kootenay Utilities Rates, Fees and Charges Bylaw No. 2895, 2023.”**

**REPEAL**

**12** **“Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2825, 2022”**, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 20<sup>th</sup> day of April, 2023.

READ A SECOND TIME this 20<sup>th</sup> day of April, 2023.

READ A THIRD TIME this 20<sup>th</sup> day of April, 2023.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 20<sup>th</sup> day of April, 2023.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



**SCHEDULE A TO BYLAW NO. 2895  
GENERAL RATES, FEES, AND CHARGES**

General Rates and Fees and Charges are as follows:

**1 GENERAL**

No.	Item	Rate	Unit
<b>1</b>	<b>Labour</b>		
1.1	Manager		
a)	Utility Services Manager	\$132.15	hour
b)	Water Operations Manager	\$120.08	hour
1.2	Utilities Supervisor		
a)	Operations, Maintenance, Installations & Repairs	\$94.80	hour
b)	Projects & Administration	\$110.23	hour
1.3	Water Services Liaison	\$110.23	hour
1.4	Environmental Services Technologist/Coordinator	\$103.25	hour
1.5	Utility Tech 2	\$76.52	hour
1.6	Utility Tech 1 or Maintenance Person	\$66.97	hour
<b>2</b>	<b>Equipment (excluding operator)</b>		
2.1	Service Truck – Greater of the following:		
a)	Half Daily Rate	\$70	½ day
b)	Kilometer Rate	\$0.80	km
2.2	Vehicle – Greater of the following:		
a)	Half Daily Rate	\$50	½ day
b)	Kilometer Rate	\$0.65	km
2.3	Backhoe	\$60	hour
2.4	Leak Noise Correlator	\$30	hour
<b>3</b>	<b>Temporary Water Usage</b>		
3.1	Damage Deposit for Connection to Standpipe or Hydrant	\$100	lump sum
3.2	Temporary Water Usage (\$100 minimum)	\$5.00	cubic meter
<b>4</b>	<b>Customer Account Administration &amp; Development Administrative Charges</b>		
4.1	Change of Property Ownerships	No Charge	each
4.2	Water Application from Within an Existing Water Service Area		
a)	Owner Initiated Change in Water Usage	No Charge	each
b)	Staff Initiated Change in Water Usage	\$100	each
c)	For New Connection	\$300	each
4.3	Water Application from Outside of a Water Service Area	\$800	each
4.4	Development or Redevelopment Administrative Cost Recovery Charge		
a)	Per First 1 to 10 Capital Infrastructure Charges Assessed	\$500	each
b)	Per Additional 11 or More Capital Infrastructure Charges Assessed	\$200	each
c)	Latecomer Agreement Application	\$500	each
4.5	Disconnection	\$150	each

No.	Item	Rate	Unit
4.6	Reconnection		
a)	No Ownership Change	\$150	each
b)	On Ownership Change	No Charge	each
<b>5</b>	<b>Customer Connection Maintenance</b>		
5.1	Temporary Turn Off and Turn On (includes both Turn Off and Turn On, if required)		
a)	Pre-scheduled during business hours	\$50	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
5.2	Seasonal Rate based Account Turn Off and On		
a)	Pre-scheduled during business hours	No Charge	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
<b>6</b>	<b>Subdivision and Development</b>		
6.1	Capital Infrastructure Charge for creation of a new Serviced Parcel by Subdivision, and Capital Infrastructure Charge for creation of a Serviced Parcel with separate Folio from a group of two or more Parcels with one Folio		
a)	Balfour Water System	\$3,000	each
b)	Burton Water System	\$5,000	each
c)	Duhamel Water System	\$2,000	each
d)	Edgewood Water System	\$4,000	each
e)	Erickson Water System	\$3,000	each
f)	Fauquier Water System	\$5,000	each
g)	Grandview Properties Water System	\$5,000	each
h)	Lister Water System	\$5,000	each
i)	Lucas Road Water System	\$3,000	each
j)	McDonald Creek Water System	\$2,000	each
k)	Riondel Water System	\$2,000	each
l)	Rosebery Highlands Water System	\$5,000	each
m)	Sanca Water System	\$2,000	each
n)	South Slocan Water System	\$5,000	each
o)	West Robson Water System	\$4,000	each
p)	Woodbury Water System	\$4,000	each
q)	Woodlands Heights Water System	\$3,000	each
r)	Ymir Water System	\$2,000	each

No.	Item	Rate	Unit
6.2	Capital Infrastructure Charge for creation of Serviced Dwelling Units in a Multiple Dwelling Parcel Development after the initial Dwelling Unit, and Capital Infrastructure Charge for creation of Serviced Commercial, Industrial or Institutional Unit after the initial Unit		
a)	Balfour Water System	1,500	each
b)	Burton Water System	2,500	each
c)	Duhamel Water System	1,000	each
d)	Edgewood Water System	2,000	each
e)	Erickson Water System	1,500	each
f)	Fauquier Water System	2,500	each
g)	Grandview Properties Water System	2,500	each
h)	Lister Water System	2,500	each
i)	Lucas Road Water System	1,500	each
j)	McDonald Creek Water System	1,000	each
k)	Riondel Water System	1,000	each
l)	Rosebery Highlands Water System	2,500	each
m)	Sanca Water System	1,000	each
n)	South Slocan Water System	2,500	each
o)	West Robson Water System	2,000	each
p)	Woodbury Water System	2,000	each
q)	Woodlands Heights Water System	1,500	each
r)	Ymir Water System	1,000	each
6.3	Capital Infrastructure Charge for new irrigation privileges on Agricultural Land	\$5,000	per acre
6.4	Water Main Extension and Improvements	Actual Cost	
6.5	Water Connection Charges	Actual Cost	
a)	Installation	\$10,000	
b)	Capital Infrastructure Charge for existing Parcels within a Water System Service Area not currently paying a Water Tax, Capital Reserve Fund Contribution or Undeveloped Parcel Fee		
6.6	Abandonment of Water Connection	Actual Cost	

No.	Item	Rate	Unit
<b>7</b>	<b>Water Service Area Boundary Extension</b>		
7.1	<p>Capital Infrastructure Charge for addition of a new Parcel to a Service Area, and bringing land into a Water Service Area by lot line cancellation or lot boundary adjustment</p> <p>a) Balfour Water System</p> <p>b) Burton Water System</p> <p>c) Duhamel Water System</p> <p>d) Edgewood Water System</p> <p>e) Erickson Water System</p> <p>f) Fauquier Water System</p> <p>g) Grandview Properties Water System</p> <p>h) Lister Water System</p> <p>i) Lucas Road Water System</p> <p>j) McDonald Creek Water System</p> <p>k) Riondel Water System</p> <p>l) Rosebery Highlands Water System</p> <p>m) Sanca Water System</p> <p>n) South Slokan Water System</p> <p>o) West Robson Water System</p> <p>p) Woodbury Water System</p> <p>q) Woodlands Heights Water System</p> <p>r) Ymir Water System</p>	<p></p> <p>25,000</p> <p>25,000</p> <p>18,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>17,000</p> <p>20,000</p> <p>25,000</p> <p>20,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>25,000</p> <p>22,000</p>	<p></p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p>
7.2	<p>Capital Infrastructure Charge for each additional Serviced Dwelling Unit in a Multiple Dwelling Parcel development after the initial Dwelling Unit and Capital Infrastructure Charge for each additional Serviced Commercial, Industrial or Institutional Unit after the initial Unit</p> <p>a) Balfour Water System</p> <p>b) Burton Water System</p> <p>c) Duhamel Water System</p> <p>d) Edgewood Water System</p> <p>e) Erickson Water System</p> <p>f) Fauquier Water System</p> <p>g) Grandview Properties Water System</p> <p>h) Lister Water System</p> <p>i) Lucas Road Water System</p> <p>j) McDonald Creek Water System</p> <p>k) Riondel Water System</p> <p>l) Rosebery Highlands Water System</p> <p>m) Sanca Water System</p> <p>n) South Slokan Water System</p> <p>o) West Robson Water System</p> <p>p) Woodbury Water System</p> <p>q) Woodlands Heights Water System</p> <p>r) Ymir Water System</p>	<p></p> <p>12,500</p> <p>12,500</p> <p>9,000</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>10,000</p> <p>12,500</p> <p>10,000</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>12,500</p> <p>11,000</p>	<p></p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p> <p>each</p>
7.3	Capital Infrastructure Charge for irrigation privileges on Agricultural Land	\$25,000	per acre

No.	Item	Rate	Unit
7.5	Water Main Extension and Improvements	Actual Cost	
7.6	Water Connection Installation	Actual Cost	
<b>8</b>	<b>Alternate Meter Read</b>		
8.1	Manual Meter Read – when read during scheduled automated readings	\$50	annual
8.2	Manual Meter Read – unscheduled trip	\$50	each

**SCHEDULE B TO BYLAW NO. 2825  
WATER SYSTEM SPECIFIC RATES, FEES AND CHARGES**

**1 ARROW CREEK WATER TREATMENT AND SUPPLY SERVICE AREA**

No.	Item	Rate	Unit
1	Town of Creston (Operations and Maintenance)	\$769,996.00	annually
2	Erickson Water Distribution Service (Operations and Maintenance)	\$625,124.00	annually

**2 BALFOUR WATER SYSTEM**

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge: 3/4" meter	\$157.00	quarterly
b)	Base Charge: 1" meter	\$194.00	quarterly
c)	Base Charge: 1 1/2" meter	\$244.00	quarterly
d)	Base Charge: 2" meter	\$305.00	quarterly
e)	Metered Consumption: First Block (Up to 100 cubic meters)	\$1.25	per cubic meter quarterly
f)	Metered Consumption: Second Block (Over 100 cubic meters)	\$1.87	per cubic meter quarterly
g)	Metered Consumption: Approved Non Profit (Per cubic meter)	\$0.81	per cubic meter quarterly
2	Unmetered or Failed Meter	\$873.00	annually
3	Queens Bay Resort Capital Reserve Fund Contribution	\$175.00	annually per dwelling unit site

**3 BURTON WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$2,205.00	annually
2	Commercial: Business	\$1,455.00	annually
3	Commercial: Food and Beverage Service	\$1,455.00	annually
4	Commercial: Orchard	\$1,455.00	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$1,455.00	annually
b)	Additional Dwelling	\$730.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$730.00	annually
6	Dwelling: Single Family	\$1,455.00	annually
7	Institutional: Church	\$1,326.00	annually
8	Institutional: Community Hall	\$1,326.00	annually
9	Institutional: School	\$2,205.00	annually
10	Metered Rate		
a)	Base Charge	\$146.00	quarterly
b)	Metered Consumption	\$2.48	per cubic meter quarterly

**4 DUHAMEL WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals	\$753.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$753.00	annually
b)	Additional Dwelling	\$753.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$753.00	annually
3	Dwelling: Single Family	\$753.00	annually
4	Metered Rate		
a)	Base Charge	\$76.00	quarterly
b)	Metered Consumption	\$1.14	per cubic meter quarterly

**5 EDGEWOOD WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office, concession & small business)	\$896.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,539.00	annually
b)	Additional Dwelling	\$771.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$771.00	annually
3	Dwelling: Single Family	\$1,539.00	annually
4	Industrial: Road Maintenance Yard	\$2,685.00	annually
5	Institutional: Church	\$1,345.00	annually
6	Institutional: Community Hall	\$1,345.00	annually
7	Institutional: Health Facility	\$673.00	annually
8	Institutional: Fire Hall	\$1,539.00	annually
9	Institutional: School	\$2,235.00	annually
10	Recreational (includes park & field Irrigation and Restroom Facilities)	\$2,235.00	annually
11	Metered Rate		
a)	Base Charge	\$154.00	quarterly
b)	Metered Consumption	\$1.94	per cubic meter quarterly

**6 ERICKSON WATER SYSTEM**

No.	Item	Rate	Unit
1	Agricultural: Land Charge (Per acre, excluding first acre)	\$360.00	annually
2	Agricultural: Greenhouse (for each square foot over 2,000)	\$0.13	per square foot annually
3	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate	\$1,159.00	annually
b)	Rate per additional Rental Room	\$193.00	annually
4	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,193.00	annually

No.	Item	Rate	Unit
5	Commercial: Campground		
a)	Base Rate (for Retail/Business /Dwelling)	\$1,193.00	annually
b)	Per Camp Site	\$85.00	annually
6	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,193.00	annually
7	Commercial: Food & Beverage Process & Storage	\$5,870.00	annually
8	Commercial: Hotel/Motel		
a)	Base Rate	\$0.00	annually
b)	Per Room Rate	\$627.00	annually
c)	Restaurant	\$1,193.00	annually
d)	Lounge	\$1,193.00	annually
e)	Swimming Pool	\$608.00	annually
9	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw</i> No. 1082, 1995 with all Dwellings under one Account)		
a)	Base Rate	\$1,193.00	annually
b)	Per Dwelling	\$797.00	annually
10	Dwelling: Multi Family		
a)	First Dwelling	\$1,159.00	annually
b)	Additional Dwelling	\$1,159.00	annually
c)	Secondary Suite	\$797.00	annually
d)	Additional Mobile Housing Unit Dwelling	\$1,159.00	annually
e)	Swimming Pool (greater than 5,000 Litres)	\$284.00	annually
11	Dwelling: Single Family		
a)	Dwelling	\$1,159.00	annually
b)	Swimming Pool (greater than 5,000 Litres)	\$284.00	annually
12	Industrial: Small Business (Includes office and yard)	\$1,193.00	annually
13	Industrial: Saw Mill	\$7,313.00	annually
14	Institutional: Church	\$1,098.00	annually
15	Institutional: Community Hall	\$1,098.00	annually
16	Institutional: School (per classroom)	\$1,023.00	annually
17	Water Usage with No Development	\$360.00	annually
18	Metered Rate		
a)	Base Charge	\$116.00	quarterly
b)	Metered Consumption	\$0.89	per cubic meter quarterly
19	Capital Reserve Fund Contribution		
a)	Per Parcel of Land	\$389.00	annually
b)	Per Manufactured Home Park Dwelling	\$389.00	annually

## 7 FAUQUIER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store & laundromat)	\$2,771.00	annually
2	Commercial: Concession Stand	\$1,476.00	annually



No.	Item	Rate	Unit
3	Commercial: Food & Beverage Services	\$3,334.00	annually
4	Commercial: Golf Course (Includes club house, irrigation and campsites)	\$5,728.00	annually
5	Commercial: Hotel/Motel	\$2,036.00	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$1,476.00	annually
b)	Additional Dwelling	\$740.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$740.00	annually
7	Dwelling: Single Family	\$1,476.00	annually
8	Institutional: Church	\$1,298.00	annually
9	Institutional: Community Hall	\$1,298.00	annually
10	Institutional: Public Restrooms (Transportation)	\$1,047.00	annually
11	Institutional: Utility Restrooms	\$1,047.00	annually
12	Recreational (Includes Park & Field Irrigation and Restroom Facilities)	\$1,696.00	annually
13	Metered Rate		
a)	Base Charge	\$147.00	quarterly
b)	Metered Consumption	\$1.12	per cubic meter quarterly

## 8 GRANDVIEW PROPERTIES WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$181.00	quarterly
b)	Metered Consumption: First Block (Up to 50 cubic meters)	\$1.26	per cubic meter quarterly
c)	Metered Consumption: Second Block (Over 50 cubic meters)	\$3.16	per cubic meter quarterly
2	Undeveloped Parcel	\$725.00	annually
3	Unmetered or Failed Meter	\$1,310.00	annually

## 9 LISTER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$963.00	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$963.00	annually
3	Commercial: Food Processing	\$963.00	annually
4	Commercial: Golf Course (Does not include irrigation)	\$4,212.00	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$609.00	annually
b)	Additional Dwelling	\$609.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$609.00	annually
d)	Swimming Pool (greater than 5,000 Liters)	\$416.00	annually

No.	Item	Rate	Unit
6	Dwelling: Single Family		
a)	Dwelling	\$609.00	annually
b)	Swimming Pool (greater than 5,000 Liters)	\$416.00	annually
7	Institutional: Fire Hall	\$609.00	annually
8	Institutional: Community Hall/Park	\$609.00	annually
9	Metered Rate		
a)	Base Charge	\$61.00	quarterly
b)	Metered Consumption	\$0.55	per cubic meter quarterly
10	Capital Reserve Fund Contribution	\$458.00	annually

**10 LUCAS ROAD WATER SYSTEM**

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$265.00	quarterly
b)	Metered Consumption	\$2.00	per cubic meter quarterly

**11 MCDONALD CREEK WATER SYSTEM**

- (1) Rates and fees for the McDonald Creek Water System are in accordance with the agreement between the Regional District and the Village of Kaslo.
- (2) McDonald Creek Customer Account Administration and Water Connection Maintenance is subject to Village of Kaslo fees and charges.

**12 RIONDEL WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$838.00	annually
2	Commercial: Recreational Rentals Seasonal (per unit)	\$520.00	annually
3	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,456.00	annually
4	Commercial: Golf Course (includes irrigation)	\$15,575.00	annually
5	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$4,162.00	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$838.00	annually
b)	Additional Dwelling	\$838.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$838.00	annually
7	Dwelling: Single Family	\$838.00	annually
8	Institutional: Ambulance Station	\$1,243.00	annually
9	Institutional: Church	\$838.00	annually
10	Institutional: Church Seasonal	\$520.00	annually
11	Institutional: Regional District Community Building	\$0.00	annually
12	Institutional: Regional District Community Center	\$0.00	annually
13	Institutional: Regional District Recreational Center	\$0.00	annually

14	Institutional : Regional District Fire Hall	\$0.00	annually
15	Recreational: Regional District Recreational Center	\$0.00	annually
16	Metered Rate		
a)	Base Charge	\$83.00	quarterly
b)	Metered Consumption	\$1.27	per cubic meter quarterly

**13 ROSEBERY HIGHLANDS WATER SYSTEM**

No.	Item	Rate	Unit
1	Dwelling : Multi Family		
a)	First Dwelling	\$1,365.00	annually
b)	Additional Dwelling	\$1,365.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,365.00	annually
2	Dwelling: Single Family	\$1,365.00	annually
3	Undeveloped Parcel	\$955.00	annually
4	Metered Rate		
a)	Base Charge	\$239.00	quarterly
b)	Metered Consumption	\$2.66	per cubic meter quarterly

**14 SANCA WATER SYSTEM**

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$737.00	annually
b)	Additional Dwelling	\$737.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$737.00	annually
2	Dwelling: Single Family	\$737.00	annually

**15 SOUTH SLOCAN WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, office & small business)	\$1,977.00	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$5,079.00	annually
3	Dwelling: Multi Family		
a)	First Dwelling	\$1,977.00	annually
b)	Additional Dwelling	\$1,977.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,977.00	annually
d)	Secondary Suite	\$1,382.00	annually
4	Dwelling: Single Family	\$1,977.00	annually
5	Industrial: Small Business (Includes office, shop and yard)	\$1,977.00	annually
6	Institutional: Regional District Community Building	\$1,977.00	annually
7	Metered Rate		
a)	Base Charge	\$198.00	quarterly
b)	Metered Consumption	\$2.27	per cubic meter quarterly

**16 WEST ROBSON WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw No. 1082, 1995</i> with all Dwellings under one Account)		
a)	Per Dwelling	\$584.00	annually
b)	Capital Reserve Fund Contribution per Dwelling	\$110.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$780.00	annually
b)	Additional Dwelling	\$389.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$389.00	annually
3	Dwelling: Single Family	\$780.00	annually
4	Metered Rate		
a)	Base Charge	\$78.00	quarterly
b)	Metered Consumption	\$1.34	per cubic meter quarterly

**17 WOODBURY WATER SYSTEM**

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$951.00	annually
b)	Additional Dwelling	\$500.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$500.00	annually
d)	Secondary Suite	\$500.00	annually
2	Dwelling: Single Family	\$951.00	annually
3	Undeveloped Parcel	\$377.00	annually
4	Metered Rate		
a)	Base Charge	\$135.00	quarterly
b)	Metered Consumption	\$3.88	per cubic meter quarterly

**18 WOODLAND HEIGHTS WATER SYSTEM**

No.	Item	Rate	Unit
1	Dwelling: Single Family	\$1,521.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,521.00	annually
b)	Additional Dwelling	\$1,521.00	annually
c)	Secondary Suite	\$913.00	annually
3	Metered Rate		
a)	Base Charge	\$151.00	quarterly
b)	Metered Consumption	\$2.09	per cubic meter quarterly

**19 YMIR WATER SYSTEM**

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate (Including Dwelling)	\$622.00	annually
b)	Rate per Rental Room	\$95.00	annually
2	Commercial: Business (Includes store, bank, post office, office, food stand, food counter, bakery, coffee service & small business)	\$622.00	annually
3	Commercial: Food & Beverage Services (Including restaurant, lounge, & beverage room)	\$935.00	annually
4	Commercial - Hotel/Motel		
a)	Base Rate	\$2,981.00	annually
b)	Per Room Rate	\$95.00	annually
c)	Restaurant	\$674.00	annually
d)	Lounge/Beverage Room	\$485.00	annually
e)	Laundry	\$2,981.00	annually
f)	Coffee shop	\$674.00	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$622.00	annually
b)	Additional Dwelling	\$622.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$622.00	annually
6	Dwelling: Single Family	\$622.00	annually
7	Institutional: Community Association	\$0.00	annually
8	Institutional: Arts & Museum Society	\$0.00	annually
9	Institutional: Fire Hall	\$0.00	annually
10	Metered Rate		
a)	Base Charge	\$62.00	quarterly
b)	Metered Consumption	\$2.53	per cubic meter quarterly



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**CRESTON VALLEY SERVICES COMMITTEE**

**OPEN MEETING MINUTES**

Thursday, April 6, 2023

9:00 a.m. MST

Hybrid Model – In-person and Remote

Creston & District Community Complex – Creston Erickson Room

312 19th Avenue North, Creston, BC

**COMMITTEE MEMBERS PRESENT**

Committee Member A. DeBoon	Town of Creston
Committee Member G. Jackman	Electoral Area A
Committee Member R. Tierney	Electoral Area B
Committee Member K. Vandenberghe	Electoral Area C

**STAFF PRESENT**

S. Horn	Chief Administrative Officer – RDCK
M. Moore	Chief Administrative Officer – Creston
C. Stanley	Manager of Recreation – Creston and District Community Complex
M. Benson	Regional Manager – Recreation and Client Services
J. Dupuis	Bylaw Enforcement Supervisor
J. Jackson	Emergency Program Coordinator – Creston
T. Dool	Research Analyst
C. Hopkyns	Meeting Coordinator

**GUESTS PRESENT**

S. Itkonen	Library Director – Creston Valley Public Library
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**4 out of 4 voting Commission/Committee members were present – quorum was met.**

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=mb24987895f72087b90540328491f956a>

**Join by Phone:**

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

**Meeting Number (access code):** 2771 840 2579

**Meeting Password:** JgcFmGH2t66

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

**1. CALL TO ORDER**

Chair DeBoon called the meeting to order at 9:07 a.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

Moved and Seconded,  
And Resolved:

The Agenda for the April 6, 2023 Creston Valley Services Committee meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The March 2, 2023 Creston Valley Services Committee minutes, have been received.

**5. STAFF REPORTS**

**5.1 Emergency Services – First Quarter Report**

The Committee Report dated March 23, 2023 from Jon Jackson, Emergency Program Coordinator, re: Emergency Services – First Quarter Report, has been received.

Jon Jackson, Emergency Program Coordinator, provide an overview to the Committee regarding the Emergency Services first quarter.

**6. OLD BUSINESS**

**6.1 Discussion: Policy Request – Budget Expectations**

Creston Valley Services Committee - February 2, 2023

**Staff Direction:** That the Committee discuss at the March 2, 2023 Creston Valley Services Committee meeting a recommendation to the Board outlining some direction to develop a policy around the budgeting expectations of these groups as opposed to the reporting side of things after the fact. More engagement with these groups in December or January for the upcoming year.

Stuart Horn, RDCK CAO, provided the Committee with the background regarding the request for the draft policy that requires community groups to have upfront discussions during the budget process to ensure the funding is included in the budget.

Moved and Seconded,  
And Resolved that it be recommended to the Board:

That the Board direct staff to prepare a draft policy for Board review that requires recipients of financial grant in aid funds to engage with local area directors and/or provide documentation during the budget process, in order to be eligible for funding via taxation in a given year.

**Carried**

## **6.2 Creston Valley-Kootenay Lake (CV-KL) Wayfinding Project**

Creston Valley Services Committee – March 2, 2023

**Staff Direction:** The Committee informed Leah Kleinhans, that we need a Service to own the signage. Leah Kleinhans, Creston Valley-Kootenay Lake Economic Action Partnership Manager, Creston WorkBC Centre, to communicate with Joe Chirico, General Manager of Community Services and come back to the Creston Valley Services Committee meeting on April 6, 2023 with a proposal.

The Committee had a discussion regarding the request for the RDCK to create a service to own the wayfinding signage in the region. They also talked about the benefits of having the Kootenay Employment Services taking ownership for the signage.

The Committee REFERRED Item 6.2 Creston Valley-Kootenay Lake (CV-KL) Wayfinding Project to the May 4, 2023 Creston Valley Service Committee meeting to allow staff the opportunity time to research how other communities manage their signage.

## **6.3 Kinderhaus Childcare Proposal – Creston and District Community Complex**

Creston Valley Services Committee – March 2, 2023

**Staff Direction:** Bring back a report on the pros and cons of the Kinderhaus Childcare Proposal – Creston and District Community Complex to the April 6, 2023, Creston Valley Services Committee meeting.

The Committee referred the report to the May 4, 2023 Creston Valley Services Committee meeting to allow time for staff to prepare the report.

Moved and Seconded,  
And Resolved

That the Kinderhaus Childcare Proposal – Creston and District Community Complex report **BE REFERRED** to the May 4, 2023 Creston Valley Service Committee meeting:

**Carried**



## **7. NEW BUSINESS**

### **7.1 Road Rescue and First Responder Services Creston, A, B, and C**

The Committee Report dated March 16, 2023 from Tom Dool, Research Analyst, re: Road Rescue and First Responder Services Creston, A, B, and C, has been received.

Tom Dool, Research Analyst, provided an overview to the Committee regarding the need for a service case analysis and an amending bylaw for the Road Rescue and First Responder Services Creston, A, B, and C.

Moved and Seconded,  
And Resolved that it be recommended to the Board:

That the Board direct staff to prepare a service case analysis and an amending bylaw for Creston and Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995 to reduce the scope of the service to Road Rescue only.

**Carried**

Moved and Seconded,  
And Resolved that it be recommended to the Board:

That the Board direct staff to prepare a service case analysis and a service establishment bylaw for the provision of First Responder Services in a defined portion of Electoral Area A.

**Carried**

### **7.2 Creston Valley Public Library**

Chair DeBoon requested to refer this Item 8.2 to the April 6, 2023 meeting due to time constraints:

The Committee Report dated January 2023 from Saara Itkonen, Library Director, re: Creston Valley Public Library (CVPL) Operations Report and Library Usage Report, have been received.

The Committee Report dated February 2023 from Saara Itkonen, Library Director, re: Creston Valley Public Library (CVPL) Library Usage Report, has been received.

The 2022 Provincial Public Library Grant Report (PLGR) from Saara Itkonen, Library Director, re: Creston Valley Public Library, has been received.

Saara Itkonen, Library Director, provided an update to the Committee regarding the increased usage of the library and reviewed some library project goals.

### **7.3 Request for Outdoor Running Track**

The email dated February 6, 2023 from Sarah Moreton, re: installation of an outdoor rubber type running track, has been received.

The Committee had a discussion regarding the request for an outdoor rubber running track and inquired what vetting process for such community requests. Staff answered the Committees questions.

**Staff Direction:** That staff reach out to Sarah Moreton regarding the request for an outdoor rubber running track.

#### **7.4 Nuisance Bylaw for Area B**

Roger Tierney, Director – Electoral Area B, requested a discussion on the need to develop a nuisance bylaw for Area B that deals with excessive exterior lighting and its effect on others.

Director Tierney provided background to the Committee regarding his request to include Area B in Bylaw No. 243 – Nuisance Bylaw.

Jordan Dupuis, Bylaw Enforcement Supervisor, shared with the Committee that Bylaw No. 2043 is outdated, it was written in 2009 and is undergoing legal review at this time.

An Area B property owner shared with the Committee his challenges with a neighbour's excessive exterior lighting which is having a negative impact on his family and the neighbourhood.

Moved and Seconded,  
And Resolved that it be recommended to the Board:

That the Board direct staff to include Electoral Area B as an option within the service when reviewing Regional District of Central Kootenay Nuisance Bylaw No. 2043, 2009.

**Carried**

#### **8. PUBLIC TIME**

The Chair called for questions from the public at 10:51 a.m.

A member of the public inquired what the status was with the Traditional Use Study. Staff will be sharing the final version at the May 4, 2023CVSC meeting.

A member of the public commented that in the 2020 Master Plan, there was feedback regarding an outdoor walking track/trail. Staff confirmed that walking track/trails are a priority in the master plan.

A member of the public commented that a walking running track would be beneficial for community members.

#### **9. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for May 4, 2023 at 9:00 a.m.

#### **10. ADJOURNMENT**

Moved and Seconded,  
And Resolved:

The Creston Valley Services Committee meeting be adjourned at 10:53 a.m.

**Carried**

Digitally approved by

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Arnold DeBoon, Chair



# Creston Valley Services Committee Report

**Date of Report:** 03-16-2023  
**Date & Type of Meeting:** 04-06-2023 Creston Valley Services Committee  
**Author:** Tom Dool, Research Analyst  
**Subject:** Road Rescue and First Responder Services Creston, A, B, and C  
**File:** 14\7750\20  
**Electoral Area/Municipality:** Electoral Areas A, B, C, and the Town of Creston

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek direction from the Board regarding the provision of First Responder and Road Rescue Services in Electoral Areas A, B, C and the Town of Creston.

This report recommends that the Board direct staff to

1. Prepare a service case analysis and amending bylaw for Creston and Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995 to reduce the scope of the service to Road Rescue only;
2. Prepare a service case analysis and service establishment bylaw for the provision of First Responder Services in a defined portion of Electoral Area A by the Riondel Fire Service.

## SECTION 2: BACKGROUND/ANALYSIS

Creston and Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995 established Regional District Service S152 Jaws of Life Creston and Areas A, B, and C to provide automobile extrication services in Creston and Electoral Areas A, B, and C. Creston and Electoral Areas A, B, and C Jaws of Life/Search and Rescue Service Establishment Amendment Bylaw 1645, 2003 expanded the scope of the service to include Search and Rescue Services. Creston and Electoral Areas A, B, and C Jaws of Life/Search and Rescue/First Responder Program Service Establishment Amendment Bylaw No 1785, 2005 further expanded the scope to include First Responder Services.

Riondel Fire Protection Service Area Establishment Bylaw 1703, 2004 converted a local government fire protection function to local government service S128 Fire Protection Area A (Riondel). This service funds Fire Protection for residents of a defined portion of Area A (Riondel). Service S128 Fire Protection Area A (Riondel) receives funding from S152 Jaws of Life Creston and Areas A, B, and C to provide Road Rescue and First Responder services for an undefined portion of Area A that extends from Riondel to approximately Akokoli Creek.

Creston Fire provides Road Rescue services to the Town of Creston, Area C and portions of Areas A and B. The Town of Creston receives funding from S152 Jaws of Life Creston and Areas A, B, and C to provide this service.

The Yahk Volunteer Fire Department provides Road Rescue Services within the Yahk fire protection Area. S148 Fire Protection Yahk receives funds from S152 Jaws of Life Creston and Areas A, B, and C to provide this service.

Road Rescue services are provided to all of Areas A, B, C and Creston through the aforementioned providers.

A Medical First Responder service provides pre hospital care to patients before the ambulance arrives on scene. It is generally provided by local responders that would arrive at a scene earlier than the ambulance.

Riondel is the only RDCK Fire Department providing First Responder services outside of a fire protection area. First Responder Services provided by Creston and Yahk are provided within fire protection areas. There is a First Responder Society delivering this service for the Boswell area. The remainder of Areas A, B, and C including the Wynndel, West Creston and Canyon Lister Fire Department fire protection areas do not receive First Responder services.

Given the limited scope of this service in the S152 service area, the First Responder and Search and Rescue provisions should be removed from S152, and the service provision limited to Road Rescue.

Preparing a service establishment bylaw for the provision of First Responder Services in a defined portion of Electoral Area A by the Riondel Fire Department would ensure residents that currently receive First Responder services through S152, continue to receive and pay for these services through a First Responder Service in a defined portion of Area A.

### SECTION 3: DETAILED ANALYSIS

#### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Road Rescue Services

A service case analysis should be completed to ensure Road Rescue services provided by Riondel, Yahk, and Creston are adequately funded.

Current (2023) contributions to Service S152 Jaws of Life – Creston, A, B, and C by service participants are as follows

Town of Creston - \$35,422  
Electoral Area A - \$29,686  
Electoral Area B - \$35,059  
Electoral Area C - \$14,648

Service S152 Jaws of Life – Creston, A, B, and C funds Road Rescue Services from the following departments to the specified amounts

Riondel Fire Service - \$38,775  
Yahk Fire Service - \$25,000  
Town Creston Fire Service – \$50,000

The current funding arrangement ensures wall-to-wall Road Rescue services in Creston and Electoral Areas A, B, and C.

### **Defined Portion of Electoral Area A First Responder Services**

Prior to establishing a First Responder service for a defined portion of Electoral Area A, a service case analysis should be completed to ensure cost effective and equitable provision of services.

Under the current service arrangement the only portion of the service area to receive First Responder services is that portion of Electoral Area A serviced by the Riondel Fire Service. Other Fire Departments in the Creston Valley do not provide this service.

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

Subject to Local Government Act S349 an amending bylaw reducing the scope of The Jaws of Life Creston and Areas A, B, and C (Service S152) to include only Road Rescue would require the consent of 2/3 of the participating Area Directors and the approval of the Provincial Government.

As per Local Government Act Div 4 S342 the establishment of a First Responder Service for defined portions of Electoral Area A requires approval of the Provincial Government and the participating areas. Participating Area Approval may be sought through the Alternative Approval Process or Assent Vote.

### **3.3 Environmental Considerations**

None.

### **3.4 Social Considerations:**

None.

### **3.5 Economic Considerations:**

None.

### **3.6 Communication Considerations:**

The removal of defined portions of Electoral Area A from S152 for First Responder Service will require the Regional District to contact those residents effected and inform them that they will no longer be receiving the service.

The establishment of a First Responder Service for defined portions of Electoral Area A will require public consultation with residents of the defined area and a public approval process in the form of an AAP or an Assent Vote. Both of these process require a communications strategy.

### **3.7 Staffing/Departmental Workplan Considerations:**

None.

### **3.8 Board Strategic Plan/Priorities Considerations:**

The proposed changes to First Responder and Road Rescue Services are driven by the Boards commitment to excellence in service delivery.

## SECTION 4: OPTIONS & PROS / CONS

### Option 1. Proceed with the recommendations that staff

1. Amend Creston and Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995 to reduce the scope of the service to Road Rescue only; and
2. Prepare a service establishment bylaw for the provision of First Responder Services in a defined portion of Electoral Area A by the Riondel Fire Service.

#### Pros

- Re-establishes the scope of Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1140 to reflect the provision of service.
- Establishes a First Responder Service for a defined portion of Area A in an equitable fashion.
- Improves the financial stability of the of Service S128 Fire Protection Area A (Riondel)
- Reduced service costs for those rate payers within the Riondel Fire Protection Area

#### Cons

- Increased service costs for those rate payers outside of the Riondel Fire Protection Area who will continue to receive First Responder and Road Rescue Services.

### Option 2. Do not proceed with staff recommendations

#### Pros

- Rates remain low for ratepayers receiving First Responder and Road Services outside of the Riondel Fire Protection Area

#### Cons

- Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995 does not reflect the current provision of service.
- Rate payers receiving Road Rescue and First Responder Services in that portion of Area A outside of the Riondel Fire Protection Area are receiving a subsidy from those rate payers within the Riondel Fire Protection Area.

## SECTION 5: RECOMMENDATIONS

That staff be directed to

Prepare a service case analysis and an amending bylaw for Creston and Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995 to reduce the scope of the service to Road Rescue only;

Prepare a service case analysis and a service establishment bylaw for the provision of First Responder Services in a defined portion of Electoral Area A by the Riondel Fire Service.

Respectfully submitted,

Originally signed by

Tom Dool

## CONCURRENCE

Nora Hannon – Regional Fire Chief

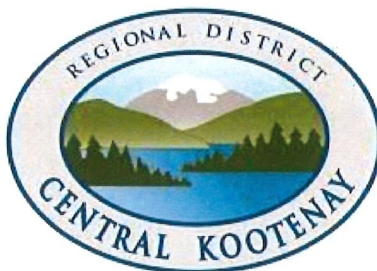
### ATTACHMENTS:

Attachment A – Electoral Areas A, B, and C Jaws of Life Local Service Establishment Bylaw 1142, 1995

Attachment B – Creston and Electoral Areas A, B, and C Jaws of Life/Search and Rescue Service Establishment Amendment Bylaw 1645, 2003

Attachment C - Creston and Electoral Areas A, B, and C Jaws of Life/Search and Rescue/First Responder Program Service Establishment Amendment Bylaw No 1785, 2005





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

A Joint Resource Recovery Committee meeting was held on Wednesday, April 19, 2023 at 1:00 pm PDT by remote meeting due to Novel Coronavirus 2019 (COVID-19).

<b>ELECTED OFFICIALS PRESENT</b>	Director G. Jackman	Electoral Area A	In-person	
	Director R. Tierney	Electoral Area B	In-person	
	Director K. Vandenberghe	Electoral Area C	In-person	
	Director A. Watson	Electoral Area D	In-person	
	Alt. Director J. Smienk	Electoral Area E	In-person	
	<b>Director T. Newell</b>	<b>Electoral Area F</b>	<b>(Chair)</b>	<b>In-person</b>
	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		
	Director M. McFaddin	City of Castlegar		
	Councillor A. Mondia	Town of Creston		
	Director S. Hewat	Village of Kaslo		
	Director T. Zeleznik	Village of Nakusp		
	Director L. Casely	Village of New Denver		
	Alt. Director J. Morrison	City of Nelson		
Director D. Lockwood	Village of Salmo	In-person		
Director C. Ferguson	Village of Silverton			
Director J. Lunn	Village of Slocan			
<b>STAFF PRESENT</b>	S. Horn	Chief Administrative Officer		
	Y. Malloff	GM – Finance, ED, IT		
	U. Wolf	GM – Environmental Services	In-person	
	A. Wilson	Resource Recovery Manager	In-person	
	T. Johnston	Environmental Technologist	In-person	
	A. Hamilton	Environmental Projects Lead	In-Person	
	N. Schilman	Environmental Technologist	In-Person	
S. Eckman	Meeting Coordinator	In-person		

**1. WEBEX REMOTE MEETING INFO**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m926170e1eff2246ae81877bcd389c74f>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

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

**Meeting Number (access code):** 2772 455 4644

**Meeting Password:** PqBB6msGQ43

**In-Person Location:**

Board Room, 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Director Newell assumed the chair and called the meeting to order at 1:00 pm PDT.

**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 April 19, 2023 Joint Resource Recovery Committee meeting be adopted with the following before circulation:

- removal of Agenda Item No. 4: City of Nelson Funding Request
- inclusion of the Addendum

**Carried**

**2.3 Receipt of Minutes**

The March 15, 2023 Joint Resource Recovery Committee Minutes have been received.

**3. SEPTAGE BYLAW NO. 1751 AMENDMENT BYLAW NO. 2901**

The March 13, 2023 Committee Report from Todd Johnston, Environmental Services Coordinator presenting Draft Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 2901, 2023 to amend Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005, has been received.

*Alt. Director J. Morrison, City of Nelson joined the meeting at 1:21 pm.*

**Moved** and seconded,  
And resolved:

That the Board direct Staff to amend the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in Service S190, Service S187 and Service S186 to \$70/tonne;

AND FURTHER, that additional revenues created through higher user fees be placed into reserves earmarked for the respective area septage services at year end.

**Carried**

**Moved** and seconded,  
And resolved:

That the Board direct Staff to bring back further amendments to the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in Service S190, Service S187 and Service S186 to \$90/tonne in 2025 and \$110/tonne in 2027.

**Carried**

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

That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No. 2901, 2023 be read a FIRST, SECOND and THIRD time by content.

**Carried**

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

That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No 2901, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**MOTION ONLY:**

The foregoing recommendations be referred to the individual resource recovery sub-regional committees and further that any revisions or recommendations be brought back to the Joint Resource Recovery Committee for further discussion.

The foregoing motion was ruled out of order by the Committee Chair.

Director Davidoff made a motion to challenge the Chair.

*Meeting recessed from 1:54 pm to 2:00 pm for a break.*

Board Chair Watson assumed the Chair for the vote to sustain the Chair.

The Chair was sustained with a majority vote.

**4. STAFF REPORTS**

**4.1 2024 Budget Preparations: Meeting Dates Survey**

Amy Wilson, Resource Recovery Manager provided a verbal report to notify the Committee members of an upcoming survey of proposed dates (in Dec/Jan/Feb) for the 2024 budget preparations.

**4.2 Discretionary Grants: Clean-Up of Illegal Dump Sites**

Amy Wilson, Resource Recovery Manager, provided a verbal report on the use of discretionary funds to support the clean up of illegal dump site. A Draft Guidance document has been received.

**4.3 Rural Curbside Engagement Process Update**

Matt Morrison, Organics Coordinator provided an update on the rural curbside engagement process. The RDCK Electoral Area Residential Curbside Collection Survey Response Report for the period of January 30-April 14, 2023, has been received.

**5. PUBLIC TIME**

The Chair called for questions from the public and members of the media 3:07 pm PDT.

**6. ADJOURNMENT**

**Moved** and seconded,  
And resolved:

The Joint Resource Recovery Committee meeting adjourn at 3:07 pm PDT.

**Carried**

CERTIFIED CORRECT

Approved by

\_\_\_\_\_  
Director T. Newell  
Chair, April 19, 2023 Joint Resource Recovery Committee meeting

**BOARD RESOLUTIONS AS ADOPTED AT THE APRIL 19, 2023 JOINT RESOURCE RECOVERY COMMITTEE MEETING**

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**RECOMMENDATION #1**

That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No. 2901, 2023 be read a FIRST, SECOND and THIRD time by content.

**RECOMMENDATION #2**

That the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No 2901, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Bylaw No. 2901**

---

A Bylaw to amend Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005, to increase the disposal rate for Septage to \$70/tonne

---

WHEREAS the Regional District of Central Kootenay by Bylaw No. 1751, being the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005, regulates and set fees for the disposal of septage in the Central Waste and West Waste Management Subregions of the Regional District of Central Kootenay;

AND WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Septage Disposal Facilities Regulatory Bylaw No. 1751, 2005 to increase septage fees in the West, East and Central Waste Management Subregions to \$70/tonne;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**1** That Section 4.0 Fee Schedule be amended by REPLACING Section 4.0 with the following:

That fees be charged as per Schedules A-1, A-2, and A-3 to this bylaw.

**2** That Schedules A-1, A-2, and A-3 be added to this bylaw.

**3** This Bylaw shall come into force and effect June 1<sup>st</sup>, 2023.

**4** This Bylaw may be cited as **Regional District of Central Kootenay Septage Disposal Facilities Regulatory Amendment Bylaw No. 2901, 2023.**

READ A FIRST TIME this 20<sup>th</sup> day of April, 2023.

READ A SECOND TIME this 20<sup>th</sup> day of April, 2023.

READ A THIRD TIME this 20<sup>th</sup> day of April, 2023.

ADOPTED this 20<sup>th</sup> day of April, 2023.

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Aimee Watson, Board Chair

---

Mike Morrison, Corporate Officer

**SCHEDULE A-1 TO BYLAW NO. 2901: USER FEES – CENTRAL SUB-REGION**

<b>Liquid Waste</b>	<b>Weight-based fee</b>
Septage	\$70.00/tonne

**SCHEDULE A-2 TO BYLAW NO. 2901: USER FEES – WEST SUB-REGION**

<b>Liquid Waste</b>	<b>Weight-based fee</b>
Septage	\$70.00/tonne



**SCHEDULE A-3 TO BYLAW NO. 2901: USER FEES – EAST SUB-REGION**

<b>Liquid Waste</b>	<b>Weight-based fee</b>
Septage	\$70.00/tonne

**REGIONAL DISTRICT OF CENTRAL KOOTENAY  
BOARD OF VARIANCE BYLAW NO. 2437, 2015**

A bylaw to establish and regulate a Board of Variance pursuant to s899 (1) of the *Local Government Act*.

---

The Board of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

**PART ONE – TITLE, ESTABLISHMENT AND INTERPRETATION**

**Title**

- 1.1 This bylaw may be cited as the “**REGIONAL DISTRICT OF CENTRAL KOOTENAY BOARD OF VARIANCE BYLAW, NO. 2437, 2015**”.

**Establishment**

- 2.1 The Board of Variance for Electoral Areas ‘A –Wynndel/East Shore – Kootenay Lake’, ‘B’, ‘C’, ‘D’, ‘E’, ‘F’, ‘G’, ‘H – The Slocan Valley’, ‘I’, ‘J – Lower Arrow/Columbia’ and ‘K – The Arrow Lakes’, herein referred to as the Board of Variance, is hereby established.

**Interpretation**

- 3.1 In this bylaw, unless the context otherwise requires:

**BUILDING INSPECTOR** has the same meaning as in the *Local Government Act*;  
**REGIONAL BOARD** means the Board of the Regional District of Central Kootenay;  
**REGIONAL DISTRICT** means the Regional District of Central Kootenay.

**PART TWO – APPOINTMENT**

**Composition**

- 4.1 The Board of Variance shall consist of three (3) members appointed in accordance with the *Local Government Act*.
- 4.2 A person who
- (a) is not: a member of the Regional Board, a Regional District employee, a Regional District Officer, an approving officer or a member of an Advisory Planning Commission; and
  - (b) is a resident of the Regional District

may be appointed a member.

- 4.3 The members shall be appointed for a term commencing from the date of appointment until noon of the thirty-first day of December following the completion of the tenure of the incumbent Directors (i.e. the term of appointment shall coincide to expire with the term of office of the members of the Board).
- 4.4 Every person appointed to the Board of Variance shall continue to hold office until a successor has been appointed, if the appointment of a successor has not been made at the expiration of the term of such member. A person may be re-appointed for a further term or terms.
- 4.5 The Chair may from time to time appoint a member of the Board of Variance as Acting Chair to preside in the absence of the Chair.
- 4.6 In the event of the death, resignation or removal of any member of the Board of Variance, a successor shall be appointed by the Regional Board. Until the appointment of the successor, the remaining members may constitute the Board of Variance.
- 4.7 The Regional District may remove any appointee from the Board of Variance at any time.

### **PART THREE – PROCEDURE**

#### **Secretary**

- 5.1 The Secretary of the Regional District or his/her designate shall act as the Secretary to the Board of Variance. The responsibilities of the Secretary are:
  - (a) to receive notices of application;
  - (b) to determine whether the application seeks to vary a matter within the jurisdiction of the Board of Variance under the *Local Government Act*;
  - (c) if the appeal is outside the jurisdiction of the Board of Variance to notify the Applicant;
  - (d) if it is within the Regional Board's jurisdiction to notify the Chair of the Board of Variance of the receipt of the application;
  - (e) to ensure that proper notification is given to all the Board members, the Building Inspector, the appellant and the surrounding property owners affected by the appeal, in compliance with this bylaw;
  - (f) to keep proper records of the Board of Variance proceedings; and
  - (g) to maintain a record of all decisions of the Board of Variance and make it available to the public in the Regional District office during normal business hours.

#### **Chair**

- 5.2 The Board of Variance shall, at its first meeting in each calendar year, elect from amongst its appointed members a Chair. A majority of members may remove the Chair.

- 5.3 In case the Chair does not attend within thirty minutes after the time appointed for a meeting, an Acting Chair shall be selected from the members present and shall take the chair and call the members to order. The Acting Chair shall preside during the meeting or until the arrival of the Chair. Such person appointed as Acting Chair has all the powers and is subject to the same rules as the Chair.

#### **Quorum**

- 5.4 A majority of the Board of Variance is a quorum.
- 5.5 Should there be no quorum present within thirty minutes after the time appointed for the meeting, the Secretary shall record in the minute book the names of the members present at the expiration of such thirty minutes and the meeting shall stand adjourned until the next business day.

#### **Rules of Procedure**

- 5.6 The Board of Variance shall observe the following rules of procedure in the calling of and conduct in its meetings:

##### **5.6.1 Meetings**

- (a) The Board of Variance shall meet at such times determined by the Chair as the business of the Board of Variance may require.
- (b) The Board of Variance shall, at its first meeting in each calendar year, as the first order of business, call to order the meeting and select of a Chair from amongst the appointed members, during which the Secretary shall preside.
- (c) Except as otherwise provided, all meetings shall be held within the Electoral Area in which the subject property under application is located.
- (d) Meetings may be held beyond the boundaries of the said Electoral Area only upon adoption of a resolution at an earlier meeting or as may be determined by the Chair of the Board of Variance.
- (e) The Board of Variance shall be convened by the Chair on the date of Hearing and at the time and place set out in the notice.
- (f) Notice of a meeting, together with the agenda and available staff reports for the meeting, shall be delivered to each member with copies to the Regional District Assistant Board Secretary as soon as scheduled to allow posting of a notice in accordance with any applicable Regional District of Central Kootenay Procedures Bylaw.

##### **5.6.2 Delegation**

The Board of Variance shall hear all representations made to the Board of Variance.

##### **5.6.3 Public Attendance**

All meetings of the Board of Variance shall be open to the public.

5.6.4 Notice of Application

- (a) Any person desiring to apply to the Board of Variance shall file a written application with the Secretary of the Board of Variance in a form approved by the Secretary. The application shall state clearly the grounds on which the application is based and the relief sought and shall give an address to which all notices respecting the Hearing of the application (the "Hearing") may be mailed.
- (b) The application to the Board of Variance shall be accompanied by a non-refundable application fee, identified in Schedule 2 of the *Land Development Applications Procedures Bylaw No. 2238, 2011*.
- (c) Where the application is made pursuant to Section 902(1) of the *Local Government Act*, the application shall be filed with the Secretary of the Board of Variance within thirty (30) days from the date of the determination made under Section 911(8) of the *Local Government Act* by the Building Inspector.
- (d) The Secretary shall send by mail or otherwise deliver, not less than ten (10) days prior to the date of the Hearing, notice of the Hearing to:
  - i. the members of the Board of Variance;
  - ii. the Applicant;
  - iii. the registered owners as shown on the last revised assessment roll and all occupiers of the subject property and all real property located immediately adjacent to the parcel which is the subject of the application;
  - iv. if an application is under 902(1), the Building Inspector whose determination is being appealed; and
  - v. the Director(s) of the Electoral Area(s) in which the subject property is located.
- (e) The notice of the Hearing shall state the date, place and time of the Hearing and shall state the subject matter of the application.
- (f) The Secretary shall upon receipt of any notice of application or of any written evidence entered before the Hearing including staff reports, permit the same to be inspected at the Secretary's office during regular office hours.

5.6.5 Conduct of Hearing

- (a) The Chair or, in his/her absence, an Acting Chair selected from those present, shall preside at all meetings.
- (b) The Chair shall generally conduct the meeting in accordance with the Regional District of Central Kootenay Rules of Procedure applicable to the Regional Board.

- (c) Any person or body with interest in property within the Regional District is entitled to be heard at the Hearing, and is entitled to be represented by a solicitor or by an agent duly appointed in writing.
- (d) Any person represented, in accordance with subsection (c), whether or not also attending in person, shall be deemed to be a party attending the Hearing.
- (e) Evidence at a Hearing may be given orally or in writing.
- (f) The Board of Variance shall not hear oral evidence, except at a regularly constituted Hearing of the subject matter of that evidence.
- (g) The Applicant shall be afforded the first opportunity to present his/her evidence and arguments, and thereafter, evidence and arguments shall be presented in such sequence as the Chair may direct until all parties to the application have been afforded an opportunity to present their evidence and arguments.
- (h) The Board of Variance may view the property affected by the application and surrounding properties. The Board of Variance may adjourn the Hearing from time to time, and may reconvene without further published notice if the time, date, and place of reconvening is announced at adjournment.
- (i) If the Applicant or other persons notified do not appear at the Hearing or any adjournment thereof, and have not advised the Secretary in advance that they wish to be heard on another date, the Board of Variance may proceed to decide the application in his absence.

#### 5.6.6 Decision

- (a) The decision of the Board of Variance shall be by a majority of those members present and made within seven (7) days of the Hearing.
  - i. Each member shall have one (1) vote.
  - ii. A member who abstains from voting shall be deemed to have voted in the affirmative.
  - iii. Voting shall be conducted by a simple show of hands unless otherwise determined by a majority of the appointed members.
- (b) The Board of Variance may set a limit on the length of time an approved application is valid.
- (c) The decision of the Board of Variance is final and binding, except in those cases where an appeal is provided for in the *Local Government Act*.
- (d) The Secretary shall, within seven (7) days of a decision, send by mail or otherwise deliver the written decision of the Board of Variance to the Applicant, all persons who made representation at the Hearing, and the local government Building Inspector.

5.7 The members of a Board of Variance must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

5.8 The Regional District shall include in its annual budget such sums as are necessary in the discharge of the duties of the Board of Variance.

**Conflict of Interest**

6.1 Where any member of the Board of Variance or a member's family, employer or business associates has any conflict of interest with any matter being considered by the Board of Variance that member shall absent themselves from all aspects of that consideration.

**Repealed Bylaw**

7.1 "Regional District of Central Kootenay Board of Variance Bylaw No. 1786, 2005" is hereby repealed.

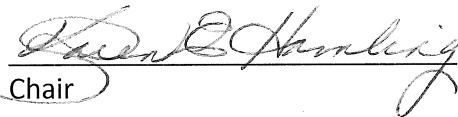
READ A FIRST TIME this 12<sup>th</sup> day of February 2015

READ A SECOND TIME this 12<sup>th</sup> day of February 2015

READ A THIRD TIME this 12<sup>th</sup> day of February 2015

ADOPTED this 12<sup>th</sup> day of February 2015



  
Chair

  
Secretary



March 20<sup>th</sup>, 2023

File: 0360-20/Recreation Commission No. 6 Appointment

Regional District of Central Kootenay  
202 Lakeside Drive  
Nelson, V1L 6B9

Dear Mike Morrison:

At the Regular Open Council Meeting held March 15<sup>th</sup>, 2023, Council passed the following resolution:

**“THAT the Village of Silverton Council APPOINT Councillor Clarence Denbok as a Council Liaison to the Regional District of Central Kootenay Recreation Commission No. 6.”**

If you have any further questions, please do not hesitate to contact me at 250-358-2472  
or email: [cao@silverton.ca](mailto:cao@silverton.ca).

Sincerely,

Viv Thoss  
Chief Administrative Officer/Corporate Officer







April 13<sup>th</sup>, 2023

File: 0360-20/Recreation Commission No. 6 Appointment

Regional District of Central Kootenay  
202 Lakeside Drive  
Nelson, V1L 6B9

Dear Mike Morrison:

At the Regular Open Council Meeting held April 14<sup>th</sup>, 2023, Council passed the following resolution:

**“THAT the Village of Silverton Council APPOINT Katrina Summral as a Community Representative to the Regional District of Central Kootenay Recreation Commission No. 6.”**

If you have any further questions, please do not hesitate to contact me at 250-358-2472  
or email: [cao@silverton.ca](mailto:cao@silverton.ca).

Sincerely,

Viv Thoss  
Chief Administrative Officer/Corporate Officer





# Kaslo and District Community Forest Society amended BYLAWS

*Carol Prest*  
CAROL PREST

*as adopted by the members at the 2021 AGM*

## Part 1 Interpretation

- 1** (1) In these bylaws, unless the context otherwise requires:
- “directors” means the directors of the Society for the time being;
  - “Societies Act” means the Society Act of British Columbia from time to time in force and all amendments to it;
  - “registered address” of a member means the member’s address as recorded in the register of members.
  - “Area D” means Area D of the Regional District of Central Kootenay.
- (2) The definitions in the Societies Act on the date these by laws become effective apply to these bylaws.

**2** Words importing the singular include the plural and vice versa, and words importing a male person include a female person.

## Part 2 Membership

**3** The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

**4.1** A person may apply to the directors for membership in the Society and on acceptance by the directors is a member. To qualify for acceptance as a member of the Society a person must be a minimum of 18 years of age and have been a Kaslo or Area D resident for 30 days and resident of BC for at least six months or owner of land in Kaslo or Area D and resident of BC for at least six months, and pay annual dues. A new member must have had a valid membership for at least 30 days prior to a general meeting to be eligible to vote at that general meeting.

**4.2** The Directors may choose to confer an Honorary Lifetime Membership to someone in recognition of exemplary service to the Society. Such membership shall be without fees but remains subject to clause #8 regarding expulsion.

**5** Every member must uphold the constitution and comply with these bylaws.

- 6** (1) Any change to the annual membership dues will be considered at the annual general meeting of the Society.
- (2) Annual memberships shall be up for renewal after December 31st of each calendar year.
- (3) 5 year memberships will be up for renewal after the fifth December 31st following date of purchase.

**7** A person ceases to be a member of the Society

- (a) by delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society,
- (b) on his or her death,
- (c) on being expelled, or
- (d) on having been in arrears with their dues for four months.

- 8** (1) A member may be expelled by a special resolution of the members passed at a general meeting.
- (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

**9** All members are in good standing providing they have paid their annual membership fees and agree to abide by the constitution and bylaws of the Society.

### **Part 3 Meetings of Members**

- 10** General meetings of the Society must be held at the time and place, in accordance with the Societies Act, that the directors decide.
- 11** Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12** The directors may, when they think fit, convene an extraordinary general meeting. The Directors shall convene an extraordinary general meeting upon receipt of a petition of 10% of members in good standing. The meeting shall be convened within the time frames stipulated in the Societies Act.
- 13** (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- (3) The Secretary shall give notice to the members, in accordance with clause 13(4), calling for submissions from the membership to be included on the agenda at the annual general meeting.
- (4) Notice of any members' meeting is deemed to have been given to every member if notice of the date, time and location of the meeting has been sent to every member of the Society who has provided an email address to the Society, by email to that email address, or where no email address exists the members physical mailing address, no later than three weeks before the meeting. Further, three weeks prior to such meeting, notice thereof shall be published, each week, in an issue of a newspaper customarily circulating in Kaslo and Area D, and on the Society's electronic website. In addition the Society shall endeavour to place a notice of the meeting on a centrally located bulletin board in the Village of Kaslo, Ainsworth, Argenta, Johnsons Landing, Cooper Creek, and Meadow Creek.
- (5) Notice of special resolutions, including copies of proposed amendments to the constitution, bylaws and the special resolutions shall be sent to a member at their electronic address, or in the absence of an electronic address to their physical mailing address in accordance with 13(4) above.
- (6) A special resolution requires the consent of 2/3 of the voting members present at a meeting.
- 14** An annual general meeting must be held at least once in every calendar year.

### **Part 4 Proceedings at General Meetings**

- 15** Special business is
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and
- (b) all business conducted at an annual general meeting, except the following:
- (i) the adoption of rules of order;
- (ii) the consideration of the financial statements;
- (iii) the report of the directors;
- (iv) the report of the auditor, if any;
- (v) the election of directors;
- (vi) the appointment of the auditor, if resolved by the members;
- (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16** (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 10% of the membership in good standing.
- 17** If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting,

a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

- 18** Subject to bylaw 19, the president of the Society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
- 19** If at a general meeting
- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the president and all the other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair.
- 20** (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
  - (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21** (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
- 22** (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands unless a majority of members present requests voting by secret ballot.
  - (3) Voting by proxy is not permitted.

## **Part 5 Directors and Officers**

- 23** (1) The number of directors must be a maximum of 9, unless changed in accordance with the Societies Act
- (2) At their first meeting after an election the directors shall select and appoint a president, vice president, secretary, treasurer.
- 24** (1) The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to
- (a) all laws affecting the Society,
  - (b) these bylaws, and
  - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.
- (2) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25** (1) The term of a director shall be 2 years except where clause 25(3) applies.
- (2) The directors' terms shall be staggered so that in alternating years first 3, and then 4 directors' positions will be up for election at the Annual General Meeting.
  - (3) Where the number of vacancies on the Board exceeds either 3 or 4 directors as required in 25(2) above, after the election, the length of term each newly elected director shall serve, so as to comply with 25(2) above, shall be determined by giving the newly elected director with the most votes first choice of length of term, and the one with the next highest number of votes the next choice and soon.
  - (4) One Director shall be appointed at the pleasure of the Village of Kaslo and one Director shall be appointed at the pleasure of the Regional District Director for Area D.
  - (5) There shall be no nominations from the floor or debate on the nominations at the Annual General Meeting.

- (6) A Director(s) election may be by acclamation; otherwise it must be by secret ballot. If an election is to be by secret ballot it shall be in accordance with the following procedures:
  - (i) The Board shall appoint a balloting committee to oversee a director(s) election in accordance with these bylaws;
  - (ii) Balloting shall be in person.
- (7) When the number of candidates for office exceeds the number of vacancies, the Board shall appoint a balloting committee composed of:
  - (i). Returning Officer, and
  - (ii). The number of persons deemed necessary by the Returning Officer to operate the balloting procedures.
- (8) The Board shall supply the Returning Officer with written procedures that may be updated from time to time.
- (9) The Returning Officer shall cause ballots to be issued to members in good standing as they register for the AGM or election meeting, and shall also ensure that sufficient election workers are available to handout ballots, operate the election and conduct the count.
- (10) Members attaining good standing at the AGM or election meeting who are not on the voters list provided by the Returning Officer must provide proof of membership before receiving a ballot and the Returning Officer shall cause creation of a list of those members.
- (11) The Returning Officer shall create one voting station at the AGM or election meeting and shall have two election workers stationed at that voting station.
- (12) The Returning Officer will have the chair of the AGM or election meeting announce the time when the voting station is open and when it will close.
- (13) A member inadvertently spoiling their ballot while voting may return to the location where ballots are issued for another ballot. All spoiled ballots shall be kept in a separate envelope and handed over to the Returning Officer to be declared with the count.
- (14) Once the voting station is closed the Returning Officer and counters shall retire to a place to count the ballots and each candidate may have a scrutineer present to observe the count.
- (15) At no time may a scrutineer touch any of the ballots or verbally intervene during the count other than to answer questions put to them by the Returning Officer with regard to disputed ballots.
- (16) During the count, votes for each candidate shall be tabulated in blocks of up to 25 until the count for each candidate is complete and any disputed ballot shall be set aside.
- (17) Any disputed ballot shall then be examined by the Returning Officer who shall be the sole authority for designating the disposition of that ballot. In the event that a ballot remains in dispute, the Returning Officer shall place that ballot in a separate envelope with the name of the candidate disputing the ballot on the reverse side.
- (18) The Returning Officer shall then write down the results of the balloting on a reporting sheet, including the number of invalid, spoiled, disputed and rejected ballots, and transmit the results to the chair of the meeting. In the event that the AGM or election meeting has been adjourned, the Returning Officer shall transmit the results of the balloting to the chair of the Board.
- (19) Unless the number of disputed and rejected ballots equals or exceeds the numerical difference between an elected and an unelected candidate, the chair of the meeting or, if the meeting is adjourned, the chair of the Board shall then authorize that the balloting results be made known to the members. Thereafter the Returning Officer shall then ensure that results are posted at the electronic addresses of the Society, published in the appropriate printed media publication for Kaslo and Area D and filed in the binder at the Kaslo Library.
- (20) In the event that the number of disputed and rejected ballots equals or exceeds the difference between an elected and unelected candidate, the Returning Officer shall cause the ballots of those candidates to be recounted and shall then hold a meeting with the candidates concerned to determine a result.
- (21) Failing being able to determine a result, the Returning Officer shall then declare the election between those candidates void and recommend to the chair of the Board that a new vote be ordered between those candidates not elected at a date and time to be determined by the Board, no less than 60 days after the original election date. Those candidates not affected by the voiding decision shall be deemed to have been elected and shall take up their term of office, with only the disputed vacancy or vacancies remaining unfilled.
- (22) After an election, and upon ensuring that no candidate is going to dispute the election results, the Returning Officer shall ensure that all cast ballots are destroyed no later than 30 days after balloting day



and that all unused ballots are returned to the Society. A candidate wishing to dispute the result of the balloting must do so in writing to the Returning Officer within 48 hours of the count being declared.

(23) The Returning Officer shall then ensure that all ballot boxes, etc are returned to the Society office or the place from whence they came, and shall submit a final written report ending his or her appointment for that election. The report shall include the procedures followed, the election results and other appropriate comments about the conduct of the election for future reference, including any proposed changes to the written procedures for the Returning Officer.

**26** (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.

(2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but may run for re-election at the meeting.

**27** An act or proceeding of the directors is not invalid merely because there are fewer than the prescribed numbers of directors in office.

**28** The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

**29** A director must not be remunerated for being or acting as a director, but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society.

## **Part 6 Proceedings of Directors**

**30** (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

(2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.

(3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.

(4) A director may at any time, and the secretary, on the request of a director, must convene a meeting of the directors.

**31** (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.

(2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.

**32** A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.

**33** The members of a committee may meet and adjourn as they think proper.

**34** For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

**35** A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, fax or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

(a) a notice of meeting of directors is not required to be sent to that director, and

(b) any and all meetings of the directors of the Society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

(c) If a director misses 3 meetings in a row, they may be dismissed at the discretion of the Board.

**36** (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

(2) In the case of a tie vote, the chair does not have a second or casting vote, and the motion fails.

**37** A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.

**38** A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

## **Part 7 Duties of Officers**

**39** (1) The president presides at all meetings of the Society and of the directors.

(2) The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.

**40** The vice president must carry out the duties of the president during the president's absence.

**41** The secretary shall be responsible for overseeing the following:

- (a) conduct the correspondence of the Society,
- (b) issue notices of meetings of the Society and directors,
- (c) keep minutes of all meetings of the Society and directors, and
- (d) maintain the register of members,

**42** The treasurer must ensure that the Society:

- (a) keeps the financial records, including books of account, necessary to comply with the Societies Act, and
- (b) renders financial statements to the directors, members and others when required,
- (c) submits monthly financial reports, for approval by the directors, at regular monthly meetings, such reports being a record of revenue and expenditures and cash balances, and
- (d) presents to the directors no more than 3 months after the Society's year end, statements for review before presentation at the annual general meeting.

**43** The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

**44** In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

## **Part 8 Borrowing**

**45** In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.

**46** The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

## **Part 9 Auditor**

- 47** This Part applies only if the Society is required or has resolved to have an auditor.
- 48** The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 49** At each annual general meeting the Society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 50** An auditor may be removed by ordinary resolution.
- 51** An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 52** A director or employee of the Society must not be its auditor.
- 53** The auditor may attend general meetings.

## **Part 10 Notices to Members**

- 54** A notice, other than notice of a members' meeting pursuant to clause 13(4), may be sent to a member at their electronic address or, in the absence of an electronic address by mail, to the member at the member's physical mailing address.
- 55** A notice sent by electronic mail is deemed to have been given on the day the message is issued electronically, and in the case of physically mailing the notice by the seventh day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove that the notice was properly addressed, and put in a Canadian post office receptacle.
- 56** (1) Notice of a general meeting must be given to
- (a) every member shown on the register of members on the day notice is given, and
  - (b) the auditor, if Part 9 applies.
- (2) No other person is entitled to receive a notice of a general meeting.

## **Part 11 Bylaws**

- 57** The Society shall, at all times, keep posted and available an up-to-date copy of the constitution and bylaws at its electronic addresses, registered address and in a binder at the Kaslo Library.
- 58** A Member in good standing is entitled, upon providing not less than seven (7) days notice in writing to the Society, to physically inspect any of the following documents and records of the Society at the Registered Address of the Society during normal business hours:
- (a) the Constitution and these Bylaws, and any amendments thereto;
  - (b) the statement of directors and registered office of the Society;
  - (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
  - (d) resolutions of the Voting Members in writing, if any;
  - (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;
  - (f) the register of Directors;
  - (g) the register of Members;
  - (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
  - (i) copies of orders made by a court, tribunal or government body in respect of the Society;



- (j) the written consents of Directors to act as such; and
- (k) the disclosure of a Director or senior manager regarding a conflict of interest.

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a Member in good standing may request, in writing delivered to the Registered Address of the Society, to inspect any other document or record of the Society and the Board may allow the Member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion. Copies of documents to which a Member is allowed to inspect may be provided on request by the Member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed by the Act.

**59** The constitution and bylaws must not be altered or added to except by special resolution.



# Director's Report

Garry Jackman – Area A  
Wynndel/East Kootenay Lake

**Report Date:** April 10, 2023

## Columbia Basin Regional Advisory Committee (CBRAC)

On 03 April 2023 we received an update on treaty negotiations plus reviewed the public feedback/input on the socio-economic performance measures proposed to go forward to the negotiating committee.

The next CBRAC meeting will be held on 05 May 2023 where we will discuss the history and operations at Libby Dam plus review our ongoing work which will inform the treaty negotiations.

For general information go to <https://engage.gov.bc.ca/columbiarivertreaty/info-sessions/>.

## Regional Connectivity Committee (RCC)

Our last RCC discussion was held on 13 March 2023 where we received updates on pending and future funding applications made through the Universal Broadband Fund and the current provincial/federal joint funding program.

One recently elected Director asked me for more detail on the history of the RCC. I will prepare a more comprehensive recap of the committee activities for next month.

## Local Government Leadership Academy

Everybody can read the agenda and bios for key presenters, so I will not list all of the specific sessions I sat in on. The following are a few of the more interesting points I found arising from discussions, along with my editorial comments:

- Codes of Conduct – appears to be a topic where we need a great deal more discussion. Many of our colleagues do not have the full background on what is being done in other provinces and where we could look for models to follow.
- Frank Leonard touched on the importance of community champions and volunteers in local governance. I fully agree, including the comment that sometimes local government needs to get out of the way of meaningful change. I am concerned about an apparent drop in volunteerism and the need to either be prepared to pay more for service delivery (on many fronts) or nurture volunteers.
- The most useful words for me from Christina Benty are we need to “face the truth”. I have seen a number of presentations from her, plus worked closely with her and others on the AKBLG exec, but there is still resistance to provide sufficient allowance in our budgets for full costing when we propose to invest in new facilities, services or assets of any form.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

- The discussion around the emergency management legislative update has now gone on for several years, with the new legislation repeatedly being delayed. I am concerned we have tried to anticipate changes for so long now it has been a burden on resources.
- ETSI BC – I found their 5 pillars identifying priorities to be very similar to the Economic Action Partnership (Area A, B and C plus Creston) “Stronger Together” pillars. Either great minds think alike or we used the same consultants.
- MAIBC – I find it interesting that the top value of claims still arise from negligent inspection (building) and negligent misrepresentation. In my mind the former needs to be resolved through more clear language in a building permit, stressing that for owner builders they are responsible for their own errors and omissions plus quality of work and for others that their builders are responsible for errors, omissions and quality of work and that the spot checking process undertaken by local government does not relieve this. Very clear statements, perhaps right beside the signature blocks for permit applicants (owner and/or owner representative/builder) would seem to be warranted.



# Director's Report

## Aimee Watson – Area D/Chair

**Report Date:** March 2023

### Columbia Basin Trust

Attending, remotely, the March board meeting on Friday the 24<sup>th</sup> and Saturday the 25<sup>th</sup>. The board meetings are confidential and as such, I do not have anything to report. I hope to see the board highlights the staff at CBT produce in time for RDCK agenda publication. In the meantime, the Our Trust Our Future engagement process has begun as has the registration for three symposiums. For all of those details, please go to <https://ourtrust.org/>

### Area D/Lardeau Valley ReDi grant public meeting

It was fantastic to be back in person and even more so, to hear from so many community groups! The Lardeau Valley is really active, engaged and looking out for each other. We had close to 30 residents and a smooth, slightly long, but successful evening.

### Local Government Leadership Academy

Beyond the verbal report in March, here are my notes from this year's LGLA session in Kimberley.

#### Asset Management

Today's problems are yesterday's solutions. Asset management is the tool to be best informed and prepared for future asset care, not implementing AM will lead to big problems both financially and administratively as costs can easily skyrocket beyond local taxation capacity.

Contributing to reserves on an annual basis supports the future needs while preventing, as best as possible, those big expenses that are not planned for. Cautioned heavily against pulling from these reserves to offset annual operations that should be where taxation is focused. This sets a precedent for a baseline that is not accurate and when things do break or need replacement, a serious shock to the residents.

General approach is:

Users pay for operational needs on an annual basis, taxation for capital immediate and long-term needs.

Asset management is 7 generation thinking applied.

**For more information**  
[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca) | 250.304.5842

### **Leadership and Healthy Governance**

A good leader is rarely the person doing the most amount of talking (note taken) A good leader is one who can listen well and synthesize the need into a greater understanding while disseminating the system in which a solution may or may not be achievable.

Listening is more than hearing what said, its noticing and surfacing what may not be said. This is critical tool in a world easily stigmatized and divisive. We are quick to draw conclusion while evading deep listening, which can erode the best possible outcome.

Invite dissenting views as part of the whole, amplify the quiet voices while making safe space. Trust is built through credibility, reliability and intimacy (relationship building) Sustainability is not a place we get too, it is a discipline of adaptability.

### **Chairs Report- Chair and CAO Forum**

It was great to get back in person with this forum. While CAO's do have a pretty good network to share ideas and issues, Chairs only have this forum, and it was raised that there is opportunity to expand our connections more than once a year.

I networked with several Chairs outside of the forum event, discussing workload for Regional Districts, code of conduct, land stewardship that has a similar lens to asset management- to think and plan 7 generations into the future. Most interesting fact, when we were asked about number of services, we were the highest, does help elaborate on size that isn't well understood when only population and geography is looked at.

The event started with a comical yet real presentation from CBC's Municipal Affairs reporter Justin McElroy. While I am not familiar with Twitter, he did share some pretty funny, yet interesting times that civic governance was taken down the rabbit hole through tweets that went viral and/or stories that were grossly misunderstood. The conversation leaned towards the work of local government to get clear and concise messages across while asking, how far do we go to "promote" vs "educate and inform". He did a few polls that indicated voter turnout is much less in Regional Districts, to which I suggested that may be due to acclamations and that its not as understood as mayors and councils. Overall message was to keep media releases focused on facts and don't be afraid to address the misinformation, it is a natural by product of being a government entity.

Ministry of Municipal Affairs presented on new housing opportunities, work to expedite development permits and community plans that are not significantly altering the original intent. The growing communities fund was acknowledged and appreciated while a few Chairs raised the consistent issue with the funding formula applied to Regional Districts. It was respectfully suggested that the Ministry work with RD staff to review the formula to address the increasing level of servicing requirements so that any future funding allocated in a similar manner does not leave RDs short.

There is work to review and update the Local Government Act with reform for Regional Districts. While a few area associations have had presentations on this work, I do believe the AKBLG is due for an update and presentation. We can anticipate more on this at UBCM.

Accessible BC Act requires all local governments to have an accessibility plan. Our staff have been embedding this work within community services and administration staff are working on the required committee for providing guidance and overseeing the accessibility of a Local Government. We are including our municipalities in this work.

Indigenous perspectives on Emergency Management was by far, the most interesting and informing of the sessions. This one was led by John Kervel and Nicole Norris, both indigenous leaders within the Ministry responsible for Emergency Management and Climate Readiness. Key take aways were the essential need to have cultural advisors within a service area to ensure, when in an emergency, that First Nations communities have safe and culturally appropriate supports. So much more, I do hope we get to learn from these presenters again in the near future.

Modernization of the Emergency Program Act. We know this one has been in the queue well before COVID, and the Province is gearing up for the first phase of legislation to be enacted this spring into next fall. There are still concerns with capacity and how to manage the inclusion of mitigation into local governments realm of responsibility. It was clear that a few participants felt that the engagement fell way short of listening and integrating input, it was sensed that previous sessions are more so information ones, not engagement ones.



Columbia River Treaty Update for the Local Governments Committee  
January to March 2023

***Issued March 31, 2023***

This document contains non-confidential information that can be shared publicly.

### **Highlights**

- Advancements in Columbia River Treaty negotiations
- Public information sessions on socio-economic objectives for a modernized Treaty
- Columbia River Treaty Heritage Project community outreach has begun in three pilot project areas

### **Canada-U.S. Treaty Negotiations**

- The 15<sup>th</sup> round of negotiations between Canada and the U.S. to modernize the Columbia River Treaty took place on January 25 and 26, 2023 in Vancouver B.C.
- Flood-risk management, hydropower co-ordination, ecosystem co-operation and increased Canadian operational flexibility were among the key areas of focus for American negotiators and the Canadian delegation, which includes the Government of Canada, the Province of B.C. and the Ktunaxa, Secwepemc and Syilx Okanagan Nations.
- Progress was also made towards increasing collaborative engagement of Libby Dam operations.
- The delegations held a series of brief intersessional meetings in February and March to further advance discussions and reconvened for the 16<sup>th</sup> round of negotiations on March 22 and 23 in Washington D.C.
- During this latest session, negotiators focused on strengthening co-operation to support aquatic life and biodiversity in the Columbia River Basin, ongoing studies regarding salmon reintroduction, flood-risk management, and the connection between hydropower operations and Canada's desire for greater flexibility in how its treaty dams are operated.
- Prime Minister Justin Trudeau and U.S. President Joe Biden issued a [joint statement](#) on March 24 acknowledging that "the Columbia River is a vital shared resource that underpins many lives and industries on both sides of the border," and that Canada and the U.S. "will intensify their work over the coming months toward agreement on a modernized treaty regime that will support a healthy and prosperous Columbia River Basin." The two leaders stated that the focus will be on "flood-risk management, power generation, and environmental benefits that are shared equitably by both countries and the Indigenous Peoples and Tribal nations, communities, and stakeholders in this watershed."



- In a [statement](#) following the January round, Katrine Conroy, Minister responsible for the Columbia River Treaty, said “Although there are still outstanding issues to be resolved, there is cause for optimism as the negotiating teams move closer to a consensus on some of the main issues. Canada and the U.S. are working together to reach an agreement-in-principle that will protect and support people in the Columbia River Basin and the region’s ecosystems. As always, B.C., Canada and Basin Indigenous Nations are committed to reaching a fair agreement that shares benefits equitably between countries.”
- Five days prior to the January round, Brian A. Nichols, Assistant Secretary for Western Hemisphere Affairs, U.S. Department of State, [commented on Twitter](#) that the U.S. sees an opportunity to reach an agreement in principle by summer 2023.
- Minister Conroy [responded](#) that, while Canada, B.C. and Indigenous Nations are committed to reaching agreement as soon as possible, a modernized Treaty will have to meet B.C. Indigenous and Basin community objectives, as well as U.S. needs, in a fair and balanced way.
- Before a modernized Treaty is finalized, the Province of B.C. will engage with residents and stakeholders in the Columbia Basin to describe what is being proposed and provide the opportunity for feedback. The B.C. CRT Team will seek input from the LGC on a community engagement plan for this phase.
- The next round of negotiations will be held on May 16 and 17, 2023 in British Columbia.

## **Public Engagement**

### **Information Sessions on Integrating Socio-Economic Objectives within a Modernized Columbia River Treaty**

- The Province of B.C. hosted two virtual public information sessions on January 30 and February 2 to highlight the LGC’s work to integrate social and economic interests into river management scenario modelling for the Columbia River Treaty renewal.
- Presenters from the LGC’s Socio-Economic Integration Team provided an overview of their work and shared draft performance measures that have been identified through substantial research, including reviewing reports from past community consultation processes, and seeking input from LGC and CBRAC members.
- The public was invited to provide feedback on the performance measures through an online survey which closed February 19, 2023. The B.C. CRT Team and the LGC Socio-Economic Integration Team are working together on a summary report that will include feedback received.
- Background materials and details on each performance measure can be found on the [LGC Socio-Economic Integration webpage](#).





- Recordings of both sessions are posted on the Province of B.C.'s YouTube channel and can be viewed through the [B.C. CRT website](#), and the [LGC website](#).
- Approximately 152 people attended the Columbia session (of the 283 registered) and 92 people attended the Kootenay session (of the 216 registered). Participants asked a wide range of questions relating to CRT negotiations, Indigenous Nations and Tribes participation, hydro operations, and how certain interests, such as ecosystem health, recreation and shoreline erosion, are being considered in the CRT modernization process. Presenters answered questions related to socio-economic interests and shared resources for where participants could seek information about the other topics raised.

### **Newsletter**

- The latest B.C. CRT Newsletter will be released in early April and will include articles on Canada-U.S. negotiations, the LGC's socio-economic integration work, CBRAC's field trip to Kinbasket Reservoir in May 2022, and perspectives from three young Indigenous people who participated in the Youth Salmon Warriors Gathering last summer.
- Visit [Ways to Participate](#) on the B.C. CRT website to sign up for the newsletter and read past editions.

### **Columbia Basin Regional Advisory Committee**

- CBRAC met by Zoom on January 20, 2023 to hear presentations from, and ask questions of, BC Hydro on three topics:
  1. BC Hydro's 2013 project to investigate the feasibility, costs and benefits of potential improvements to Grohman Narrows. This presentation was in response to CBRAC recently asking about the possibility of dredging Grohman Narrows to prevent potential flooding on Kootenay Lake. Sharing details about BC Hydro's 2013 project and its results provided helpful context.
  2. The Non-Power Uses Agreement that allows for shaping of Treaty flows for Canada and U.S. fish objectives.
  3. Low elevation levels on Arrow Lakes Reservoir that occurred in January 2023.
- CBRAC continues to receive updates after each round of CRT negotiations. Their next meeting is April 3, 2023.
- Long-time member Randy Priest from Golden is stepping down after 8 years on CBRAC. The CBRAC Steering Committee is currently evaluating expressions of interest submitted for this position and aims to welcome a new member in April.



## **Ongoing Communication**

- The B.C. CRT Team welcomes suggestions for how to connect more effectively with Basin residents, especially youth, on the CRT. Please email [Brooke.McMurphy@gov.bc.ca](mailto:Brooke.McMurphy@gov.bc.ca) if you are aware of any opportunities in your communities.

## **Community Interest Projects**

The B.C. CRT Team continues its work on addressing community interests that have been raised throughout the Province's public engagement on the Treaty. Progress updates on some of the projects are listed below.

### **Columbia River Treaty Heritage Project**

- The Columbia River Treaty Heritage Project Steering Committee continues to meet monthly.
- Outreach has begun with three pilot project communities/areas – Revelstoke Reach, Valemount and Waldo's Cove.
- Also underway is the development of agreements for Indigenous interpretations.
- Progress continues towards the launch of the CRT Uncovery Tour website. The purpose of the website is to provide information about the project and eligibility to those who wish to participate in the CRT Uncovery Tour.

### **Creston Valley Dikes Management**

- The B.C. CRT Team attended the CRT LGC's January 19, 2023 Creston Socio-Economic Performance Measures presentations to the Creston Valley Flood Management Partnership (CVFMP).
- WSP Engineering was engaged by the CVFMP to undertake a Creston Valley flood risk assessment. WSP submitted a Phase 1 report in January 2023.
- The CVFMP also engaged Climatic Resource Consulting to undertake a climate change risk assessment of the Creston Valley.
- On March 2, 2023, the B.C. CRT Team attended presentations by WSP and Climatic Resource Consulting on their respective risk assessment reports. This was a second presentation by these groups. The first presentation to the CVFMP was in November 2022.
- CVFMP's application, through the Regional District of Central Kootenay, for a grant from the UBCM Disaster Risk Reduction – Climate Adaptation Fund was approved in early March 2023.
- The B.C. CRT Team continues to monitor the work undertaken by CVFMP and is available to support the CVFMP's coordinator as required.



### **Ecosystem Enhancement – Arrow and Kinbasket Reservoirs Spatial Mapping Products**

- In September 2022 Selkirk College Project Council group met to start planning the launch for the CRT Portal of their [Rural Open Data](#) initiative. Arrow and Kinbasket Reservoirs Spatial Mapping Products, developed with funding and in-kind contributions from BC Hydro and the B.C. CRT Team, will be included.
- Current plans are for a soft launch at the end of March 2023 and a full public launch in May 2023.

### ***Projects Being Monitored***

#### **Columbia Basin Agriculture Support**

- B.C. CRT Team continues to monitor the Kootenay agriculture sector to identify gaps in agriculture support in the Columbia Basin.

#### **Connectivity/Broadband**

- The Broadband Connectivity Industry Working Group and its sub-groups, which were formed to improve collaboration between infrastructure owners, government, and telecommunications service providers, continue working towards identifying and implementing actions that will improve the end-to-end attachment process for infrastructure like utility poles, and lead to more efficient and timely deployment of broadband internet service in B.C. Columbia Basin Trust is a member of the Working Group.

#### **Duncan Dam Fish Passage**

- Due to prolonged high-water levels in spring 2022, construction of the permanent weir by IDL Projects Ltd. has been deferred to spring 2023.
- The project is expected to be completed in 2024.

#### **Kinbasket Recreational Opportunities**

- In July and August 2022, the Ministry of Transportation and Infrastructure and the B.C. CRT Team provided information to Mayor of Valemount, Owen Torgerson, regarding a potential project to install webcams at the Valemount marina. On August 8, 2022, the B.C. CRT Team requested a proposal from Valemount. No proposal has been received to date.
- In October 2021, the Town of Golden committed to organizing a call with the B.C. CRT Team and key stakeholders. In May 2022, the B.C. CRT Team reaffirmed their willingness to work with the towns of



Golden, Revelstoke and Valemount on exploring Kinbasket recreational opportunities. The call has not yet occurred.

### **Koocanusa Debris Management**

- No new updates since July 2021.
- Unexpectedly high reservoir levels in the summer of 2021, linked to greater glacial melt entering tributaries due to the summer's heat dome, resulted in even more debris entering Koocanusa. No changes are expected in BC Hydro's debris management program.
- Better coordination of Libby Dam operations, which is being discussed with the U.S. during Columbia River Treaty negotiations, would improve debris management.

### **Lardeau Valley**

- No new updates since November 2021.
- Columbia Basin Trust's Community Readiness Program was suggested as a source of funding to support the purchase of emergency readiness equipment for community wide benefit for the Lardeau Valley.

### **Nakusp Marina and Breakwater Repairs**

- No new updates since September 2021.
- The first phase of the Nakusp marina and breakwater repair project was completed in July 2020. In 2022 the Village of Nakusp installed another 300 feet of log boom as part of the 600 feet breakwater repair project.

### **Treaty Operating Week**

- No new updates since July 2021.
- The current Treaty Operating Week results in Lower Columbia flow changes over seven days, beginning on Friday/Saturday, impacting weekend recreational users.
- The Treaty Operating Week is a clause in the Columbia River Treaty, and any proposed changes would need to be included in negotiations.



### **Valemount Air Quality Project**

- In October 2022 the B.C. CRT Team responded to a letter from a Village of Valemount Council member about funding for a Valemount air quality monitoring project.
- In June 2022, the Valemount Clean Air Task Force developed a draft Air Quality Management Plan, which sets priority action items over the next five years aimed at improving air quality in Valemount.
- The Air Quality Management Plan includes an action to “Implement a community monitoring project using citizen science air quality sensors” to “gain a better understanding of PM2.5 concentrations across the community”.
- The Clean Air Task Force prioritizes and recommends initiatives to improve Valemount's air quality, ensuring the most effective use of funds, including funds remaining after the Village undertook an air quality data review study to identify potential impacts from Kinbasket Reservoir. The [June 2021 study](#), funded by the Ministry of Energy, Mines and Low-Carbon Innovation, is available on the Village website.

### ***Projects on Pause***

- **Grants in Lieu of Taxes** – Standing by to receive questions from the LGC.



**Aimee Watson**  
Director of Electoral Area D

April 4, 2023

Hamill Creek Timber Homes  
13440 Highway 31  
Meadow Creek, BC  
VOG 1N0

**RE: “a moderate permit amendment under the provisions of the Environmental Management Act”**

To Whom it May Concern,

As the Area D Director for North Kootenay Lake, Area D Regional District Central Kootenay, I write this letter to provide strong support for Hamill Creek Timber Homes (HCT) permit process for 5 pieces of equipment that have been in place and operational for several years, noted as a “a moderate permit amendment under the provisions of the Environmental Management Act”

I was invited to tour the Hamill Creek facility which confirmed how fantastic and well operating this business is. Having a tour years ago as we, the RDCK, was exploring ways to enhance grid stability with an eye to fiber from wood manufacturing, I was reminded of the profound work this remote and small facility is achieving. This recent tour not only confirmed previous observations of excellence, but enhanced how important HCT plays in our rural and remote economy by providing high quality job experience with training that results in value- added timber homes that are world renowned. HCT is the epitome of how small entities can sometime have a much bigger impact than most recognize.

HCT employs mid to high level quality jobs with many starting in the yard, learning important skills to professional designations that lead to higher incomes. HCT has enabled and supported hundreds of rural residents have reliable, year-round employment that builds transferrable skills in a sector that has historically seen erosion of jobs and devastation to rural economies. The Lardeau Valley, in its height, had 6 mills employing thousands of residents with many supports to local community services such as the Kaslo and Area arena. While I recognize and support the need to shift our economy due to climate change, forestry can and still has many sustainable and rural economic benefits, HCT demonstrating this for over a decade.

Noting as well, that Area D/ Lardeau Valley where HCT is located, has one of three Columbia River Treaty dams that did impact the region with many families displaced out of the Howser town site. Sustainable employment is a critical factor to the resiliency to this region.

Being familiar with the owners and operators of HCT, I have always known that quality, safety, and integrity is not only applied to the product they produce but staff and operational experience. To learn the process that they have endured to seek permits for well managed equipment really highlighted the very important need for scaled regulations that address size opposed to a harmonized regulations designed for our largest processing facilities. Applying regulations designed for extreme volume producers to small scale is a serious barrier to success. While noting health, safety and the environment are paramount to good business and healthy communities, regulations can impact well beyond the intended needs and lead to the erosion of healthy rural economies. I am aware of two of our last standing mills that are

opting to not expand, and one has permanently closed due to an overly burdensome regulatory regime that is designed, again, for the large players, not the small sustainable ones. The permitting process HCT is having to endure is a good example of where new permitting requirements are not scaled to the size of a facility nor considerate of the remote nature of our high valued, still standing mills. Hamill Creek Timber Homes is a low volume high value manufacture of wood products which produces less than 400,000. (four hundred thousand) board feet of wood products on an annual basis or an average 2000 bf per day .

Compare this to a large super sawmill such as the one Canfor Houston sawmill operation that produces one thousand times more in annual volume ( or four hundred million annually ) and or 2,000,000. Bf per day

In terms of permits through the Regional District Central Kootenay, I have included response from both our building department and planning department indicating there are no outstanding requirements for this facility.

“The Building Department has discussed the referral with Dwight (the owner) yesterday, and as this is an existing structure not undergoing renovation, construction or demolition, there is no involvement or comment from the Building Department related to this request and no further follow-up or response from us.”

**Chris Gainham** | Building Manager

**Regional District of Central Kootenay**

**Phone:** 250.551.7388 | **Fax:** 250.352.9300

“No concerns”

**Nelson Wight** | Planning Manager

**Regional District of Central Kootenay**

**Phone:** 250.352.8184 | **Cell:** 250.354-8781 | **Fax:** 250.352.9300

I do hope this letter helps highlight how important the HCT operations are to our region including the on-going and continuous commitment its owner and operators apply to excellence at all levels.

Sincerely,



Aimee Watson







**Tom Newell**  
Director of Electoral Area F

April 7, 2023

## Municipal Finance Association – Annual General Meeting

Thursday March 30, 2023

[https://mfa.bc.ca/sites/default/files/mfa\\_financial\\_forum\\_and\\_agm\\_event\\_schedule.pdf](https://mfa.bc.ca/sites/default/files/mfa_financial_forum_and_agm_event_schedule.pdf)

<https://mfa.bc.ca/about-us/governance>

### Morning Seminars

#### **Angelo Katsoras: National Bank Geopolitical Analyst**

This was an amazing presentation – I will send the slide deck when it is forwarded to me. I am just including my edited notes which make more sense to me than it may to you. I think the slide deck will help illustrate the issues raised and the complexity of a global world, as if there is any other kind of world.

**Ukraine:** 2 wars. Economic war – farm damage. Terrible economic cost. Unstable politics. Russia is hoping to discourage investment. What will drive negotiations? US is running out of Javelin missiles. 5 companies building defense arms. Massive under supply. Taiwan \$19 Billion backlog in arms purchases.

**NATO** and its proximity to Russia. Impact on geopolitics.

**Electricity** – the new labour. Europe – what do they do? Carbon taxes – Tariffs and counter tariffs. Amazing impact of the need for electricity. Therefore, the world is entering a subsidy arms race. Another example - Intel chips manufacturing.

**Europe deindustrialization.** Asset allocation -eg. Toyota builds very little in Japan – see more in slide deck.

**Europe: Guns vs Butter.** France: what to increase arms development and cut pensions. The real political challenge of cuts is emerging. Could be that no government can survive an election once the needed cuts are implemented. Impact on stable governing??

**Italy:** since joining the Euro zone in 1999, it has a 5% **cumulative growth**. Another example or Europe as a long-term challenge.

**US – China:** an example of the complexity – the Chips Act as an example of the subsidy wars. China refines **90% of the rare earth** production. China controls **80% of solar production**. In China - Tesla banned from being close to military sites. In US – Tesla told it can not be exposed to China. Thus – companies caught in bind.

**Supply chains** were originally designed in a high trust global economy. Now a low trust economy exists. Local content rules impact the supply chain. Therefore, as you speed up to meet green house rules, you become increasing dependent on China. Another example of these double-edged dynamics.

**Latin America** is the source of many rare earth minerals. But social protests are slowing the supply side development.

**Taiwan- China tensions.** Taiwan has semi-conductor protection because of their dominance. Eg. Taiwan has banned their engineers to work in China. Ultimately a Chinese blockade could be a strategy because Taiwan imports 98% of its energy and 60% of its food.

**China** - is in a race against demographics as they dramatically age. To manage, they are now #5 in robotics density up from 25<sup>th</sup>. The more you industrialize the less agriculture can be produced.

**India** - like revisiting history. Now India is a counterbalance to China for the US. Because of geopolitical tensions could be worth absorbing costs to set up in India.

**OPEC (Oil):** break even price of oil. So, watch what happens at June meeting.

**Nickel:** 3 countries account for 54% of world production. They are planning on forming an OPEC like cartel.

**The divided US Government:** Debt crisis: Good news – no crisis. Bad news – more delay = more turbulence. Therefore, there is a risk of a repeat of 2011. The graph showed the lasting economic impact of the 2011 crisis because of it being pushed to the last moments. Even though it was resolved the impacts continued.

**Climate:** develop the mining needed to produce alternate energy. It takes an average of 15 years globally to have a mine begin operations. **Germany** uses 20% alternate energy and ½ of that is wood based.

One example of **the de-carboning challenge. In the North-East US.** During energy crisis of 2021 politicians wrote to Biden to ask him to impact the rapidly escalating gas costs, yet **3 years earlier** they canceled an extension of **100 miles** of a Gas pipeline to Boston which would have supplied the needed gas. As a result, there became a gas shortage, and then the same politicians demand more gas was at an increased cost to deliver and with an increased production of Green House gasses to deliver the gas.

What was highlighted for me as the **inherent contradictions** and counter challenges in every interaction internationally. The slide deck will provide a clearer explanation.

## **MFA Staff Presentation – MFA 101**

See slide deck.

Slides from the Financial Forum sessions will also be uploaded to our website for your review.

- [Session 2: MFA 101](#) has been posted!

## **BC Political Landscape**

Rob Shaw, Political Capital podcast. Bhinder Sajan CTV News: AI Richmond MFA vice-chair moderated

This was so interesting but very difficult to summarize. Suffice to say that Premiere Ebby is much different than Premiere Horgan.

Seems like the premiere will not call a snap election even though there are many political reasons to do so.

### **Slide Decks**

We are pleased to announce that our **2022 Annual Report** and **2022 Financial Statements** have been published. They can be found on our website <https://mfa.bc.ca/annual-report>

Member-related information can be found <https://mfa.bc.ca/about-us/governance>

### **Afternoon Business**

The passing of the approval to borrow to fund the municipal and hospital districts loan requests in the amount of \$115,454,081, including an RDCK request for \$1,191,000 for the New Denver “Drinking Water Wells”.

I am not sure how to share the 152 page agenda package but I’m sure there is a way.



March 18, 2023

Hoge Tyler  
Tyler Project Services  
815 Fell St.  
Nelson, BC V1L 3N1

hogetyler@gmail.com  
250 551 7646

RE: Nelson Rod & Gun Club Range Building Refurbishment

Hello Hoge Tyler:

This communication is to serve as a letter of support for the repair and upgrade of the Nelson Rod and Gun Club Range building located at 124 Porto Rico Road, north of Ymir.

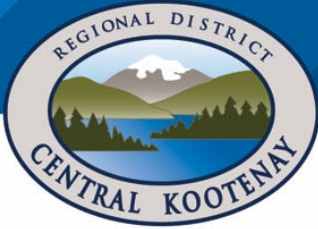
I am well acquainted with the Nelson Rod and Gun Club and the work it has done in the area of responsible firearm use and resource conservation. The range at Porto Rico, north of Ymir, has been in use for many years, and could certainly use refurbishment. The club has been a longstanding and honourable member of the community. It therefore gives me pleasure to provide this letter of support regarding your grant application.

Best wishes with your application.

Hans Cunningham, Director Area G  
Regional District of Central Kootenay

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)



# Director's Report

Walter Popoff – Area H

## Regional Connectivity Committee (RCC) Meeting March 13, 2023

The Universal Broadband Fund, application continues to be under review with CBBC finalizing final workplans with ISED (Innovation, Science and Economic Development)

Andrew Esser-Haines, Senior Economist, BC Stats, Ministry of Citizen Services provided a presentation on economic and social connectivity benefits in the Kootenay Area. Basically, for every \$ 1 invested in connectivity the economic benefit derived would be \$0.63 in the Kootenay region.

Expectation of Provincial Program to provide additional Cell Service along BC Highways.

Link for information on connectivity in BC:

<https://www2.gov.bc.ca/gov/content/governments/connectivity-in-bc> including projects currently funded and Minister Beare's Announcement on the 75 million dollar funding for cell service expansion.

Next meeting Scheduled for April 27, 2023.

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**Walter Popoff**  
Director of Electoral Area H

March 21, 2023

File: 230321

Chris Claxton, President,  
Slocan Lake Golf Club,  
101 Golf Course Road,  
New Denver, B.C.  
VOG 1S1

Dear: Mr. Claxton

**RE: Resiliency Center Initiative**

As director of Electoral Area H, please accept my letter of support to the Slocan Lake Golf Club in their application for Resiliency Center status.

The golf course is ideally situated to serve several communities, Rosebery, Rural New Denver, and Rural Silvertown including the Red Mountain Road community. The golf course and clubhouse would act as a safe assembly point and shelter facility for residents to gather in the event of an emergency situation.

Local readiness and community resilience is a fundamental part of emergency response and recovery, I believe this project will contribute to the overall resilience of the region.

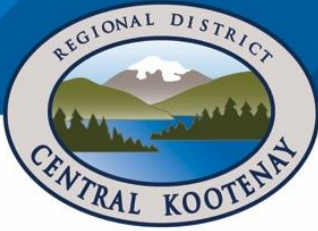
Sincerely,

**Walter  
Popoff**

Walter Popoff  
Director, Electoral Area H

Digitally signed by Walter Popoff  
DN: cn=Walter Popoff, o=RDCK,  
ou=Area H,  
email=wpopoff@rdck.bc.ca,  
c=CA  
Date: 2023.03.21 14:56:40 -07'00'





# Director's Report

Maria McFaddin – City of Castlegar

## Local Government Leadership Academy – Elected Official's Series

Wednesday	
Keynote Address: Who is Driving the Grader?	We need to know who is making the decisions and why they are being made. Stay in your lane as policy makers but do it with a rounded view of the organization.
CivicInfo: Post Elections Assessments	Voter turn out is slightly down. The smaller the community the larger voter turnout in general. Higher voter turn out when there is a mayoral race.
Code of Conduct	We need a code of conduct as organizations. The repercussions of a breach in the code of conduct need to be clear, it needs to have teeth. The code of conduct is last defence, we should have protocols in place to discuss conduct before it gets to a breach.
Financial Management 101	We have different ways of financing: Reserves - saving for what we need Short term borrowing Long term borrowing We need to know when to use each tool.

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Thursday	
MFABC	<ul style="list-style-type: none"> <li>○ MFABC as an Issuer of Bonds:</li> <li>● Created a tool to map our long-term lending to the UN 17 Goals for Sustainable Development and the Green and Social Bond Principles Reported to investors on this mapping for every bond issue as well as annually in our Annual Report.</li> <li>● Created a Sustainable Bond Framework that describes for investors what we fund, related legislation, inherently ESG nature of Local Government infrastructure (Found on our website: <a href="http://mfa.bc.ca/investor-relations">mfa.bc.ca/investor-relations</a>)</li> <li>● New MFABC borrowing requirements coming to define relevant Key Performance Indicators (KPIs) at onset of loan process and require reporting over the life of the borrowing</li> <li>● We will have to be thinking about our ESG: Environmental Social Governance: we will need a rating to the MFA when borrowing but the standard needs to be set first.</li> </ul>
Roles and Responsibilities	<ul style="list-style-type: none"> <li>○ Our role is governance and management not implementation</li> <li>○ Don't be afraid to take a 10 minute comfort break when things are getting heated</li> </ul>
Asset Management Vision	<ul style="list-style-type: none"> <li>○ Survey on what do people think it cost to provide certain services, like one block of sidewalks</li> <li>○ We provide services 24/7 like</li> <li>○ ASSETS we MANAGE:</li> <li>○ Shelter: land use planning</li> <li>○ Hydration: drinking water</li> <li>○ Sanitation: bathing, teeth brushing, flushing, garbage, recycling,</li> <li>○ Movement: sidewalks, roads. bike lanes, transit</li> <li>○ Wellbeing: recreation centers, trails, parks, public spaces</li> <li>○ Safety: emergency planning, fire protection</li> <li>○ Two questions to ask:</li> <li>○ # 1: What services does our community need and want now and in the future?</li> </ul>

Thursday	
	<ul style="list-style-type: none"> <li>○ # 2: What are the services our community is willing and able to pay for?</li> <li>○ #3: What are we spending to maintain our services? Is it enough? What should we be spending? Are our services at risk? Are we sustainable? Can we prove it?</li> <li>○ List the services that we provide for the public to see!</li> </ul>
Emergency Management	<p>Think about all the different populations when planning:</p> <ul style="list-style-type: none"> <li>○ Know where your vulnerable population is beforehand, not just the care homes.</li> </ul>
Dynamic Decision Making	<ul style="list-style-type: none"> <li>○ Equality of information at a table is really important.</li> <li>○ Quarterly check-ins</li> <li>○ Start with why</li> </ul>
More than Halfway, More than half of the Time	<p>Working together with Indigenous Nations</p> <ul style="list-style-type: none"> <li>○ The long-term strategy of building meaningful, functioning relationships for local governments and Indigenous Nations working together.</li> <li>○ It takes time and listening for movement</li> </ul>
Municipalities and Regional Districts	<p>Overview of the difference between city councils and regional district structure. Biggest takeaway is that each regional district is unique in structure and function.</p>

Friday	
ETSI	<p>They support communities in the Southern Interior to grow and divers local economies</p> <ul style="list-style-type: none"> <li>• provide grant funding, resources, knowledge, foster collaboration</li> <li>• focus on smaller communities, First Nations, seed funding</li> <li>• fund \$15 - 50K per project</li> <li>• Funding Intakes 2x/year (spring &amp; fall)</li> <li>• They do not do lending</li> </ul>
Destination BC	<p>\$20.2 Billion annual revenue from Visitor Economy in 2019        \$8.7 Billion GDP        149,000 people employed in tourism        19,748 tourism businesses        Destination Development program: help with projects such as increase parking, undated downtown core</p>
BC Transit	<ul style="list-style-type: none"> <li>○ Conventional Transit: Fixed routes &amp; schedules, mainly urban settings, range of vehicles</li> <li>○ Custom Transit (handy DART): Door to door, demand responsive, eligible people with a disability, links to taxi programs</li> <li>○ Paratransit: Flexible routing and schedules, light duty accessible vehicles, small towns, and rural communities</li> <li>○ Health Connections: Paratransit service funded by Health Authority, provides access to medical appointments, small towns, and rural communities</li> <li>○ New transit app: Umo</li> <li>○ BC Transit's new fare collection technology</li> <li>○ Replacing end-of-life and costly fare technology</li> <li>○ Better meets the expectations of riders</li> <li>○ Reduces barriers to fare payment and transit access</li> <li>○ Primary customer-facing components:           <ul style="list-style-type: none"> <li>○ Mobile app</li> <li>○ Reloadable fare card</li> </ul> </li> </ul>

Friday	
	<ul style="list-style-type: none"> <li>○ Onboard fare validator</li> <li>○ Dedicated customer call centre</li> <li>○ Future ability to enable onboard credit and debit card tap payments</li> <li>○ Increased and improved data to inform recommendations</li> <li>○ Introducing to Regional Systems in 2023</li> <li>○ Comprehensive customer and operator engagement</li> </ul>
Loose Lips sink thosnships	<ul style="list-style-type: none"> <li>○ How you talk about a business and company, can cause negligent misrepresentative</li> <li>○ Cost of claim: Direct cost = lawyer's fees and disbursements, and possibly, the cost of settlement, Indirect cost = local government time and resources, Intangible cost = the stress felt by the local, government staff and elected officials who may be involved in the litigation.</li> <li>○ Negligent mistepresentation requires: <ul style="list-style-type: none"> <li>○ 1. "Special relationship"</li> <li>○ 2. Untrue, inaccurate or misleading statement</li> <li>○ 3. Insufficient care in making the statement</li> <li>○ 4. Reasonable reliance</li> <li>○ 5. Resulting damage or loss</li> </ul> </li> <li>○ Defamation requires: Words used had a negative impact on the plaintiff, words referred to the plaintiff, communication made to third party</li> <li>○ There is an apology act in Canada: an apology is not a taking on guilt</li> </ul>

Friday	
Master you Media Message	<ul style="list-style-type: none"> <li>○ Proactive media, talk about things before they are an issue not after</li> <li>○ 6 guiding principles when dealing with the media: <ul style="list-style-type: none"> <li>○ 1) purpose: know what is expected</li> <li>○ 2) focus: be audience focused</li> <li>○ 3) anticipate: questions they ask should not be a surprise</li> <li>○ 4) prepare: what do I want to say and what is my No Go Zone?</li> <li>○ 5) respond: make sure you stay on your message not theirs!</li> </ul> </li> <li>○ Bridge the gap to a new topic or point: <ul style="list-style-type: none"> <li>○ "While I don't have that information, what I can tell you is.."</li> <li>○ "That is an important consideration, and I'd also like to add.."</li> <li>○ "Some may see it that way, but here's what we do know..."</li> </ul> </li> <li>○ 6) practice <ul style="list-style-type: none"> <li>○ Do: be available, take time to think, stop speaking when done, answer in a complete sentence, correct the incorrect first, focus on the process, stay on message</li> <li>○ Don't: don't speculate, don't speak for other groups, be careful with personal comments or opinions, no such thing as "off the record", never say no comment, don't be hostile or negative - show concern</li> </ul> </li> </ul>





# Director's Report

## Suzan Hewat – Village of Kaslo

**Report Date:** [04, 04, 2023]

### Federation of Canadian Municipalities (FCM) Board Meetings

The Regional District of Central Kootenay has a long history of having representation on the FCM board.

Silverton Councillor Leah Main and I are both members of the Board of Directors.

The cost of the travel expenses are covered by the UBCM Small Communities Travel fund which is as a result of a small fee added onto the annual membership fee.

I was elected to the Board of Directors June of 2022 after serving as a Committee Member for 3 years. 2 of those years were during the pandemic, so all meetings were virtual beginning with the Annual Conference held in the fall of 2020. I am proud to represent the Kootenays at this level. Between Councillor Main and I, we have representation on almost all committees which has been very beneficial.

### Virtual week meetings

#### February 23<sup>rd</sup>

##### FCM BC Caucus

- The new board and committee members were introduced. Reports were provided from the Member Relations Committee and the Election Readiness Working Group.

##### FCM Conference Planning

- Reports were provided on planning for the 2023 Annual Conference in Toronto as well on upcoming RFP's to host future Board Meetings. There are some basic requirements for hosting a board meeting which include hotel accommodations for up to 150 people, airport access, conference facilities for 150 people and sufficient broadband capability.

#### February 24<sup>th</sup>

##### FCM Women's Participation in Local Government

- There was discussion of the terms of reference and the next steps related to the Town Hall on Harassment, Online Hate, & Discrimination Toward Municipal Elected Officials. Staff also provided updates on the CanWILL program, International Gender Programming and Women in Local Government Scholarships and Awards.

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## FCM Municipal Infrastructure and Transportation Policy

- Staff provided an update on the MAMP program and answered questions.
- Budget 2023 Advocacy and the Future of Federal Infrastructure Programming was discussed.
- The committee had a roundtable discussion on municipal water infrastructure needs and solutions.
- 

## In person meetings

### March 5<sup>th</sup> to 10<sup>th</sup>

This FCM Board Meeting was hosted by the Regional Municipality of Durham and held at the Ajax Convention Centre.

### March 7<sup>th</sup>

I was one of only 5 people who attended the Study Tour to the Ontario Tech University to see the ACE Climatic Wind Tunnel.

### [ACE: A solutions provider | ACE Climatic Wind Tunnel \(ontariotechu.ca\)](#)

**Rural Forum Meeting** – due to the level of engagement at the meeting, we weren't able to get to all of the agenda items.

**Anti-Racism & Equity Committee** – even though this isn't one of my committees, I was able to participate in this meeting.

### March 8<sup>th</sup>

#### Committee of the Whole

Pre-budget advocacy was discussed, and board members were encouraged to reach out to their MP's. I have attached a copy of the document outlining the advocacy areas.

#### Board Talks

Some FCM board members presented on the infrastructure projects and/or needs of their local governments.

### March 9<sup>th</sup>

#### Board of Directors meeting – morning

- New board members appointed since December 2022 Board Meeting were ratified.
- President Taneen Rudyk, CEO Carole Saab gave reports. This was followed by a report from the Finance and Audit Committee which included approval of the FCM and GMF (Green Municipal Fund) 2023-2024 budgets.
- Committee Chairs for the following committees provided reports: Human Resources, Standing Committee on Conference Planning, Governance Working Group, Elections Committee
- Resolutions were discussed and voted on



- There was an update by the Chair of the BCMC (Big City Mayors Committee)
- A report was provided from the Affiliate Members (PTA's)
- 

#### Afternoon

The chairs of each of the Regional Caucuses reported on their meeting held during the FCM Virtual Week.

These are British Columbia, Prairies and Territories, Quebec, Ontario and Atlantic.

Respectfully submitted,  
Suzan Hewat



## Executive Summary

### Asset Management Collaboration Workshop 2023

*Hosted by FCM's Municipal Asset Management Program*

FCM's [Municipal Asset Management Program \(MAMP\)](#) held the sixth annual Asset Management Collaboration Workshop at the brand new FCM Collaboration Centre in downtown Ottawa on February 27–28 and March 1, 2023. Over 55 participants were in attendance, including MAMP partner organizations, members of MAMP's Technical Working Group and Program Steering Committee, provincial and territorial governments and municipal associations, asset management communities of practice, and Infrastructure Canada. The purpose of the workshop was to enable collaboration and share knowledge among organizations and individuals that are working to build municipal asset management capacity in Canada.

This year's workshop kicked off MAMP's eighth and final year. **Mayor Suzan Hewat of the Village of Kaslo, BC**, and **MAMP's Geneviève Thouin** opened the workshop with some numbers on the program's reach and the breadth and depth of work undertaken by participating municipalities.

### MAMP news and updates

MAMP has reached its final year of delivery, closing applications for further disbursements in July 2022. The program has supported 1,560 projects across 1,347 municipalities, with over 80% going to small municipalities (<15,000). The fourth and final round of Partner Grants is now midway through completion.

The big news, delivered by **the Green Municipal Fund (GMF)'s Kate Fleming**, was the November 2022 announcement of \$530 million in federal funding for GMF over eight years with a climate adaptation focus—making GMF Canada's second-largest investment in adaptation ever. FCM will integrate climate adaptation into its work through a continuum of initiatives in capacity development, planning and action.

**FCM's Matthew Pelletier** shared that advocacy by the policy and research, government relations and communications teams had helped to inform major federal initiatives such as the National Adaptation Strategy and the Permanent Public Transit Fund. FCM's submission to Infrastructure Canada on infrastructure funding includes recommendations for significant investment in the Disaster Mitigation and Adaptation Fund, the Canada Community Building Fund (former gas tax fund), municipal water and wastewater infrastructure, and municipal community, culture and recreational infrastructure.

**Brett Phillips** discussed GMF's \$167 million Community Buildings Retrofit initiative, which funds projects in four streams to help local governments understand and optimize building energy performance.

## Learning continuum and collaboration

Two key themes for effective training were the concept of a learning continuum and the benefits of collaboration. A panel of MAMP partners shared their experiences on how a learning continuum can help municipalities continue to grow their asset management maturity, build breadth and depth of knowledge and strengthen alignment. Panelists represented the **Atlantic Infrastructure Management Network**, **l'Association Francophone des Municipalités du Nouveau-Brunswick**, the **Ontario Society of Professional Engineers**, **PEMAC Asset Management Association of Canada**, and **Asset Management Saskatchewan**. They spoke about the benefits of a more flexible, customized approach to coursework and how they were adjusting curricula and formats based on municipal feedback.

In table discussions, participants cited some challenges to participating in a learning continuum, including budgeting for training, staff turnover and silos. Opportunities include reaching new personnel and involving regional districts. They observed that one key for measuring participation in a learning continuum is to track who comes back and how many disciplines are represented.

The workshop looked at collaboration from a few different angles. A panel of MAMP partners discussed how cohort-based training with peer learning elements can enhance learning. Panelists represented the **Fédération Québécoise des Municipalités**, **Association of Municipalities Ontario**, the **Canadian Network of Asset Managers** and **Rural Municipalities of Alberta**. They explained that learning cohorts are formed in different ways—sometimes regionally (which is synergistic when the local governments are already collaborating) and sometimes by grouping municipalities with similar characteristics or challenges. It's also important to foster inter-disciplinary collaboration within a municipality. Outside of training, an innovative new way that municipalities are collaborating is by partnering to apply for larger shared grants. Following the panel, participants joined roundtable discussions to talk about collaborative opportunities within their region.

## Integrating climate adaptation and building new competencies

A big focus at the workshop was the integration of climate adaptation into asset management and the development of competencies for this. In breakout groups, participants shared ideas on municipal actions and priorities to increase resilience, the resources needed, and opportunities to sync adaptation and mitigation. As a lead-in to these discussions, they heard what two regions are doing to build resilience to climate change. **Sara Brown** shared that the Northwest Territories Association of Communities is organizing risk-based partnership tables to bring together all the players to help communities adapt to climate change threats. **Sam Sidawi** discussed the Region of Peel's initiative to add a climate lens to its asset management planning process, which will generate a financial plan and priorities for infrastructure asset management with an adaptive dimension.

**Jody Rechenmacher** presented the results of the Asset Management and Climate Change Resource Mapping and Gap Analysis project undertaken by Urban Systems for MAMP. The project looked for tools, guides and resources that bring together asset management and climate change. It identified five high-level gaps where resources are needed and made specific recommendations. At breakout tables, participants discussed the resources available and needed, as well as how to fill gaps in a range of areas like integrating climate change and natural assets into asset management, capacity building of people and leadership, implementation support, and francophone sector support.

**Abderrahmane Yagouti** reviewed what Infrastructure Canada is doing to support the implementation of Canada's National Adaptation Strategy. Two of its key initiatives are a new, open-access climate toolkit and a help desk, including a roster of pre-qualified practitioners.

## Natural assets

The growing focus on natural assets was highlighted in four presentations:

- **Ken Clogg-Wright of CSA Group** explained that the organization has a number of water management standards and is currently developing guidance and standards for nature-based solutions, including the first natural asset inventories standard (to be published in June 2023).
- **Donna Chiarelli of the Municipal Natural Assets Initiative** reviewed MNAI's work with 31 local governments across Canada to develop natural asset inventories, identify risks and set priorities for natural asset management. The top risks identified were invasive species, development pressure, flooding, drought, and pollutant loading.
- **Catherine Lavoie, Centre d'expertise et de recherche en infrastructures urbaines**, talked about the organization's work in Quebec to help local governments integrate green infrastructure practices into planning and design, to address issues like flooding, erosion, heat island effect, air quality and carbon sequestration.
- **Marion Hands of the BC Water & Waste Association** highlighted the importance of watershed management, groundwater protection and usage monitoring, and stormwater pathways.

## Bringing asset management to the tables of municipal departments

In a series of activities and talks, the workshop looked at how to integrate various municipal functions into asset management. **Leanne Brannigan** explained the Region of Peel's corporate asset management system, which focuses on each asset's role in service delivery. In a holistic approach, the region maps out a corporate "line of sight" from the individual asset all the way to the strategic plan and mission. Everyone knows how they fit in and how the infrastructure and assets impact services.

Participants circulated in discussion groups to explore the roles played by different municipal functions, from finance to public works to transportation, and the value of collaboration. They explored how municipal functions would work together in a corporate asset management system to identify and manage asset-related risks to levels of service. These exercises showed how important it was to have the right people at the table in a truly multidisciplinary, collaborative approach.

## Activities and Keynote

The workshop featured several additional interactive activities:

- Participant's went on a guided Study Tour of **Ottawa's AMPED Sports Lab and Ice Complex Zero-Carbon Arena** as well as the **City of Ottawa's Combined Sewage Storage Tunnel**.
- At tables, participants mapped the connections between and across folks in the room.
- An hour was set aside for informal conversations on various topics at "collaboration stations."
- A spirited debate took place on the merits of the awareness-building champion versus the technical assistance champion.
- In an ongoing Learning Pathways activity, participants visited an "AMRS Express transit map" set up as a visual tool to map out routes to asset management readiness as well as roadblocks and solutions. On the last day, **MAMP's Zoe Maggio** reported on key insights, such as the diversity of entry points and pathways and the unique challenges for smaller municipalities.

Day Two wrapped up with a keynote presentation by **Louise Reid of LHR Leadership Consulting** that reflected on the culture change taking place in organizations post-pandemic as the leader/employee dynamic is reshaped into a human-to-human relationship. Ms. Reid coached participants on how to lead from the seat they were in— whether manager or employee.

The event concluded with a Mentimeter poll on people's impressions of the workshop and the new FCM Collaboration Centre. There were many takeaways, including that "the journey continues, but more people are travelling with me."



# Director's Report

## Suzan Hewat, Village of Kaslo

**Report Date:** March 9, 2023

### Municipal Asset Management Program (MAMP) – Program Steering Committee

I was elected to the Board of Directors of FCM in June of 2022 after serving as a Committee Member for 3 years.

The first board meetings post conference were held in Sherwood Park, Alberta in September. I had received my committee appointments from staff then I received a personal invitation from President Taneen Rudyk, to join the Standing Committee on Municipal Infrastructure & Transportation Policy.

As a member of this committee, I was honored to be offered the opportunity to sit as the Governance Representative on the Municipal Asset Management Program (MAMP) Program Steering Committee.

I now serve as the Co-Chair of the committee with Jean Lamirande of Infrastructure Canada (INFC).

Since being appointed, I have attended 3 meetings. The first was an introductory meeting with the FCM staff members who support the work of MAMP. Below are the descriptions of the other meetings of this group.

#### February 1<sup>st</sup> - Program Steering Committee meeting

The committee is composed of seven members:

- One representative from Infrastructure Canada (INFC);

- One governance representative from FCM's Standing Committee on Municipal Infrastructure & Transportation Policy.

- Three representatives from provincial/territorial municipal associations.

- One representative from the Canadian Network of Asset Managers Board of Directors.

- One representative from an asset management community of practice.

The role of the committee is as follows.

The Steering Committee oversees the MAMP, provides strategic guidance throughout the course of the program, and addresses any major issues that may affect implementation of activities.

Participation in the Program Steering Committee is viewed as an opportunity to contribute to the Program's achievements at the strategic level.

As one of the co-chairs of the committee it was my turn to chair the meeting.

Some of the items covered were:

- An update on the first half of year 7 (of 8)

- Climate considerations in relation to asset management

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Budget until the end of the program.

One of the decisions taken at the meeting was to recommend all current members mandates be extended to the end of the program in 2024.

## **Municipal Asset Management Program (MAMP)**

### February 27<sup>th</sup> to March 1<sup>st</sup> - Collaboration Workshop

I had a very adventurous journey to get to Ottawa for the Workshop. My flight was booked out of Castlegar the flight got cancelled. It wasn't due to the conditions in Castlegar, but due to the cancellation of flights out of Vancouver.

I am so grateful to Leah Main for providing me a phone number for FCM staff to assist me in rebooking my flight. The Air Canada staff at the Castlegar airport were so wonderful. 2 of them spent over 1 hour working on getting me alternate flights and we were finally successful in booking me a flight out of Calgary.

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On my first night in Ottawa, I was pleased to be able to connect with former Mayor of Fernie, Ange Qualliza. She was in Ottawa for work in her new role as Director of Inter-Governmental Relations and Governance for the Tr'ondek Hwech'in in the Yukon Territory.

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The Collaboration Workshop was the first time the new FCM office space at 66 Slater Street in Ottawa was used.

I have included a copy of the agenda with my report. I attended all sessions outlined in the agenda.

The participants included members of the Program Steering Committee, Technical Working Group, Asset Management professionals (program partners) and staff members from various local governments across the county.

I was asked to give the opening address on day 1 of the workshop. In my address I described Kaslo's geographic location, age as well as a brief outline of our Asset Management journey. I also described some of the issues that we face as an older municipality with aging infrastructure.

The study tour took us to view 2 sites. One was the site of Combined Sewage Storage Tunnel (CSST). A video presentation was given by Colin Goodwin then we were shown some of the access points. The original sewage tunnel runs through the downcore, past the parliament buildings and it was no longer able to manage the flows produced with the increased usage in the built-up area. This caused frequent overflows and sewage backups into homes in the lower areas. It wasn't feasible to replace the existing system, so a parallel tunnel was built.

A combined sewer system uses the same infrastructure to transport sewage and stormwater drainage in wet weather. So, when a big storm fills up that system, the water comes back up and discharges—relieving the system and reducing the risk of flooding. That's called a combined sewer overflow (CSO), and systems are designed so that CSOs happen infrequently to protect the environment while still protecting the community against flooding.

The next part of the tour took us to the Amped Sports Lab. This is the first Zero Carbon Performance Standard certified arena under The Canadian Green Building Council's Zero Carbon Building Program. We learned about the different systems put in place to achieve this goal.

While at the meetings, I made a connection with staff for the GMF (Green Municipal Fund). There are funds available for several different types of projects. The housing stream is generally oversubscribed, but the Community Building Retrofit Program appears to be a great option for the RDCK. Applications can be made for a single building or for a package of buildings. If anyone is interested, I can provide the name of the contact I made. When I spoke to him, he indicated that FCM staff would assist with the process.

I also had a discussion with Marian Hands of the BC Water and Waste Association over the course of the workshop. During one of the breakout sessions, she outlined the work her organization has been doing. I pointed out the gap that I saw in their research. To date their work only included Municipalities, so I raised the point that rural areas of Regional Districts contain many of the water systems that need help. She was going to take this back to the group and hopefully they will start to engage with Regional Districts.

I can provide copies of either or both presentations if anyone is interested.

Respectfully submitted,  
Suzan Hewat  
Mayor, Village of Kaslo



# Agenda

## Asset Management Collaboration Workshop 2023 (AMCW)

*Hosted by the Municipal Asset Management Program (MAMP)*

### Dates:

- Monday, February 27, 2023: 9:00am – 5:00pm ET
- Tuesday, February 28, 2023: 9:00am – 5:00pm ET
- Wednesday, March 1, 2023: 9:00am – 1:30pm ET

### Location:

- 66 Slater Street, Ottawa, Ontario: FCM's Collaboration Centre; 19<sup>th</sup> floor  
Note: The venue is located around the corner from the Lord Elgin Hotel. Instructions on how to access the 19<sup>th</sup> floor will be made available in the coming weeks.

*FCM would like to acknowledge that we are meeting on lands that have been inhabited by Indigenous peoples for thousands of years. Long before today, there have been first peoples who have been the stewards of what we now call Canada. We recognize the Algonquin Anishinaabe people as the traditional custodians of the land upon which we gather, and we deeply appreciate their historic connection to this place. We also recognize the contributions of Métis, Inuit, and all First Nations, both in shaping and strengthening this community in particular, and our country as a whole.*

**Purpose:** To enable collaboration and share knowledge among organizations and individuals that are working to build municipal asset management capacity in Canada.

**Who:** MAMP partner organizations, members of MAMP's Technical Working Group and Program Steering Committee, Provincial and Territorial Municipal Associations (PTA), AM Communities of Practice, and Infrastructure Canada. A list of registered participants will be provided ahead of the workshop for those interested in seeing who they can expect to meet.

### Guiding principles:

- Making asset management sustainable in communities of all sizes.
- Building the internal asset management capacity of municipalities.
- Ensuring the accessibility of asset management for small, rural, and remote municipalities.
- Fostering collaboration and sharing of best practices among organizations and individuals to advance asset management practices and make best use of resources.
- Sharing asset management success stories to raise awareness, inspire action, and deepen engagement around asset management.

**Note:** *Sessions, activities, and timing in this agenda are subject to change. All times are indicated in Eastern Time.*

## Activities outside of session blocks:

### 'What's the path?' Co-create learning pathways to AM readiness

- What steps do small municipalities often take towards AM readiness? Are there some common starting points? In this participatory activity, accompany municipalities as they navigate and reach their AM learning goals by co-creating pathways: Where are they now? Where do they hope to go? How can they get there?

### Break stations

- Visit our break stations at 10:00 AM on Monday and 9:55 AM on Tuesday to hear more about the training, funding, and AM resources that FCM has to offer! We will have program representatives from across FCM there to provide information and answer your questions.

### Videographer onsite

- We will have a videographer on site on Tuesday February 28 to capture some interview footage related to the themes of the Contribution to AM practices competency of the AMRS. Any captured video footage could be used in FCM knowledge products, with the consent of the individuals within the video. If you are interested in being interviewed during the Workshop about the key themes, please reach out to [Michelle Brynkus](#).

### Breakfast

- We are pleased to offer a breakfast per diem of \$22.80. Breakfast will be available at the Lord Elgin Hotel's restaurant, Grill 41. The restaurant opens for breakfast at 6:30 AM every morning and will have both buffet and à la carte options. Please find their full menu [here](#). The hotel also hosts a Starbucks on location, and Tim Hortons and Bridgehead Coffee can be found nearby at 90 Elgin St. Unit 2 (Tim Hortons) and 160 Elgin St. (Bridgehead).

## Monday, February 27, 2023

Time	Sessions	What you can expect
8:30	Arrival and registration	
9:00	Opening remarks (15)	
9:15	MAMP Update, Bridging with FCM Programs and Advocacy (45)	<p>Join FCM as we provide an update on year 7 of the Municipal Asset Management Program operations and celebrate some of FCM's advocacy efforts and achievements from the past few months – from recommendations on the next generation of infrastructure funding, to the national adaptation strategy, to Budget 2023.</p> <p>—</p> <p>MAMP has proven to be an enormously successful and popular initiative by leveraging FCM's understanding of the needs of the municipal sector with a unique combination of flexible funding, training rooted in local contexts, and knowledge products aimed at a broad range of topics. As MAMP works towards program completion, FCM continues</p>

		to offer other flexible funding opportunities in related areas and this session will describe the natural linkages between MAMP and the Community Buildings Retrofit (CBR) Initiative of the Green Municipal Fund (GMF).
10:00	Break (20)	Visit our break stations for more information on training and funding opportunities offered by FCM.
10:20	Mapping our Connections (15)	A table activity that will help reveal and visualize the connections between and across folks in the room.
10:35	Partner Projects and the Learning Continuum (1h 15)	<p>MAMP has been delivering capacity building activities, through its partners, since 2017. We can no longer deny that this program has had a significant impact on local governments seeking to improve their AM practices. The program has trained over 1200 municipalities, many having had multiple touchpoints with MAMP.</p> <p>The Capacity Development Team is in its fourth round of partner grants. While some partners continue to offer training for beginners, many have started to offer a learning continuum. They've designed stackable activities that provide a learning journey for participants.</p> <p>The partners will share their experiences as they help participants maintain that momentum.</p>
12:00	Lunch (1h)	Lunch will be provided onsite in the Workshop space at 66 Slater Street.
13:00	Study Tour	A "boots on the ground" look at how asset management is being done locally. Specific sites and details will be shared once confirmed.
16:00	End of Study Tour	The tour will conclude with a drop off at the Collaboration Centre at 66 Slater Street.
17:00	Optional: Meet & Greet / 5 à 7	Drop in and get a jump start on getting to know fellow workshop participants! Hosted at D'Arcy McGee's, 44 Sparks St.

## Tuesday, February 28, 2023

Time	Sessions	What you can expect
8:45	Arrival	
9:00	Energizer (10)	
9:10	Building Resilience for Municipalities across Canada: Climate Adaptation Roundtable (1h)	The cost of climate change is felt first in local communities. Because of this, we want to hear from you on how you have been directly impacted by climate events and/or have already incorporated adaptation strategies into your communities. We will discuss the most valuable advancement(s) that your

		municipality has incorporated to increase climate resilience, what resources were necessary to get there, the opportunities you catalyzed and the challenges you faced.
10:10	Break (20)	Stop by our break station and learn about new, updated, and upcoming AM resources available to the sector. Have a resource you'd like to share with others? Feel free to bring it with you and showcase it at this station.
10:30	Natural Assets: Building Capacity, Inventories, and Standards (1h)	Natural assets are integral elements of municipal asset management strategies. The CSA Group will share information about the new National Standard of Canada standardization of natural asset inventories. MNAI will present findings from developing inventories with communities and BCWWA and CERIU will share upcoming training activities that have a focus of natural assets.
11:30	Asset Management Champion Debaters (20)	Our Asset Management Champion Debaters will share facts, spit puns and have fun in this friendly debate around the resolution: Who makes for a great Asset Management Champion? <b><u><a href="#">Interested debaters click here!</a></u></b>
11:55	Lunch (1h)	Lunch will be provided onsite in the Workshop space at 66 Slater Street.
12:55	Pull up a Chair and Help Them Care: Bringing AM to the Tables of Municipal Departments (2h)	From planning to finance, from public works to administration, and everywhere in between – asset management deserves a seat at the table across many municipal departments and functions. The type of chair might vary, and the elevator pitches will sound different, but there is a glimmer of AM in everyone's role. This session will help articulate the messaging and tangible benefits of AM in the context of different municipal functions and will explore the types of conversations that can encourage people to pull up at chair.
14:55	Break (15)	
15:10	Collaboration Stations (55)	<p>"Don't let me leave without talking to you about _____!"</p> <p>"What you were saying this morning about _____ - that was so interesting. I'd love to hear more."</p> <p>"You mentioned you're working on _____ - I did that recently, we should chat."</p> <p>"It sounds like we're working with similar challenges – I'd love to hear how you handled _____."</p> <p>Now is the time to make these discussions happen! Sign up for a one-on-one, small group, or big group</p>

		discussion and dive into a topic of choice. A sign-up sheet and some topic suggestions will be circulated during the Workshop.
16:05	Break (10)	
16:15	Keynote: Leadership and Culture with Louise Reid (45)	Time to sprinkle in some out-of-the-box perspectives! Chief Empowerment Officer, author, coach and podcast host, Louise Reid, will ignite and inspire a different way of thinking about organizational culture and leadership – one of the cornerstone opportunities and challenges of institutionalizing asset management in any organization.
17:00	Close	
TBD	Optional Group Dinner	Location to be confirmed.

### Wednesday, March 1, 2023

Time	Sessions	What you can expect
8:45	Arrival	
9:00	<i>Would you rather: AM edition</i> Energizer (10)	Red pill or blue pill? Answer “Asset Management would you rather” questions to learn more about AM collaborators...and perhaps yourself!
9:10	AM Competencies for Climate Change (1h)	As asset management systems continue to mature, municipal services will benefit from measures to adapt to climate risks and reduce emissions. Let us discuss how asset management competencies help communities prepare, to protect and enhance services under a range of operating conditions.
10:10	Break (20)	
10:30	Effective Training Enhanced Through Collaboration (1h 15)	Fostering peer learning is key for training to have a lasting impact. Learn how cohort training models have led to municipal collaboration and an organisational culture of asset management. Explore how regional collaboration can take this further.
11:45	Learning Pathways Wrap Up (15)	
12:00	Lunch (1h)	Lunch will be provided onsite in the Workshop space at 66 Slater Street.
13:00	Wrap-Up and Closing Remarks (30)	
13:30	Close	



# Director's Report

Aidan McLaren-Caux – Village of Nakusp

**Report Date:** April 20, 2023

Reporting on activities from Mar. 6<sup>th</sup> to Apr. 11<sup>th</sup>, 2023

## Director's Activities

- Mar. 8<sup>th</sup>-10<sup>th</sup>, attended *Local Government Learning Academy (LGLA), Elected Officials Seminar (EOS)*, in Kimberley.
  - Link to resources from this conference: <https://lgla.ca/2023/03/20/2023-eos-series-resources-program-follow-up/>
  - **The Election is Over...What Next**
    - Gary MacIsaac, Executive Director, UBCM and Arjan Singh, former Kamloops City Councillor and UBCM President
      - This is a relationship-business
      - It is a marathon, not a sprint
      - Be true to your election campaign
      - Govern as a team and put conflicts aside
      - Build connections with your community
      - Focus on *strategic planning*
      - Be an advocate for positive change in your community
  - **Keynote Address: Ian McCormack** “Who is Driving the Grader?”
    - Create a sustainable plan for your community
    - Focus on Best Practices *and* Wise Practices
    - Volume (both in loudness and amount of speech) does not equate to quality
    - Reflect on how local people (families, businesses, and organizations) are going to be better off at the end of this term because you and your colleagues are in office?
    - Importance of Role Clarity, what vs. how
    - Highlight the importance of planning
    - “No strategy survives first contact with reality”
    - Planning focus: weigh timeliness versus importance
    - Think differently and always try to be better than you were yesterday
  - **Civic Info: Post Elections Assessment**
    - Todd Pugh, Executive Director, CivicInfo

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

- Municipal voter turnout down to 29.2%
  - Regional District voter turnout down to 23.3%
  - Mayoral incumbency down since 2011
  - There has been progress towards gender-parity, but most mayors are still men
  - Discussion about the importance of engagement from community, reflecting the diversity of the community, and work towards truth and reconciliation
  - Better media coverage needed of local elections, particularly in small communities
- **The Fine Art of Agreeing & Disagreeing – Codes of Conduct for Councils and Boards**
    - Linda Worley, Chair, Regional District of Kootenay Boundary (RDKB)
    - Anitra Winje, Manager of Corporate Administration/Corporate Officer, RDKB
    - Paul Taylor, Director of Communications, UBCM
      - Most municipalities now have codes of conduct, about 65%
      - Good governance is supported by how elected officials conduct themselves
      - UBCM set up a working group on codes of conduct, which has helped municipalities develop their own
      - The “old school” way of doing business doesn’t work anymore
      - Breaches of codes of conduct can cause significant damage and can be costly to the taxpayers
      - Board and council members need to be accountable to each other
      - Suggestion for quarterly/regular governance check-ins
      - Discussed the importance of procedural fairness and using an independent 3<sup>rd</sup> party to adjudicate claims
      - The great value in creating a code of conduct is in the process of creating one
      - *Reduction in pay* is a possibility for breaches of codes of conduct
- **Local Government Financial Management 101**
    - Linda Tynan, former CAO of Nakusp, among other things
      - Roles and Responsibilities of Council vs. Staff
        - Council should “stay out of the weeds”
        - Council should set priorities with a *strategic plan*
      - Discussion around 5-year financial plans, borrowing, SOFI and Annual Reports, parcel taxes, permissive tax exemptions, grant-in-aid policies
      - Village should find innovative ways to engage with the public
- **MFABC – Municipal Finance Authority of BC**
    - Shelley Hahn, Chief Services Officer, MFABC
      - Discussion around products offered by MFABC

- There is an increasing focus on ESG (Environmental, Social, Governance) investments
- **Roles & Responsibilities – The Functioning Council/Board, CAO Model, Role Clarity and Decision Making**
  - Frank Leonard, former Mayor, District of Saanich
    - There are Three Seasons:
      - 1) The Silly Season (elections)
      - 2) The Adrenaline Season (post-election)
      - 3) The Governance Season (after the glow wears off)
        - \*\*\* There is never a management season—that is for staff!
    - Look for contrary viewpoints
      - Avoid group-think
      - Listen to the minority respectfully
    - Take comfort breaks...exhale
    - Never walk past a bathroom; you never know how long the next meeting will be
    - Prioritize community over ego
    - Know when to lead and when to follow
    - Get out of the way of community organizations
    - Go beyond the minimums of the Community Charter when it comes to conflicts of interest
    - Use social media as a tool—not for opinions, but to share facts and information about events
    - Tell them what you’re going to say; tell them what you’re saying; tell them what you’ve said
- **Meeting Procedures 101—Local Government Management Association (LGMA)**
  - Frank Leonard, former Mayor, District of Saanich
  - Janet Prestly, former Director of Legislative and Administrative Services, Fort St. John
  - Anitra Winje, Manager of Corporate Administration/Corporate Officer, RDKB
    - Know your Procedure Bylaw
- **Local Government Law 101—Young Anderson Barristers & Solicitors**
  - Mike Quatrocchi, Partner
    - Review of foundational legislation, such as Local Government Act and Community Charter
    - Local government is not allowed to provide assistance to business
- **Dynamic Decision Making—Tracey Lorenson, Paragon Strategic**
  - Have planned, regular governance reviews and check-ins
  - Invest in relationships



- Create behavioural profiles for council members
- Importance of equality of information (everyone has access to the same)
- Conduct community consultation to inform your strategic planning
- Conduct regular reviews with your CAO
- Have the resilience to make mistakes, but also to bounce back
- Importance of clear and consistent messaging
- Five behaviours of high-functioning teams
  - Results
  - Accountability
  - Commitment
  - Conflict
  - Trust
- You will get the culture you allow
- Create space for divergent viewpoints
- Conduct a mid-term peer feedback session
- Importance of TRUST
  - (SxE)T=R
    - S = Strategy
    - E = Execution
    - R = Results
    - T = Trust
- Take the person you are least close to, to lunch
- Relationship-Based Trust
  - Character
    - Talk Straight
    - Demonstrate Respect
    - Create Transparency
    - Right Wrongs
    - Show Loyalty
  - Competence
    - Deliver Results
    - Get Better
    - Confront Reality
    - Clarify Expectations
    - Practice Accountability
  - Both
    - Listen First
    - Keep Commitments
    - Extend Trust
- Always get better; attend the sessions
- If something is truly important to you, fund it!
- Plan for good governance
  - Quarterly Check-ins

- Governance Reviews
  - Strategic Check-ins
  - Templates: <https://input.civicexcellence.com/s/quarterly/tt-gvF8zanvpmZ65mxuoBscgo>
- **Local Government Mentoring Panel**
    - Rob Gay, Chair, Regional District of East Kootenay
      - Measure your own success
      - Be open-minded; don't go to a meeting with your mind made up
      - Stick by council's decision, whether you supported it or not
      - Make time for yourself, look after yourself
      - Take regular time away to gain perspective
    - Grace McGregor, Director, Regional District of Kootenay Boundary
      - Know your position before you take your position
      - Don't fight on Facebook
      - Find a way to communicate with constituents
      - Everyone is allowed due process
      - Enjoy it!
    - Janice Morrison, Mayor, City of Nelson
      - Write your own bio
      - Be prepared
      - Equality of information
      - Have a sense of humour
    - Aimee Watson, Chair, Regional District of Central Kootenay
      - Know your role
      - Understand the system you work in
      - Build relationships
      - Leave your ego at the door
      - Importance of mental health and self-care
      - "Starve out to scary, love the good"
    - Laurey-Anne Roodenburg, President & Chair, LGLA
      - Find something that grounds you
      - Prioritize mental health
  - **More than Halfway, More Than Half the Time**
    - Discussed history and details of Ktunaxa Nation, Kootenay Lake Partnership
    - Proactive about identifying Ktunaxa areas of significance as it relates to development applications
    - Identifying values as a concrete step towards truth and reconciliation
  - **Local Government in the Decade of Climate Action—Community Energy Association**
    - Maya Chorobik, Director of Climate Leadership

- Accelerate Kootenay program, installing EV chargers
  - Discussed Local Government Climate Action Program
  - Possibility for collaboration between regional districts and municipalities to share a community energy manager
  - Worked with Neighbours United to create 100% Renewable Plan for the Kootenays
- **Economic Trust of the Southern Interior (ETSI-BC)**
  - Paul Wiest, Project Consultant
    - Discussed history and mandate of ETSI-BC
    - Introduced regular funding intakes and current Forest Impact Recovery (FIR) program
- **Tourism and Transportation**
  - Presentation by Destination BC, Emilie Cayer-Huard, Manager, Destination Development, Iconics at Destination BC
    - Discussed history and information about Destination BC
    - Investments in destination development
    - Importance and benefits of Indigenous partnerships
  - Presentation by BC Transit, Daynika White, Manager, Government Relations
    - Discussed background of BC Transit
    - Connecting communities
    - Different options, styles of transit
    - Annual performance summary
    - Committed to 100% electrified fleet by 2040
- **MIABC Presents: Loose Lips Sink Townships**
  - Steven Gares, Legal Counsel, Municipal Insurance Association
    - Discussed reducing liability arising from communications, negligent misrepresentation, defamation
    - No such thing as “off the record”
    - Apologize for mistakes; an apology does not equate to liability (Apology Act)
- **Communications: Master your Media Message: Media Must-Haves for Elected Officials**
  - Jan Enns, Jan Enns Communications
    - Communication is the glue that holds everything together
    - Plan for success
    - You have six words to get peoples’ attention
    - Be proactive when dealing with misinformation—“pre”-bunk myths
    - Media and social media are now interchangeable

- Six Guiding Principles
  - Purpose
  - Focus
  - Anticipate
  - Prepare
  - Respond
  - Practice
- During emergencies
  - Empathize
  - Inform
  - Instruct
  - Reassure
- Create invariable practices, such as closed meeting confidentiality messaging
- Empathy is your superpower
- Media Do's
  - Be available
  - Take time to think
  - Stop speaking when done
  - Answer in a complete sentence
  - Correct in the incorrect first
  - Focus on the process
  - Stay on message
  - Don't speculate
  - Don't speak for other groups
  - Be careful with personal comments or opinions
- Media Don'ts
  - No such thing as "off the record"
  - Never say "no comment"
  - Don't be hostile or negative—show concern
  
- Mar. 16<sup>th</sup>, attended in-person **Board Meeting** in Nelson
  
- Mar. 29<sup>th</sup>, attended online **All Recreation Commission** meeting
  - Chair elected, Director Popoff
  - Review of Terms of Reference
  - Programming Update
    - Increase in facility-specific data collection in 2023
  - Training Plan Update
    - Ongoing challenges recovering from pandemic, including staff recruitment and retention, investment in staff-training and succession planning, and maintaining adequate supervisory levels for junior staff and development.
  - Aquatics Update

- See challenges under Training Plan Update
  - Asset Management Update
    - Reserves are being devalued as a consequence of inflation versus interest rates
    - Asset Management Planning consultant being engaged at a cost of ~\$100k
  - Extension of Perfectmind Contract (service delivery software)
    - 5-Year contract continuation approved
  - Campbell Field Discussion (near Playmor Junction)
    - Resolution to set up a stakeholder meeting to review reports and select who will undertake the feasibility study.
  - Regional Parks and Trails Strategy Specifications Update
    - Seeking input from commissioners on strategy Request For Proposal (RFP).
- Apr. 3<sup>rd</sup>, attended in-person **Village Community Café** in Nakusp
  - Topics of discussion brought by residents included:
    - How to address the rat problem in the village
      - Do we have the authority to deal with derelict buildings?
      - Suggestion of community compost
    - Clarity around what is allowable at the recycling depot
      - Could we set up an information session with RecycleBC?
    - Setting up a better, Village-run, year-round sani-dump
    - Lockers for personal watercraft on the waterfront
    - Zoning Bylaw
      - Need for more commercial buildings/rental space
      - Possibly wait for the upcoming Provincial regulations for short-term rentals before we implement our own regulations
    - Lack of available housing in Nakusp
      - Challenges finding staff if they have no place to live
      - Landlords disincentivized from renting due to some bad renters/experiences and lack of recourse for landlords
    - Active Transportation Plan
      - Start by refurbishing the waterfront and wraparound trail to the rail trail, then build out from there, all paved
- Apr. 5, attended in-person **Recreation Commission #4 Meeting** in Nakusp
  - We are still having some technical difficulties with the hybrid meeting model without having RDCK staff present for the meeting.
  - Funding request from Arrow Lakes & District Arts Council Society for Music in the Park for \$2,000 approved.
  - Update from Recreation Coordinator
    - Arena programming slowing down as summer approaches
    - Upcoming events:
      - Bike Week with the Nakusp and Area Bike Society
      - Active Age, activities for seniors

- Yoga in the Park
- Possible Wellness Festival in August
- Chair's Report
  - Possibilities for future events:
    - Roller Rink in the arena
    - Disc Golf
    - Winter Bonfires on the Beach

## External Committee Appointments

- Mar. 30<sup>th</sup>, attended online meeting for **Columbia River Treaty Local Government Committee**
  - <https://www.crtlgc.ca/>
  - Meeting topics are confidential, as they pertain to international treaty negotiations
  - See press release from Province of BC regarding latest round of negotiation, including reference to the recent meeting between Prime Minister Trudeau and US President Biden: <https://news.gov.bc.ca/releases/2023EMLI0021-000400>
- Apr. 4<sup>th</sup>, attended online meeting for **Columbia River Treaty Local Government Committee**
  - See attached from Province of BC, Update for LGC January to March 2023
- Apr. 6<sup>th</sup>, attended online meeting of **Regional Innovation Chair in Regional Economic Development Regional Advisory**
  - Selkirk Innovates: Geospatial Technologies and Natural Resource Management, Guest: [Robert MacQuarrie](#), Faculty Researcher
    - <https://selkirk.ca/about-selkirk/selkirk-innovates/gis-natural-resource-management>
    - “All maps lie flat, and all maps lie.”
    - Maps make geographers **SADD**, because they distort:
      - Shape
      - Area
      - Distance
      - Direction
    - Examples of Applications of Aerial Drone Imagery:
      - Locating geothermal pockets (hot springs, etc.)
      - Locating mosquito breeding areas
      - Building efficiency, identifying heat loss
      - Collecting information about fish populations
      - Geographical Hazard Mapping
  - Selkirk Innovates – Project Highlights
    - Website has been updated
    - New Technology and Innovation Strategy
    - State of the Basin and Community Profiles
      - Moving from static to dynamic, starting in the next month

- Subjective Well-Being Research starting (every two years)
- Homelessness and Well-Being Project underway
- Report on RIC activities since last meeting
  - Economic Development Practitioners Network Map
    - <https://edpn.trugis.ca/>
  - Kootenay Youth Entrepreneurship Program well attended
  - Nature-Based Solutions Project approved
    - Exploring green municipal infrastructure development and benefits in rural and Indigenous communities
- Update on current RAC Identified Priority Areas
  - Cannabis
    - Cannabis Tourism event in February in Nelson, exploring opportunities and challenges
  - Workforce
    - Upcoming study on feasibility (financial viability) of West Kootenay recruitment for temp agency, placement service, job-sharing
  - Transportation
  - Data for local government and community organizations
    - Upcoming webinar series, *Data 201*, sponsored by ETSI-BC



# Director's Report

## Director Lockwood – Village of Salmo

### Local Government Leadership Academy

Held in Kimberly March 8-10, 2023. There was a lot of discussion about Codes of Conduct and Roles and Responsibilities for Councils and Boards. We explored learned experiences of local governments across BC and what are best practices.

Asset management is such an important subject and effects every taxpayer I wrote on it in more depth.

### ASSET MANAGEMENT:

When you hear Local Government, what does that mean to you?

Your local government takes care of  
sidewalks and roads you walk and drive on.  
emergencies such as fire, floods, car accidents.  
land planning for housing, business, parks, and recreation.  
safe drinking water and wastewater:  
recycling and garbage.

These services happen all year long everyday and in the best cost-effective manner.  
Our jobs as elected officials are to think about what our community needs and what they want in the future and what the community is willing to **pay** for.

Everything that we deal with is an asset of some sort. Are we prepared to maintain that asset, or do we try and fix a problem down the road when it happens. Reserves are one way to be prepared to maintain our assets which means we must be prepared to put away money for that day in need.

Assets needs to be managed in a structured and strategic way that is alignment with residents' expectations. We need to determine our capital investment priorities, then determine what we have for financial capacity, our staff resources, any data on our assets (cost, lifecycle etc) and risk assessment.

We need to ask ourselves about the services that are being provided, are they wanted, at what level is acceptable, are they sustainable at the funding level they are receiving, and why we provide this service. How do we do all this – We need to do an inventory of everything we have, then determine the condition it is in and its value, then determine the level of service the community wants, and then determine the risks involved with the service.

How do we engage with our community – our Official Community Plans gives us the direction that the community you live in would like to go. With that direction council or board needs to be mindful of affordable service level but also remembering that we have certain requirements through legislation.

All new or old services require human capital and without human capital there are no services.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)



When you purchase something new that is your capital cost (once and done), now you have operational and maintenance costs and to cap it all off you have replacement costs at the end of that once and done. So, if we do not plan right from the beginning of an asset about the replacement cost, we get caught with high taxes all at once or we have to look at how to downsize that service or stop it completely.

We must ask ourselves, what is the communities expectation. This is the importance of asset management, to prepare for our future.

When I hear that someone is against paying taxes, that tells me they do not want the services they are getting presently. Is that truly the case, probably not.

Councils and boards need to have a high level of understanding of services and how much they cost, strategic direction for staff through Bylaws and Policy, build reserves or have ways to allocate monies to these services, make the tough decisions and assume risks and consequences, makes sure the services we have always represents the public.

Asset management benefits everyone from council/board to community members by improving decision making, makes for better services, awareness, transparency, accountability, understanding of where our assets are in their life cycle, trust, and gives everyone a sense of stability.

How I shared Asset Management with my residents!

## **Our Trust (ETSI-BC) will be receiving \$10 million dollars more to continue helping with economic development in rural B.C. Updated March 29, 2023**

To continue building resilient communities and supporting people and businesses in rural British Columbia, more funding will be provided to regional economic trusts subject to legislative amendments being passed.

“Rural B.C. is the backbone of our province and by continuing to support new opportunities for economic development and diversification, everyone benefits,” said Brenda Bailey, Minister of Jobs, Economic Development and Innovation. “Our government continues to work with industry and communities to create and sustain jobs, and to invest in innovation so rural businesses and communities can thrive.”

As part of government’s work to support rural economic development, the Province will introduce legislative amendments in fall 2023 that will allow a total of \$30 million to be delivered to the Island Coastal Economic Trust (ICET), Northern Development Initiative Trust (NDIT), and the Economic Trust of the Southern Interior (ETSI) in 2023-34. Each trust would receive \$10 million to invest in their regions.

“Our regional economic trusts have helped people and communities across rural B.C. build more vibrant, resilient places to live, work and play,” said Roly Russell, Parliamentary Secretary for Rural Development. “By further investing in the three trusts, we can create new jobs and opportunities that will benefit people, businesses and communities across the province and continue building a strong, sustainable and inclusive economy that works for everyone.”

The three rural economic trusts support innovation in rural regions with investments in leading-edge projects that help businesses grow and thrive. Many projects that receive funding from the trusts support projects that build new infrastructure, enhance small-business opportunities or support Indigenous economic development.

Supporting resilience in rural communities is a key part of the StrongerBC Economic Plan, which is growing a clean, inclusive economy that works for everyone.

**Quick Facts:**

- This work complements the new Rural Economic Diversification and Infrastructure Program, which is providing \$33 million this year to local governments, First Nations and other organizations in rural areas to strengthen communities and diversify economies in rural B.C.
- In 2004-05, the Province created the Northern Development Initiative Trust (NDIT) with \$135 million sourced from the proceeds from the sale of BC Rail.
- In 2005-06, the Province created the Economic Trust of the Southern Interior (ETSI) and the Island Coastal Economic Trust (ICET) in a similar model to NDIT, and provided equal, one-time payments of \$50 million to each trust.
- These trusts were formed with the structure to make decisions at a regional level and as a result are able to invest this funding in a way they determine is best for their communities.
- In 2018, ICET received an additional \$10 million in recapitalization.

**Learn More:**

To learn more about the StrongerBC Economic Plan, visit: <https://strongerbc.gov.bc.ca/plan/>





## **CASTLEGAR NORDIC SKI CLUB**

P.O. Box 3213  
Castlegar, B.C.  
V1N 3H5

[www.castlegarnordic.ca](http://www.castlegarnordic.ca) [castlegarnordicski@gmail.com](mailto:castlegarnordicski@gmail.com)

Aimee Watson  
Board Chair, RDCK  
[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca)

Dear Ms Watson ,

The Castlegar Nordic Ski Club (CNSC), is applying for a **Community Gaming Grant**, and we are asking for a written letter of support. This will help strengthen our application.

The Castlegar Nordic Ski Club has been providing well-maintained cross-country ski trails in the Paulson area for the last 50+ years, to families and individuals across our Region, at affordable prices. Our success as a community focused, non-profit organization is due to our many devoted volunteers, skilled instructors and trail grooming crews.

To continue to maintain our facilities, upgrade our trails, enhance safety, and strengthen our skier development program, we rely on membership fees, donations, and available grants. The Community Gaming Grant program distributes funds from commercial gambling revenues to not-for-profit organizations that deliver programs and services to communities throughout British Columbia. Our application will be that much stronger if your organization can craft a short letter outlining your connection to the Club. Some key points you might consider in your letter may include:

1. What relationship does your organization have with the Castlegar Nordic Ski Club?
2. Why do you think the CNSC is deserving of this grant?
3. How do active outdoor pursuits, such as Nordic skiing, serve the well being of your organization and your community.

If you can support the Club's application, please forward your letter of support to either of the addresses (P.O.Box, or email) above, by April 30, 2023. Any questions can also be sent to the email above.

We thank you in advance.

Sincerely,

*Carol Andrews*

Carol Andrews, Director, Castlegar Nordic Ski Club

March 6, 2023

Chair Aimee Watson  
Regional District of Central Kootenay  
Box 590  
Nelson, BC V1L 5R4

Dear Chair Watson:

**Re: Provincial Response to 2022 Resolutions**

UBCM has received the Province's response to your Board resolution(s) from 2022. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Convention & Resolutions, then under Resolutions & Responses.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,



Jen Ford  
UBCM President

*Enclosure*

**2022 EB38 Legislation Requiring Underwriters to Recognize Fire Apparatus in Excellent Working Condition or that can be Upgraded**

**Central Kootenay RD**

Whereas Fire Underwriters Survey recommends to underwriters and requires fire apparatus replacement after an arbitrary length of service regardless of its mechanical condition or actual service hours for fire insurance grading purposes without regard of the fiscal impact on small and rural local governments and its ratepayers;

And whereas UBCM has endorsed resolutions over the last 15 years to petition the Province of British Columbia to advocate Fire Underwriters Survey to change its arbitrary and unsustainable requirements and the Province has repeatedly responded by stating that it does not have a role or influence on the content of the Fire Underwriters Survey, nor the determinations made with respect to the use of those determinations by the member companies of the Insurance Bureau of Canada who subscribe to this service, in changing these requirements:

Therefore be it resolved that UBCM petition the Province to introduce and adopt legislation that requires all underwriters providing insurance coverage in British Columbia, to recognize and provide credit for fire insurance grading purposes, any fire apparatus that is rigorously tested and recognized to be in excellent working condition or that can be upgraded instead of being replaced, to reduce the fiscal impact on small and rural local governments and its ratepayers.

**Convention Decision:                      Endorsed**

Provincial Response

***Ministry of Emergency Management and Climate Readiness***

*The Province does not have a role in the Fire Underwriters Survey process of setting rates and gradings for fire apparatus. However, the Office of the Fire Commissioner, on behalf of the Province, has committed to facilitating a discussion with the UBCM and the Fire Underwriters Survey to ensure local governments can access clear information on the rationale used in determining the Fire Underwriters Survey fire equipment rating system.*

*The Province recognizes the challenges that small and rural communities face in delivering suppression services, as well as replacing and maintaining fire service equipment such as fire trucks. Through the Office of the Fire Commissioner, the Province has been conveying these concerns and the desire to extend insurance beyond 20 years for well-maintained and low mileage fire apparatuses.*

*For reference, the Fire Underwriters Survey has published a technical bulletin called "Insurance Grading Recognition of Used or Rebuilt Fire Apparatus" and can be located on their public webpages at <https://fireunderwriters.ca/Downloads>. The bulletin outlines the standards that are referenced and used in the grading process. The document acknowledges that small and rural communities that are utilizing used fire apparatuses may have challenges meeting the strict standards and outlines additional options and steps that communities can take to extend the certified life span of a fire apparatus to 30 years.*

*The Office of the Fire Commissioner, Fire Underwriters Survey, and UBCM met in April 2022 and again in July 2022 to discuss this issue. The Office of the Fire Commissioner and UBCM will be scheduling future meetings with the Fire Underwriters Survey to continue their conversations.*

Whereas public lands in British Columbia are facing complex and cumulative pressures, with competing demands between stakeholders and ever-increasing impacts to wildlife and ecosystems, and in 2018 the Province of BC committed to “work collaboratively with Indigenous governments, communities, and stakeholders to modernize land use planning”, including “collaborating with Indigenous governments in natural resource management that is informed by the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission Calls to Action”;

And whereas the advancement of land use planning through the Modernized Land Use Planning program to date has been limited, leaving many regions in BC without strategic direction or guidance on stewardship and management of public land and waters. With communities and local governments responding to proposals without the benefit of an integrated approach and knowledge of cumulative impacts:

Therefore be it resolved that UBCM request that the Province of BC add staffing to facilitate the completion of modernized land use planning, inclusive of the UNDRIP protocols endorsed by the Province of BC, by the end of 2024.

**Convention Decision:**                      **Endorsed**

### Provincial Response

#### *Ministry of Water, Land and Resource Stewardship*

*Continuing the modernization of land use planning with the involvement of First Nations, local governments and industry is a key mandate of the new Ministry of Land, Water and Resource Stewardship.*

*Land use planning is an important component of resource management. It sets high-level direction to help define what can occur on the land base. Provincial public land accounts for 94% of BC's land base, and more than 90% of public lands are covered by an existing land use plan. Land use plans integrate objectives and strategies for land and resource uses, providing resource managers with a tool to manage land and natural resources, including forests, fish, wildlife, and waters.*

*However, many of BC's existing land use plans are dated and no longer account for today's land and resource management challenges. Further, many plans were developed with little involvement of Indigenous Peoples. Today's land and resource management challenges require a renewed approach to land use planning. Key drivers include:*

- Reconciliation with Indigenous communities and the BC government's commitment to implement the United Nations Declaration on the Rights of Indigenous Peoples.*
- Ensuring communities and stakeholders are engaged in land and resource planning.*
- A growing economy and increased demand on natural resources and the need to balance economic, environmental, social, and cultural objectives.*
- Increasing complexity as a result of climate change and factors that affect the land base, including species-at-risk management, wildfires, flooding, and drought.*
- Addressing cumulative effects on natural resource values.*

*The recent rebalancing of portfolios in the natural resource ministries allows the Ministry of Land, Water and Resource Stewardship to focus its efforts and resources on creating an integrated approach to land management that includes partnerships with First Nations, collaboration with local government, and engagement with communities, stakeholders and the public.*

*Where new planning processes have yet to begin, existing land use plans are still in place, which provide guidance for decision makers, while BC's Cumulative Effects Framework provides information on cumulative impacts to land and resources.*

*We recognize that local governments have a unique perspective and interest in how lands are used and will continue to work with the Union of British Columbia Municipalities, and with local governments on the implementation of the modernized land use planning program.*

*BC's Cumulative Effects Framework URL:  
<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/cumulative-effects-framework>*

Whereas the tabular stumpage rate system that currently applies to community forest agreements provides the ability for community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, with community economic development relying upon the current tabular stumpage system and rates;

And whereas any change in the current tabular stumpage policy that results in an increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the communities that they support:

Therefore be it resolved that UBCM ask the Province of British Columbia to maintain the tabular rate structure for community forest agreements in order to enable community forest agreement holders to implement modernized forest policies and to meet the full range of community objectives while operating viable businesses.

**Convention Decision:**                      **Endorsed**

Provincial Response

**Ministry of Forests**

*The work on policy intention #18 – Revising area-based tenure-specific pricing policy – in the Intentions Paper is still ongoing and no decisions have been made. The government is committed to engaging with the BC Community Forest Association as they work through the policy analysis.*

*Revising tenure disposition considerations is part of the Strengthening the Social Contract goal for modernizing forest policy. Addressing differences between Community Forest Agreements and First Nations Woodland Licenses is part of the Intentions Paper. Government's intention is to ensure communities are able to continue to provide benefits to their citizens since Community Forest Agreements are an important source of revenue for supporting local priorities and community initiatives. Intentions Paper policy #18 is in the initial stages and will consider the size of community forests and their economic viability. The benefits many communities receive from the existing model will be a key consideration in my decision.*

Intentions Paper URL:

[https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/competitive-forest-industry/modernizing\\_forestry\\_in\\_bc\\_report.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/competitive-forest-industry/modernizing_forestry_in_bc_report.pdf)



## 2022 NR19 Homeowner Insurance Availability and Provisions

Central Kootenay RD

Whereas homeowner insurance coverage across British Columbia is unavailable or is prohibitively expensive for many homeowners in rural and remote areas or in areas serviced by cable ferries;

And whereas homeowner insurance policy provisions across British Columbia are inconsistent, are subject to reductions in coverage when homes are sold or transition from construction insurance to regular homeowner insurance upon occupancy, and many policies cannot be renewed during wildfire season, which is becoming longer and more impactful each year:

Therefore be it resolved that UBCM petition the Province to introduce and adopt legislation that requires all insurance providers in British Columbia to provide insurance to all homeowners in the province with provisions that are consistent, fair, and equitable.

**Convention Decision:**                      **Endorsed**

### Provincial Response

#### **Ministry of Finance**

*Insurance coverage and pricing is an ongoing business decision undertaken by insurers, based on a careful analysis of risk, market conditions, and regulatory requirements.*

*A number of issues have arisen in recent years that have driven the cost of insurance upwards, and, in some cases, have made insurance less available. Issues contributing to the increase in insurance costs include more frequent natural disasters (flooding, fires, etc.), a reduction in the number of insurers offering insurance in certain markets and other market pressures (lower interest rates, supply chain issues that increase the costs related to building and construction, etc.).*

*However, even during wildfire season, insurance remains generally available throughout the province. Only areas under imminent threat are subject to temporary restrictions or limitations on the sale of new coverage. Those who need new insurance coverage in areas under imminent threat may be able to find a specialized insurer and get short-term coverage, although this coverage is costly.*

*Government intervention in a private market must be carefully considered, to ensure that any measures do not distort the market and create unintended consequences. For example, requiring insurers to provide insurance, regardless of the risk, may lead to insurers simply leaving the province, which could lead to significant increases in premiums with the insurers that remain.*

*Government continues to work closely with regulatory authorities, such as the BC Financial Services Authority and the Insurance Council of BC, to understand what, if any options are available that could mitigate the increased cost of insurance, as well as improve availability and choice for consumers.*

Whereas local governments across British Columbia are increasingly being impacted by severe weather events that are creating complex emergency situations;

And whereas local governments are legislated to plan for, respond to, and assist their communities in recovering from these emergencies:

Therefore be it resolved that UBCM encourage the Province of British Columbia create an annual funding model for local governments to more adequately prepare for and respond to local emergencies.

**Convention Decision:                      Endorsed**

Provincial Response

***Ministry of Emergency Management and Climate Readiness***

*The Province supports local governments to meet their requirements to plan for, respond to, and assist their communities in recovering from complex emergency management situations. The Province remains committed to investing in disaster risk reduction, and commends communities across the province for taking proactive steps to reduce the risks of disasters in their communities.*

*The Province partners with communities and the federal government to invest in disaster risk reduction and climate adaptation through several funding programs that support First Nations and local governments. These programs support communities in understanding their risks and take action to reduce the impacts of events.*

*Emergency Management BC encourages communities to apply for the relevant disaster risk reduction funding to support their communities to reduce the risks of climate-related hazards in their community.*



Montréal, Tuesday, March 14, 2023

**Subject: International Day Against Homophobia and Transphobia, May 17, 2022**

Hi,

Fondation Émergence's mission is to defend the rights of lesbian, gay, bisexual and trans (LGBTQ+) people. Each year, it organizes the International Day Against Homophobia and Transphobia (May 17), which was created by the Foundation for the first time in the world, in Quebec, in 2003. This day is now recognized nationally and internationally.

For last year's International Day Against Homophobia and Transphobia, Fondation Émergence sent a pride flag (rainbow) to every municipality in Quebec. For this year, we're trying to reach out to every municipality in Canada, this will send a stronger message to the government that the population stand with the LGBTQ+ community. We also invite you to adopt a resolution at City Council to mark this important day (see attached template in the email).

Last year 287 municipalities showed their support for LGBTQ+ people, join the movement to help us reach a new record this year for the 20th anniversary of the Day. [Map of Municipalities - May 17](#)

In addition, we invite you to share a photo on your social networks by tagging @journee17mai with the #17mai so that your municipality can shine a light on its inclusivity throughout Quebec.

If you do not have a flag in your possession, you can send us a request at the following email address: ([courrier@fondationemergence.org](mailto:courrier@fondationemergence.org)) with the complete address of the City Hall and we will be able to send you one at the price of only \$15.

With your support, we continue to make history in Canada and internationally by taking a strong stand against homophobia and transphobia. Together, we can create a country that fully accepts sexual and gender diversity.

Yours sincerely

Laurent Breault  
General Director

March 16, 2023

Stuart Horn  
Chief Administrative Officer  
Central Kootenay Regional District  
Box 590  
Nelson, BC V1L 5R4

Dear Stuart Horn:

**RE: STRATEGIC PRIORITIES FUND APPLICATION**

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Arena Renewal and Repair (22-0745-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact Brant Felker, Manager, Canada Community-Building Fund by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,



Gary MacIsaac, Chair  
Canada Community-Building Fund Management Committee

March 16, 2023

Stuart Horn  
Chief Administrative Officer  
Central Kootenay Regional District  
Box 590  
Nelson, BC V1L 5R4

Dear Stuart Horn:

**RE: STRATEGIC PRIORITIES FUND APPLICATION**

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Implementation Plan: Climate Action Culture in the RDCK (22-0928-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact Brant Felker, Manager, Canada Community-Building Fund by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,



Gary MacIsaac, Chair  
Canada Community-Building Fund Management Committee



March 16, 2023

Stuart Horn  
Chief Administrative Officer  
Central Kootenay Regional District  
Box 590  
Nelson, BC V1L 5R4

Dear Stuart Horn:

**RE: STRATEGIC PRIORITIES FUND APPLICATION**

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Erickson Water System Universal Metering Project (22-0307-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact Brant Felker, Manager, Canada Community-Building Fund by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,



Gary MacIsaac, Chair  
Canada Community-Building Fund Management Committee

March 16, 2023

Stuart Horn  
Chief Administrative Officer  
Central Kootenay Regional District  
Box 590  
Nelson, BC V1L 5R4

Dear Stuart Horn:

**RE: STRATEGIC PRIORITIES FUND APPLICATION**

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the RDCK Water Systems Multi-Year Linear Asset Replacement Project (22-0658-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact Brant Felker, Manager, Canada Community-Building Fund by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,



Gary MacIsaac, Chair  
Canada Community-Building Fund Management Committee



## WYNNDEL IRRIGATION DISTRICT

5127 A Wynndel Rd.  
Wynndel B.C. V0B 2N2

Tel/Fax: 250-866-5312  
email: [wynndelid@gmail.com](mailto:wynndelid@gmail.com)

March 28, 2023

Paul Picard, RPF  
Planning Supervisor, Kootenay Woodlands  
Canadian Forests Products Ltd.  
PO Box 2200 Cranbrook, BC V1C 4C6

The Wynndel Irrigation District (WID) appreciates ongoing collaboration with Canfor during the Duck Creek watershed timber removal planning process. WIDs recent communications documented historical logging and climate event issues in the Glacier Creek and Huggard Creek areas. This letter is intended to document the importance of the Huggard Creek subdrainage to WIDs operations, in terms of existing infrastructure and ensuring an adequate and clean community emergency and backup water supply. During parts of the year, particularly when Duck Creek experiences high turbidity, WID relies on Huggard Creek to deliver water to 403 households and to ensure adequate emergency backup water supply for the community and Canfor's Wynnwood Sawmill fire protection. Additionally, a micro hydro-electric generating system located on Huggard Creek powers the water treatment system.

WID is concerned that when operations rely solely on Huggard Creek water sourcing, the impacts of timber harvesting in the Huggard Creek subdrainage will pose an unacceptable risk to water quality, quantity and flow timing. In addition to water purification, a tank reservoir system provides a buffer for a consistent and clean water supply when operations are switched from Duck Creek to Huggard Creek sourcing. Compromising the reservoir level negatively impacts WIDs ability to meet Interior Health drinking water standards as well as maintain a consistent adequate supply for the community Fire Department and Wynnwood's Sawmill fire suppression system. It is notable that a key benefit of WIDs 2016 reservoir tank system investment was to provide the best water supply possible in the event of a fire in the community. Some residents stated it could be a factor for obtaining their residential fire insurance.

The Duck Creek watershed, including the Huggard Creek subdrainage, is situated in an environmentally sensitive area. WID is not against responsible logging. However, as detailed in both BC Auditor General and Forestry Practices Board findings, current forestry and road building practices are not providing suitable protections in community



watersheds. WID requests that Canfor provide the existing ECA for the Huggard Creek subdrainage and indicate how proposed new blocks would affect the overall Huggard Creek ECA.

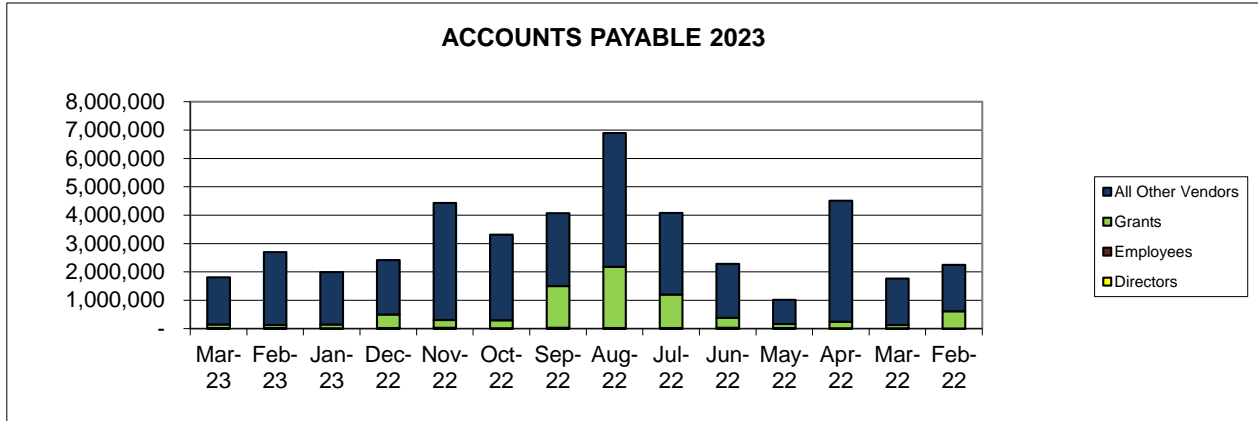
WID works diligently to meet its mandate of providing a safe and adequate water supply to the community and nearby diking districts. Huggard Creek is an integral resource to WID operations and compromising the emergency and backup water source through excessive logging presents an unacceptable risk to WID's operations. In addition to providing the Huggard Creek ECA calculations, WID requests Canfor place special consideration to these risks in their timber harvest plans.

Respectfully,

Dean Bryans  
Chair, Wynndel Irrigation District  
Chair, WID Water Sustainability Planning Committee

cc: Hon. George Heyman, Ministry of Environment and Climate Change Strategy  
Hon. Nathan Cullen, Ministry of Water, Land and Resource Stewardship  
Hon. Bruce Ralston, Ministry of Forests  
Chief Jason Louie, Lower Kootenay Band  
MLA Brittny Anderson  
Tim Powell, Wynnwood Sawmill  
Tara DeCourcy, RFP, District Manager of the Selkirk Forest District 1907  
Ted White, Comptroller of Water Rights, Water Management, Ministry of Forests  
Brian Churchill, President Wildsight Creston Valley  
Paris Marshall-Smith, RDCK Sustainability Planner

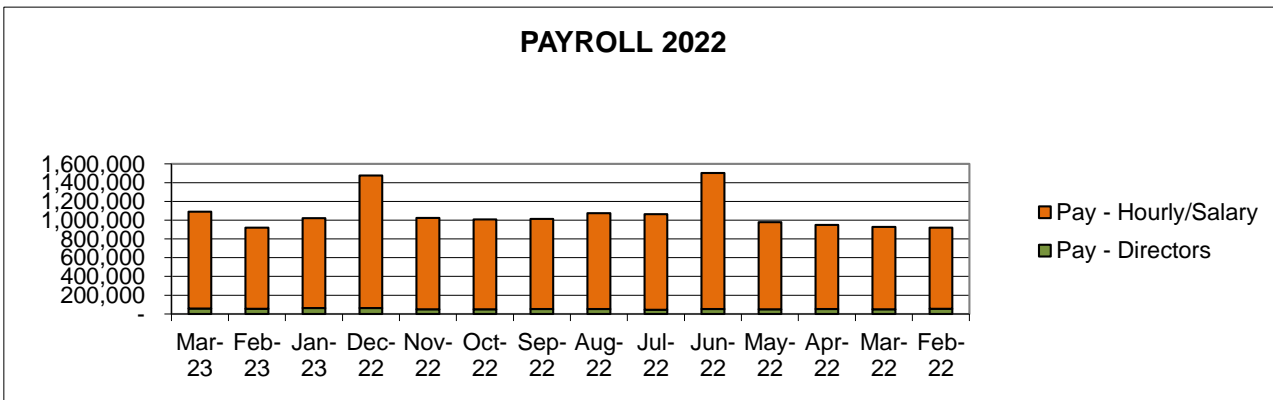
## Financial Expenditure Report for March 2023



	Number of Payments	Value	% of Total
	1,250	\$1,810,649	
<b>Top 80% of payments by value</b>	171	1,445,453	80%
<b>Remaining 20% of payments by value</b>	1,079	365,196	20%
<b>Total</b>		<b>\$1,810,649</b>	<b>100%</b>

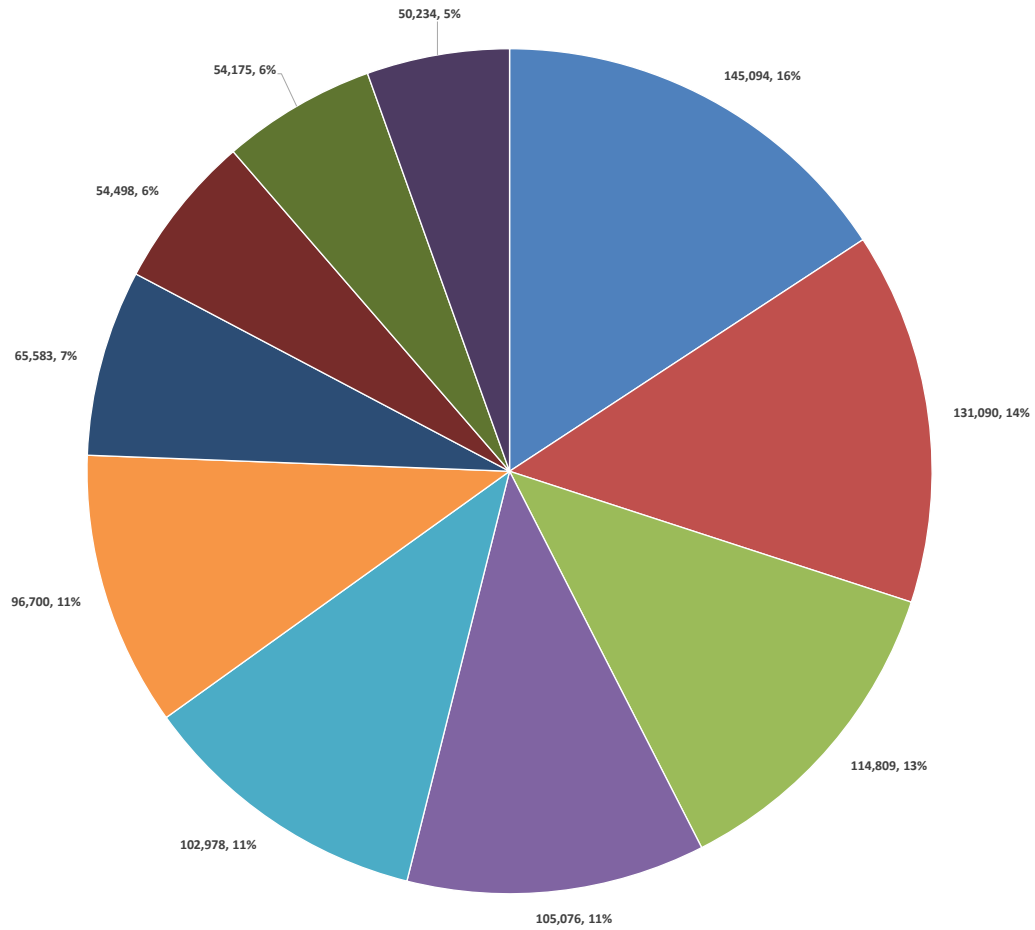
	Number of Payments	Value	% of Total
	1,250	\$1,810,649	
<b>Payments to Directors</b>	36	5,712	0.3%
<b>Payments to Employees</b>	75	16,109	0.9%
<b>Subtotal</b>		<b>21,820</b>	<b>1.2%</b>
<b>Discretionary and Community Development Grants</b>	39	123,575	6.8%
<b>Other Vendors</b>	1,100	1,665,254	92.0%
<b>Subtotal</b>		<b>1,788,829</b>	<b>98.8%</b>
<b>Total</b>		<b>\$1,810,649</b>	<b>100%</b>

Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	1068	85%	182	15%



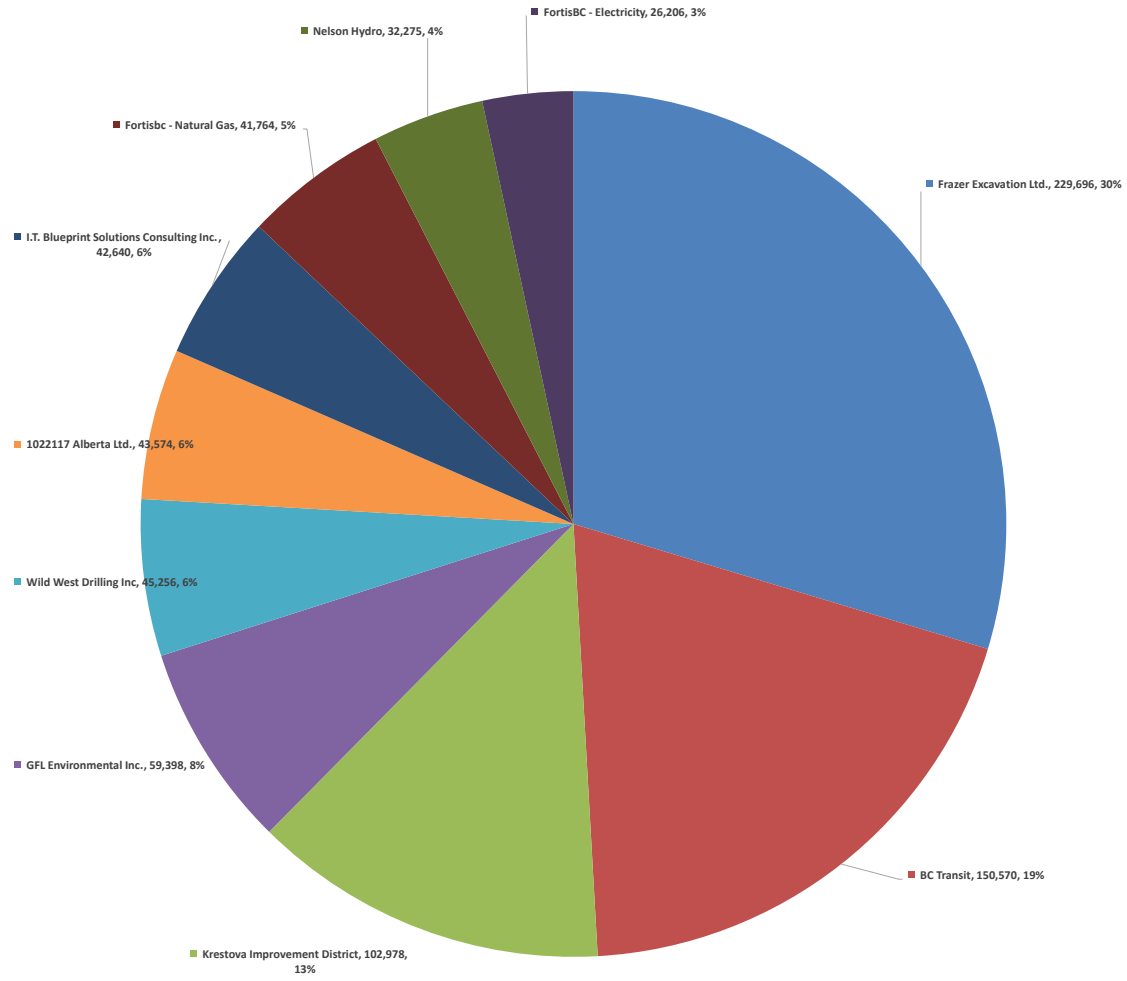
	Number of Payments	Value	% of Total
		\$1,090,782	100%
Directors		58,474	5.4%
Hourly/Salary		1,032,309	94.6%

## Top 10 Services by Amount Spent



- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Recreation Facility-Nelson and Areas F and Defined E
- Recreation Facility-Creston and Areas B, C and Area A
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slocan and Area H, I, J, and K
- Grant Administration - Flow Through
- Refuse Disposal (East Subregion)-Creston and Areas A, B and C
- General Administration
- Transit-Kootenay Lake West
- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Aquatic Centre-Castlegar and Areas J and I

## Top 10 Vendors by Value



**Accounts Payable Top 80% of Payments for March 2023**

Top 80% of payments by value	Number of Payments		Value
	171	\$	
1022117 Alberta Ltd.	8	\$	43,574.00
1583343 Ontario Inc. O/A Swiss Print International	1	\$	3,181.92
ACCUDRAULICS	1	\$	4,955.97
Akokli Construction LTD.	3	\$	13,860.00
Andex Equipment Rentals	2	\$	5,417.58
Arrow Lakes Aggregates	2	\$	20,025.22
Arrow Mountain Carwash & Mini Storage Ltd	2	\$	6,300.00
BC Air Filter Ltd	1	\$	8,212.51
BC Hydro & Power Authority	1	\$	1,902.14
BC Transit	5	\$	150,570.19
BDO Canada LLP	1	\$	14,605.50
Bi Purewater	1	\$	1,902.58
Big Cranium Design	1	\$	2,683.42
Brandt Tractor Ltd. (Creston)	1	\$	6,160.00
Brenntag Canada Inc	1	\$	2,743.17
CanGas Propane Inc.	2	\$	6,673.78
Castlegar, City Of	2	\$	23,738.92
Cathro Consulting Ltd	1	\$	16,520.02
Central Kootenay Food Policy Council	1	\$	15,000.00
Central Kootenay Garbage Club Inc.	1	\$	9,817.50
Central Kootenay Invasive Species Society	1	\$	6,672.75
Cleartech Industries Inc	3	\$	13,192.53
Coleman Excavating	1	\$	8,385.00
Columbia Basin Broadband Corporation	1	\$	3,460.80
Creston Valley Chamber Of Commerce	1	\$	2,651.25
Cupe Local 2262	3	\$	7,387.20
Dafco Filtration Group	1	\$	2,113.85
Dave's Plumbing Ltd	2	\$	4,921.88
DB Perks & Associates Ltd	2	\$	11,334.02
DHC Communications Inc	1	\$	6,124.51
Enercon Water Treatment Ltd	1	\$	3,056.26
Erickson History Book Project	1	\$	5,000.00
Factor 5 Group Inc	1	\$	5,663.00
Fergusson, Daniella	1	\$	6,174.00
Filtration Group IAQ	1	\$	3,745.38
FortisBC - Electricity	6	\$	26,205.91
Fortisbc - Natural Gas	2	\$	41,763.81
Frazer Excavation Ltd.	1	\$	229,696.48
Friends of Kootenay Lake Stewardship Soc.	1	\$	11,730.00
Friends of Pulpit Rock Society	1	\$	2,500.00
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	5,460.00
GFL Environmental Inc.	11	\$	59,398.41
Goat Mountain Enterprises Ltd	2	\$	5,638.50
Gracie's Kennels Ltd.	1	\$	2,380.00
Gray's Contracting	2	\$	6,526.80
Hitchon, William DBA: 5th Gear	1	\$	2,720.00
HomePlus Products	1	\$	6,888.67
I.T. Blueprint Solutions Consulting Inc.	4	\$	42,639.74
Iron Mountain	1	\$	2,554.05
Kaslo Automotive	1	\$	4,020.04
Kaslo Mechanical Inc	1	\$	2,990.36
Kaslo Racquet Club	1	\$	9,000.00
Kaslo, Village of	2	\$	10,000.00
KEM Services	1	\$	6,066.80
Kilburn, Jackie	1	\$	1,915.00
Klines Motors Ltd.	1	\$	2,111.29
Kootenay Glass & Mirror Ltd	1	\$	4,242.35
Kootenay Lake East Shore Men's Shed Society	1	\$	10,000.00
Krestova Improvement District	1	\$	102,977.75
Lardeau Valley Opportunity Links Society	1	\$	9,200.00
Lifesaving Society (Burnaby)	1	\$	3,045.60
Lin & Mike Plumbing & Heating Ltd	2	\$	5,614.31
Living Lakes Canada	1	\$	6,218.40
M'akola Development Services	2	\$	12,195.75
Manhas, Simran	1	\$	3,675.37
Martech Motor Winding Ltd	1	\$	2,369.27
McLaughlin MetalFab	1	\$	5,043.64
Mediquest Technologies Inc	1	\$	1,916.36
Minister of Finance	1	\$	6,615.63

Top 80% of payments by value	Number of Payments		Value
	171	\$	
Mitchell Supply Ltd	1	\$	4,598.12
Morrison Insulation Ltd	1	\$	2,688.00
Motion Industries (Canada) Inc	1	\$	7,429.45
Mountain Logic Solutions Inc.	1	\$	2,961.00
MPE Engineering Ltd.	1	\$	3,465.53
Nakusp Elementary School SD10	1	\$	5,850.00
Nelson & District Arts Council	1	\$	2,500.00
Nelson Hydro	1	\$	32,274.91
Nelson Leafs Hockey Society	1	\$	6,226.50
Nelson Toyota	1	\$	2,160.70
Nelson, City Of	2	\$	7,621.95
North Canyon Improvement District	1	\$	10,000.00
Ootischenia Improvement District	1	\$	9,150.00
Orkin Canada Corporation	2	\$	23,219.00
Overland West Freight Lines Ltd	1	\$	2,279.70
Paragon Micro Canada	1	\$	2,975.77
Pictometry Canada Corp.	1	\$	23,467.50
Pilla, Megan	1	\$	2,268.00
PIVA Mechanical Ind Ltd	1	\$	2,795.64
PNT Contracting	1	\$	2,586.15
Read Jones Christoffersen Ltd.	1	\$	2,577.69
Recreation Facilities Association Of Bc	2	\$	5,932.08
Recycling Council of BC	1	\$	2,063.00
Reliance Office Services Ltd	1	\$	2,415.00
Riverside Farm	2	\$	13,107.85
Robson-Raspberry Improvement District	1	\$	3,505.00
Rocky Mountain Agencies	3	\$	6,939.21
Rocky Mountain Phoenix	1	\$	2,446.08
Rocky Point Engineering Ltd.	1	\$	3,150.00
Sfj Inc	1	\$	2,307.98
Shermco Industries Canada Inc. DBA Ready Engineering	1	\$	6,484.28
SLR Consulting (Canada) Ltd.	1	\$	3,266.46
Spartan Controls Ltd	1	\$	4,261.95
Studio 9 Architecture & Planning Ltd	3	\$	6,798.90
Telus Communications Inc	1	\$	6,259.96
Telus Mobility	2	\$	19,540.88
The AME Consulting Group Ltd.	1	\$	6,195.00
The BC Conservation Foundation	1	\$	8,000.00
Twin Rivers Controls Ltd	1	\$	2,820.60
WEX Canada Ltd.	1	\$	2,914.07
Wild West Drilling Inc	2	\$	45,256.48
Wildlife Conservation Society of Canada	1	\$	16,352.80
Wildsight	1	\$	11,320.00
Wood Wyant Inc	1	\$	1,972.67

### Accounts Payable Bottom 20% of Payments for March 2023

Remaining 20% of payments by value	Number of Payments		Value
	1,079	\$	
			<b>365,196</b>
1022117 Alberta Ltd.	4	\$	3,698.52
5 Star Services and Products Inc.	1	\$	12.60
A-3 Plumbing Heating & Gas Fitting Ltd	1	\$	247.81
Able Plastics Ltd	1	\$	408.80
Accusharp Grinding	1	\$	315.00
ACE Courier Services	7	\$	428.85
Air Liquide Canada Inc	6	\$	945.65
Akokli Construction LTD.	4	\$	2,178.75
All Elements Industries Ltd.	1	\$	120.75
ALS Canada Ltd.	2	\$	196.02
Ancron Medical Centre	1	\$	135.00
Anderson, Ben	1	\$	100.00
Andex Equipment Rentals	2	\$	767.93
Andrew Sheret Ltd	12	\$	3,489.68
Aquam Inc	1	\$	874.66
Arrow Lakes Aggregates	4	\$	3,937.08
Atomic Crayon	1	\$	1,164.45
Authorized Security Ltd.	4	\$	2,089.47
Avramzon, Naama	2	\$	265.38
B&L Security Patrol (1981) Ltd	1	\$	1,733.55
Babe's Automotive	1	\$	1,423.76
Bagnoli, Brielle	1	\$	140.44
Baker Street Mens Wear	1	\$	1,500.07
Balfour Autobody & Mechanical Ltd.	1	\$	62.67
Balfour Gill And Gift	2	\$	1,285.44
Barrington, Travis	1	\$	50.00
BC Hydro & Power Authority	4	\$	2,298.99
BC Senior Games Society Zone 7	2	\$	500.00
Bealby Point Lighting Commission	1	\$	400.00
Beerens, Kurt	1	\$	459.00
Belleau, Melodie	2	\$	42.16
Bench, Heidi	2	\$	80.50
Benjamin, Debra	1	\$	96.57
Bibby, Michael	1	\$	67.48
Bigfoot Security Systems	2	\$	1,350.83
Bill's Heavy Duty Enterprises (2004) Ltd.	4	\$	702.41
Bluebell Publishing	2	\$	141.75
Brandt Tractor Ltd. (Creston)	1	\$	167.71
Breisnes, Jon	1	\$	80.24
Brenton Industries Ltd	4	\$	4,055.63
Brilliant Cultural Centre	1	\$	250.00
Briscoe, Ian	1	\$	165.92
British Columbia Recreation & Parks Association	2	\$	827.40
Brogan Fire & Safety	8	\$	4,831.16
Bullock, Vanessa	1	\$	115.50
Burton Community Association	1	\$	157.50
Burton Internet Society	1	\$	39.20
C.A. Fischer Lumber Co. Ltd.	6	\$	242.28
Canadian Centre for Occupational Health and Safety	5	\$	120.00
Canadian Linen & Uniform	6	\$	558.10
CanCADD Imaging Solutions Ltd.	1	\$	164.16
CanGas Propane Inc.	8	\$	2,348.78
Carrier Enterprises Canada	2	\$	590.71
Cascade Lock & Safe	3	\$	162.40
Castaignede, Francois-Gael	1	\$	122.12
Castlegar Snowmobile Association	1	\$	500.00
CDW Canada Corp	6	\$	885.07
Chef's Choice Authentic Street Food	3	\$	1,863.70
Cintas Canada Ltd Location 889	1	\$	143.24
Clarke, Ryan	1	\$	190.37
Classic Glass & Trim	2	\$	120.66
Cleartech Industries Inc	2	\$	1,791.72
College Of The Rockies	1	\$	75.00
Columbia Wireless Inc	7	\$	576.80

Remaining 20% of payments by value	Number of Payments		Value
	1,079	\$	
Comfort Welding Ltd	4	\$	1,561.44
Concept Controls	1	\$	320.60
Corbett, Martin	1	\$	733.95
Counterforce Inc	1	\$	157.50
Cousins, Ryan	1	\$	100.00
Cover Architectural Collaborative Inc.	2	\$	2,583.01
Cowan's Office Supplies	21	\$	3,207.72
Cranbrook Water Conditioning Ltd.	3	\$	161.18
Crawford Bay Store	3	\$	225.60
Creston Curling Club	3	\$	1,500.00
Creston, Town Of	2	\$	1,094.65
Crosland, Brittany	1	\$	19.04
Cunningham, Hans	4	\$	552.27
Cupe Local 748	3	\$	3,095.25
Custom Stamp & Engraving Ltd	1	\$	120.93
CWMM Consulting Engineers Ltd.	2	\$	1,023.75
Daley, Kimberlee	1	\$	15.58
Dave's Plumbing Ltd	1	\$	1,421.88
DB Perks & Associates Ltd	8	\$	4,097.70
DHC Communications Inc	3	\$	868.51
Distributel Communications Limited	1	\$	325.38
Doug's Disposal Service	2	\$	226.80
East Shore Internet Society	2	\$	112.00
Edgewood Royal Canadian Legion Branch 203	1	\$	150.00
Egan, Liam	1	\$	70.00
Elford, James G	1	\$	171.67
Emco Corporation	2	\$	262.26
Engineered Air a Division of Airtex Manufacturing Partnership	1	\$	664.23
Entandem	7	\$	1,781.83
Expresslane Deliveries	1	\$	319.20
Fauquier Community Club	1	\$	120.00
Fauquier Community Club Society	1	\$	1,700.00
Federated Co-Operatives Ltd	7	\$	1,341.13
Fehr, Carol	2	\$	665.25
Fergie, Barbara	1	\$	36.95
Ferguson, Colin	2	\$	607.50
Ferno Canada	1	\$	194.34
Fluent Information Management Systems Inc	1	\$	420.00
Flush Away Plumbing & Heating	2	\$	1,285.06
FortisBC - Electricity	35	\$	15,726.63
Fortisbc - Natural Gas	2	\$	96.18
Four Star Communications Inc	1	\$	99.75
Fraser Valley Building Supplies Inc.	2	\$	57.27
Freightliner of Cranbrook Ltd.	2	\$	951.01
Friends of Kootenay Lake Stewardship Soc.	5	\$	1,645.96
Friesen, Matthew	1	\$	1,050.00
Frozen Solutions Inc. dba Frozen Refrigeration	2	\$	1,013.97
G and W Lawncare	1	\$	90.00
Garrigan, Patrick	1	\$	216.16
Gescan	2	\$	1,149.73
GFL Environmental Inc.	13	\$	9,727.21
Giacomazzo, Zachari	1	\$	219.45
Gilbert Parts Depot	7	\$	715.23
Gillender, Anne	1	\$	100.00
Glade Community Hall	1	\$	105.00
Glendale Tire Ltd.	1	\$	125.45
GoTo Technologies Canada Ltd.	3	\$	1,503.04
Graham, Cheryl Elaine	2	\$	90.28
Grant, Jeff	1	\$	27.45
Gray Creek Store	4	\$	88.10
Gray's Contracting	3	\$	867.13
Greene, Gregory	2	\$	1,281.80
Guille, Pam	2	\$	2,730.00
Guillevin International Inc	1	\$	45.74
Hadfield, Alexandra	1	\$	85.00
Hall Printing	6	\$	3,952.32
Hamelin, Marie-Pierre	1	\$	835.03
Hanegraaf, Henny (Henrica)	3	\$	177.72
Hanson Electric Ltd.	1	\$	178.50



Remaining 20% of payments by value	Number of Payments		Value
	1,079	\$	
Harrison, Jerold	1	\$	73.44
Hewat, Suzan	1	\$	95.20
Hewgill, Mathew	1	\$	125.00
Hipperson Hardware	1	\$	8.15
Hi-Pro Sporting Goods Ltd	1	\$	1,244.25
Hi-Way 9 Express Ltd	2	\$	94.39
Hufty's Leasing Ltd	1	\$	547.66
Hume Hotel	3	\$	966.00
Hywood Truck & Equipment Ltd	5	\$	4,976.71
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	907.59
Infosat Communications	1	\$	276.00
In-Gear Mechanical Services Ltd.	1	\$	1,485.63
Inland Allcare	32	\$	10,694.50
Inniss, Regan	1	\$	749.00
Insight Canada Inc.	4	\$	790.37
Iron Maiden Ladies Golf	2	\$	1,000.00
Iron Mountain	1	\$	547.68
ITM Instruments Inc	1	\$	1,350.70
Jackman, Garry	1	\$	98.33
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	44	\$	3,730.17
Jameson, Gordon	1	\$	107.52
Jennifer Wickwire	2	\$	500.00
Johnsons Landing Community Association	1	\$	927.88
Johnston, Richard	2	\$	133.58
Johnstone, Quin	1	\$	329.00
Jones, Stefan	2	\$	630.00
Justice Institute Of Bc	1	\$	965.52
JV Humphries School	1	\$	180.00
JY Contracting Ltd.	1	\$	630.00
Kal Tire (Nelson)	1	\$	1,548.61
Kaslo Automotive	1	\$	176.49
Kaslo Building Maintenance	1	\$	609.00
Kaslo Building Supplies	1	\$	643.99
Kaslo Front Street Market	7	\$	214.09
Kaslo Home Hardware	3	\$	322.28
Kaslo Infonet Society	5	\$	548.42
Kaslo, Village Of	1	\$	65.46
Kathy Gordon's Cleaning Services	5	\$	743.75
KEM Services	1	\$	358.97
Kennlyn Enterprises	2	\$	2,408.00
Kilburn, Jackie	1	\$	1,800.00
Klines Motors Ltd.	1	\$	1,825.43
Kokanee Fire & Safety Ltd.	5	\$	2,025.41
Kokanee Ford Sales Ltd.	1	\$	280.13
Kone Inc	1	\$	1,443.87
Kootenay Carshare Cooperative	3	\$	52.64
Kootenay Glass & Mirror Ltd	2	\$	364.65
Kootenay Industrial Supply Ltd	11	\$	862.92
Kootenay Swiftwater Specialists	1	\$	53.98
Kootenay Valley Water & Spas	5	\$	143.20
Koots Konstruktion	1	\$	1,575.00
KTI Limited	1	\$	583.61
Lane, Harvey	2	\$	209.22
Laramee, David	1	\$	40.80
Lardeau Valley Community Club	1	\$	100.00
Lavis, Thomas	1	\$	92.86
Lavoie, Denis	1	\$	1,096.00
Lectric Ave Electronics	4	\$	529.70
Leisure Development Course	1	\$	1,055.50
Lesperance Mendes	1	\$	795.20
Lifesaving Society (Burnaby)	14	\$	2,920.28
Lin & Mike Plumbing & Heating Ltd	1	\$	147.00
Lockwood, Diana LD	1	\$	56.94
Lo-Cost Propane	1	\$	1,599.42
Logan, Gregory	1	\$	20.00
Lordco Parts Ltd	13	\$	993.58
Lunn, Jessica	1	\$	102.00
Machado, Xavier	1	\$	95.00

Remaining 20% of payments by value	Number of Payments		Value
	1,079	\$	
Main, Leah	1	\$	386.50
Marshall, Charity	2	\$	114.24
Marshall, Jay T	1	\$	20.00
Martech Electrical Systems Ltd	3	\$	3,010.75
Martin & Levesque Inc	1	\$	232.74
McBurney, Theo	1	\$	75.00
McElhanney Consulting Services Ltd	2	\$	3,780.00
McFaddin, Maria June	2	\$	91.74
McLaren-Caux, Aiden(Kenneth)	2	\$	843.24
McOuat, Trynity	1	\$	814.08
Mearl's Machine Works Ltd	1	\$	300.61
Medical Technology Inc	1	\$	717.60
Melanson, Kevin	1	\$	127.97
Mid Town Motors	2	\$	194.66
Mike Jones Enterprises Ltd	2	\$	567.00
Mills Bros Construction Ltd	1	\$	1,323.00
Mills Office Productivity	2	\$	488.71
Minister of Finance	2	\$	192.75
Minister Of Finance - Product Distribution Centre	27	\$	3,948.36
Mitchell Supply Ltd	7	\$	738.08
Mondia, Anthony	2	\$	905.44
Mountain Transport Institute ltd	1	\$	300.00
MyZone Media Inc.	1	\$	1,282.85
Nakusp Senior Citizens Association	1	\$	180.00
Nanaimo, City of	29	\$	14,851.20
Napa Auto Parts (Nelson)	2	\$	1,544.08
National Payroll Institute	1	\$	309.75
Navigata Communications Ltd. dba ThinkTel	1	\$	11.15
Nelson & District Rod and Gun Club Conservation Society	1	\$	250.00
Nelson Building Centre Ltd	21	\$	1,647.37
Nelson Daily	1	\$	231.00
Nelson Farmers Supply Ltd	1	\$	44.50
Nelson Hydro	12	\$	3,275.51
Nelson Toyota	4	\$	3,226.58
Nelson, Calvin	1	\$	125.98
Nelson, City Of	4	\$	660.00
Newell, Thomas	3	\$	57.27
Northtown Rental & Sales	1	\$	43.62
Okanagan Nation Alliances	1	\$	250.00
Oliver Fire Department	1	\$	900.00
Oliver Volunteer Fire Rescue Society	1	\$	900.00
Orkin Canada Corporation	3	\$	472.72
Oso Negro	3	\$	128.75
Paragon Micro Canada	1	\$	1,092.18
Pass Creek Community Hall Society	1	\$	78.75
Passmore Laboratory Ltd	7	\$	1,100.00
Pennywise	3	\$	929.79
Peyton, Claire DBA: Upstream Environmental Consulting	2	\$	2,246.10
Pipe, Nicolai	1	\$	28.56
Pitbull Contracting ltd	1	\$	1,317.40
Pitney Bowes	3	\$	1,312.86
Popoff, Walter A	4	\$	647.72
Prestige Lakeside Resort	1	\$	536.24
Pridham, Nancy	1	\$	120.75
Purdy, John	1	\$	179.00
Purolator Inc	4	\$	522.79
Pyramid Building Supplies	4	\$	181.76
Quality Saw & Knife Ltd.	2	\$	767.74
Recreation Facilities Association Of Bc	1	\$	750.75
Redfish Elementary School PAC	1	\$	1,000.00
ResQtech Systems Inc	1	\$	15.75
Rfs Canada	8	\$	907.82
Riada Sales Inc.	1	\$	336.00
Ricoh Canada Inc	4	\$	442.11
Riondel Cable Society	2	\$	80.00
Riverside Farm	3	\$	1,389.15
Roadpost Inc. T46274	3	\$	672.79
Rocky Mountain Agencies	3	\$	4,155.13
Rocky Mountain Phoenix	5	\$	3,428.04

Remaining 20% of payments by value	Number of Payments		Value
	1,079	\$	
Salmo Valley Youth & Community Centre	1	\$	866.67
School District #8	4	\$	1,900.00
Secure By Design	1	\$	61.60
Secure Energy	1	\$	300.60
Selkirk College (Castlegar)	1	\$	1,792.59
Selkirk Security Services Ltd	1	\$	552.12
Sharun, Dave	1	\$	984.20
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,043.27
Shaw Cable	24	\$	3,232.78
Shoreacres Community Hall	1	\$	52.50
Sigma Safety Corp	1	\$	86.10
Sk Electronics Ltd	21	\$	7,356.85
Skobalski, John G	1	\$	146.88
Slocan Park Community Hall Society	1	\$	674.75
Slocan Valley Home Hardware	1	\$	63.46
Slocan, Village of	1	\$	150.00
Smienk, Johannes	1	\$	10.50
Snell, Diara	1	\$	75.00
Speedpro Signs	3	\$	980.45
Speedpro Signs (Trail)	1	\$	680.96
SRK Consulting (Canada) Inc.	1	\$	1,451.18
Stafford Welding	2	\$	593.25
Sterling Backcheck Canada Corp.	1	\$	248.47
Stokes International	1	\$	132.17
Sun Life Assurance Company of Canada	2	\$	1,211.07
Sundry Vendor	23	\$	7,427.20
Swift Internet	4	\$	249.95
Sykes Audio Visual Holdings Inc.	1	\$	362.65
Taghum Shell (1997)	17	\$	2,049.63
Tarrys & District Community Hall Society	1	\$	105.00
Team Aquatic Supplies	1	\$	1,518.09
Technical Safety BC	2	\$	544.80
Telus Communications Inc	4	\$	1,886.71
Tenaquip Industrial Distribution	1	\$	26.13
Terralink Horticulture Inc.	1	\$	609.03
The AME Consulting Group Ltd.	1	\$	601.25
The Corporation of the Village of Salmo	1	\$	828.15
The Trainer's Box	2	\$	1,142.00
Thomas & Company Locksmithing Ltd.	1	\$	67.80
Thor Mechanical Ltd.	2	\$	1,103.58
Thor's Pizza	1	\$	1,152.09
Tierney, Roger Bruce	1	\$	183.06
Tip-it Waste Solutions Inc.	3	\$	845.77
Trail Hammer and Bolt Company Ltd.	1	\$	41.90
Trane Canada ULC	1	\$	1,283.21
Tratech Mechanical Ltd	5	\$	2,791.69
Tremlock Properties Ltd	1	\$	1,575.01
Tri City Pumps & Power	1	\$	546.00
Trowalex Equipment Rentals And Sales	6	\$	3,208.27
Twin Rivers Controls Ltd	1	\$	409.61
Uline Canada Corporation	2	\$	2,450.04
Union of Spiritual Communities of Christ	1	\$	325.50
Valhalla Pure Outfitters	1	\$	478.55
Vallen Canada Inc	1	\$	1,042.65
Valley Voice Ltd	4	\$	1,633.27
Van Giessel, Mark	1	\$	41.41
Van Houtte Coffee Services	2	\$	487.26
Van Kam Freightways Ltd	3	\$	1,460.99
Vandenbergh, Kelly	2	\$	443.92
VanRuyskensvelde, Christy	1	\$	157.49
VH Sport Canada	11	\$	2,508.20
Vista Radio Ltd	2	\$	504.00
Vitalaire Canada Inc	2	\$	289.99
Volunteer Firefighters Association Of Bc	1	\$	300.00
Vousden, Jodi	1	\$	100.00
W.H. Excavating	1	\$	165.38
Waste Management	12	\$	7,569.57
Watson, Aimee	3	\$	893.92
WE Graham Community Service Society	1	\$	500.00

Remaining 20% of payments by value	Number of Payments		Value
	1,079	\$	
Weatherhead, Teresa A	1	\$	201.96
Wesco Distribution-Canada Inc	8	\$	1,173.27
West Creston Community Hall Society	1	\$	150.00
Wetter, Bronwen	1	\$	50.00
WFR Wholesale Fire & Rescue Ltd	7	\$	6,437.32
Wilkinson, James	2	\$	1,166.20
Willems, Oscar	1	\$	75.00
Williams, Chrystal	1	\$	362.80
Winlaw Mini-Mart	1	\$	162.32
Wood Wyant Inc	10	\$	6,025.22
Wood, Douglas	1	\$	32.00
Wood, Graeme	5	\$	425.00
WSP Canada Inc.	1	\$	378.00
Xplore Inc.	1	\$	111.44
Yahk-Kingsgate Recreation Society	2	\$	2,000.00
Yellow Pages Group	1	\$	0.52
Zone West Enterprises Ltd	1	\$	190.40

**Employees and Directors March 2023**

<b>Directors</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>36</b>		<b>5,712</b>
Cunningham, Hans	4	\$	552.27
Elford, James G	1	\$	171.67
Ferguson, Colin	2	\$	607.50
Graham, Cheryl Elaine	2	\$	90.28
Hanegraaf, Henny (Henrica)	3	\$	177.72
Hewat, Suzan	1	\$	95.20
Jackman, Garry	1	\$	98.33
Lockwood, Diana LD	1	\$	56.94
Lunn, Jessica	1	\$	102.00
Main, Leah	1	\$	386.50
McFaddin, Maria June	2	\$	91.74
McLaren-Caux, Aiden(Kenneth)	2	\$	843.24
Newell, Thomas	3	\$	57.27
Popoff, Walter A	4	\$	647.72
Smienk, Johannes	1	\$	10.50
Tierney, Roger Bruce	1	\$	183.06
Vandenberghe, Kelly	2	\$	443.92
Watson, Aimee	3	\$	893.92
Weatherhead, Teresa A	1	\$	201.96

<b>Employees</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>75</b>	<b>\$</b>	<b>16,109</b>
Anderson, Ben	1	\$	100.00
Avramzon, Naama	2	\$	265.38
Bagnoli, Brielle	1	\$	140.44
Barrington, Travis	1	\$	50.00
Beerens, Kurt	1	\$	459.00
Belleau, Melodie	2	\$	42.16
Bench, Heidi	2	\$	80.50
Benjamin, Debra	1	\$	96.57
Bibby, Michael	1	\$	67.48
Breisnes, Jon	1	\$	80.24
Briscoe, Ian	1	\$	165.92
Bullock, Vanessa	1	\$	115.50
Castaignede, Francois-Gael	1	\$	122.12
Clarke, Ryan	1	\$	190.37
Corbett, Martin	1	\$	733.95
Cousins, Ryan	1	\$	100.00
Crosland, Brittany	1	\$	19.04
Daley, Kimberlee	1	\$	15.58
Egan, Liam	1	\$	70.00
Fehr, Carol	2	\$	665.25
Fergie, Barbara	1	\$	36.95
Friesen, Matthew	1	\$	1,050.00
Garrigan, Patrick	1	\$	216.16
Giacomazzo, Zachari	1	\$	219.45
Gillender, Anne	1	\$	100.00
Grant, Jeff	1	\$	27.45
Greene, Gregory	2	\$	1,281.80
Hadfield, Alexandra	1	\$	85.00
Hamelin, Marie-Pierre	1	\$	835.03
Harrison, Jerold	1	\$	73.44
Inniss, Regan	1	\$	749.00
Jameson, Gordon	1	\$	107.52
Johnston, Richard	2	\$	133.58
Johnstone, Quin	1	\$	329.00
Jones, Stefan	2	\$	630.00
Lane, Harvey	2	\$	209.22
Laramee, David	1	\$	40.80
Lavis, Thomas	1	\$	92.86
Lavoie, Denis	1	\$	1,096.00
Logan, Gregory	1	\$	20.00
Machado, Xavier	1	\$	95.00
Marshall, Charity	2	\$	114.24
Marshall, Jay T	1	\$	20.00
McBurney, Theo	1	\$	75.00
McOuat, Trynity	1	\$	814.08
Melanson, Kevin	1	\$	127.97
Nelson, Calvin	1	\$	125.98
Pipe, Nicolai	1	\$	28.56
Purdy, John	1	\$	179.00
Sharun, Dave	1	\$	984.20
Skobalski, John G	1	\$	146.88

Employees	Number of Payments		Value
	75	\$	
Snell, Diara	1	\$	75.00
Van Giessel, Mark	1	\$	41.41
VanRuyskensvelde, Christy	1	\$	157.49
Vousden, Jodi	1	\$	100.00
Wetter, Bronwen	1	\$	50.00
Wilkinson, James	2	\$	1,166.20
Willems, Oscar	1	\$	75.00
Williams, Chrystal	1	\$	362.80
Wood, Douglas	1	\$	32.00
Wood, Graeme	5	\$	425.00
			<b>16,109</b>

**Accounts Payable for March 2023 Breakdown by Type of Payment**

Discretionary, Community Development, and Other Grants	Number of Payments		\$	123,575
	39			
BC Senior Games Society Zone 7	2		\$	500.00
Bealby Point Lighting Commission	1		\$	400.00
Castlegar Snowmobile Association	1		\$	500.00
Central Kootenay Food Policy Council	1		\$	15,000.00
Creston Curling Club	3		\$	1,500.00
Erickson History Book Project	1		\$	5,000.00
Fauquier Community Club Society	1		\$	1,700.00
Friends of Kootenay Lake Stewardship Soc.	6		\$	13,375.96
Friends of Pulpit Rock Society	1		\$	2,500.00
Iron Maiden Ladies Golf	2		\$	1,000.00
Johnsons Landing Community Association	1		\$	927.88
Kaslo Racquet Club	1		\$	9,000.00
Kaslo, Village of	2		\$	10,000.00
Lardeau Valley Opportunity Links Society	1		\$	9,200.00
Living Lakes Canada	1		\$	6,218.40
Nakusp Elementary School SD10	1		\$	5,850.00
Nelson & District Arts Council	1		\$	2,500.00
Nelson & District Rod and Gun Club Conservation Society	1		\$	250.00
North Canyon Improvement District	1		\$	10,000.00
Okanagan Nation Alliances	1		\$	250.00
Redfish Elementary School PAC	1		\$	1,000.00
School District #8	4		\$	1,900.00
Slocan, Village of	1		\$	150.00
The BC Conservation Foundation	1		\$	8,000.00
WE Graham Community Service Society	1		\$	500.00
Wildlife Conservation Society of Canada	1		\$	16,352.80

All Other Vendors	Number of Payments		\$	Value	1,665,254
	1,100				
1022117 Alberta Ltd.	12		\$	47,272.52	
1583343 Ontario Inc. O/A Swiss Print International	1		\$	3,181.92	
5 Star Services and Products Inc.	1		\$	12.60	
A-3 Plumbing Heating & Gas Fitting Ltd	1		\$	247.81	
Able Plastics Ltd	1		\$	408.80	
ACCUDRAULICS	1		\$	4,955.97	
Accusharp Grinding	1		\$	315.00	
ACE Courier Services	7		\$	428.85	
Air Liquide Canada Inc	6		\$	945.65	
Akokli Construction LTD.	7		\$	16,038.75	
All Elements Industries Ltd.	1		\$	120.75	
ALS Canada Ltd.	2		\$	196.02	
Ancron Medical Centre	1		\$	135.00	
Andex Equipment Rentals	4		\$	6,185.51	
Andrew Sheret Ltd	12		\$	3,489.68	
Aquam Inc	1		\$	874.66	
Arrow Lakes Aggregates	6		\$	23,962.30	
Arrow Mountain Carwash & Mini Storage Ltd	2		\$	6,300.00	
Atomic Crayon	1		\$	1,164.45	
Authorized Security Ltd.	4		\$	2,089.47	
B&L Security Patrol (1981) Ltd	1		\$	1,733.55	
Babe's Automotive	1		\$	1,423.76	
Baker Street Mens Wear	1		\$	1,500.07	
Balfour Autobody & Mechanical Ltd.	1		\$	62.67	
Balfour Gill And Gift	2		\$	1,285.44	
BC Air Filter Ltd	1		\$	8,212.51	
BC Hydro & Power Authority	5		\$	4,201.13	
BC Transit	5		\$	150,570.19	
BDO Canada LLP	1		\$	14,605.50	
Bi Purewater	1		\$	1,902.58	
Big Cranium Design	1		\$	2,683.42	
Bigfoot Security Systems	2		\$	1,350.83	
Bill's Heavy Duty Enterprises (2004) Ltd.	4		\$	702.41	
Bluebell Publishing	2		\$	141.75	
Brandt Tractor Ltd. (Creston)	2		\$	6,327.71	
Brenntag Canada Inc	1		\$	2,743.17	
Brenton Industries Ltd	4		\$	4,055.63	
Brilliant Cultural Centre	1		\$	250.00	
British Columbia Recreation & Parks Association	2		\$	827.40	
Brogan Fire & Safety	8		\$	4,831.16	
Burton Community Association	1		\$	157.50	
Burton Internet Society	1		\$	39.20	
C.A. Fischer Lumber Co. Ltd.	6		\$	242.28	
Canadian Centre for Occupational Health and Safety	5		\$	120.00	
Canadian Linen & Uniform	6		\$	558.10	
CanCADD Imaging Solutions Ltd.	1		\$	164.16	
CanGas Propane Inc.	10		\$	9,022.56	
Carrier Enterprises Canada	2		\$	590.71	
Cascade Lock & Safe	3		\$	162.40	
Castlegar, City Of	2		\$	23,738.92	
Cathro Consulting Ltd	1		\$	16,520.02	
CDW Canada Corp	6		\$	885.07	
Central Kootenay Garbage Club Inc.	1		\$	9,817.50	
Central Kootenay Invasive Species Society	1		\$	6,672.75	
Chef's Choice Authentic Street Food	3		\$	1,863.70	
Cintas Canada Ltd Location 889	1		\$	143.24	
Classic Glass & Trim	2		\$	120.66	
Cleartech Industries Inc	5		\$	14,984.25	
Coleman Excavating	1		\$	8,385.00	

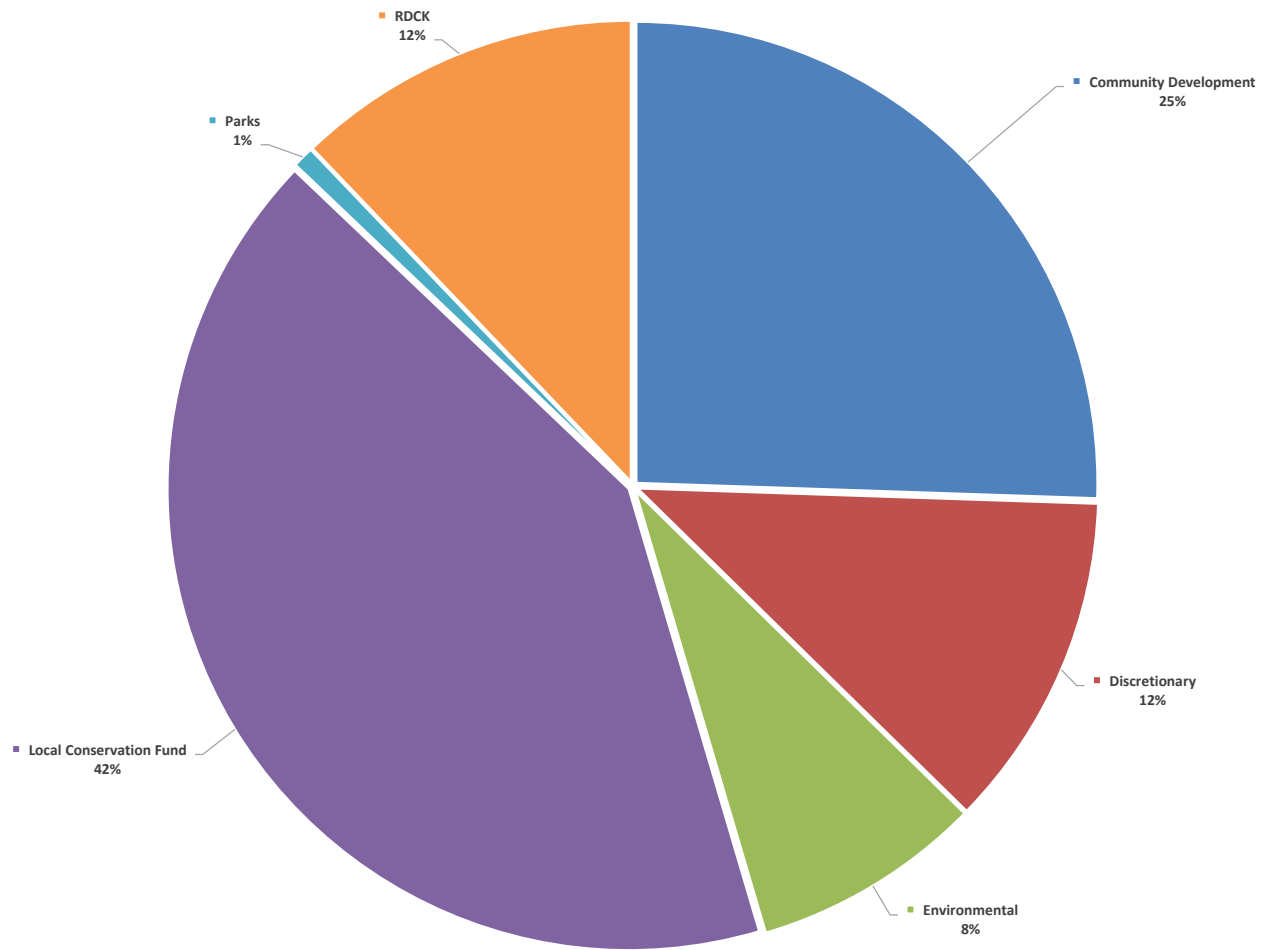
All Other Vendors	Number of Payments		Value
	1,100	\$	
			<b>1,665,254</b>
College Of The Rockies	1	\$	75.00
Columbia Basin Broadband Corporation	1	\$	3,460.80
Columbia Wireless Inc	7	\$	576.80
Comfort Welding Ltd	4	\$	1,561.44
Concept Controls	1	\$	320.60
Counterforce Inc	1	\$	157.50
Cover Architectural Collaborative Inc.	2	\$	2,583.01
Cowan's Office Supplies	21	\$	3,207.72
Cranbrook Water Conditioning Ltd.	3	\$	161.18
Crawford Bay Store	3	\$	225.60
Creston Valley Chamber Of Commerce	1	\$	2,651.25
Creston, Town Of	2	\$	1,094.65
Cupe Local 2262	3	\$	7,387.20
Cupe Local 748	3	\$	3,095.25
Custom Stamp & Engraving Ltd	1	\$	120.93
CWMM Consulting Engineers Ltd.	2	\$	1,023.75
Dafco Filtration Group	1	\$	2,113.85
Dave's Plumbing Ltd	3	\$	6,343.76
DB Perks & Associates Ltd	10	\$	15,431.72
DHC Communications Inc	4	\$	6,993.02
Distributel Communications Limited	1	\$	325.38
Doug's Disposal Service	2	\$	226.80
East Shore Internet Society	2	\$	112.00
Edgewood Royal Canadian Legion Branch 203	1	\$	150.00
Emco Corporation	2	\$	262.26
Enercon Water Treatment Ltd	1	\$	3,056.26
Engineered Air a Division of Airtex Manufacturing Partnership	1	\$	664.23
Entandem	7	\$	1,781.83
Expresslane Deliveries	1	\$	319.20
Factor 5 Group Inc	1	\$	5,663.00
Fauquier Community Club	1	\$	120.00
Federated Co-Operatives Ltd	7	\$	1,341.13
Fergusson, Daniella	1	\$	6,174.00
Ferno Canada	1	\$	194.34
Filtration Group IAQ	1	\$	3,745.38
Fluent Information Management Systems Inc	1	\$	420.00
Flush Away Plumbing & Heating	2	\$	1,285.06
FortisBC - Electricity	41	\$	41,932.54
Fortisbc - Natural Gas	4	\$	41,859.99
Four Star Communications Inc	1	\$	99.75
Fraser Valley Building Supplies Inc.	2	\$	57.27
Frazer Excavation Ltd.	1	\$	229,696.48
Freightliner of Cranbrook Ltd.	2	\$	951.01
Frozen Solutions Inc. dba Frozen Refrigeration	3	\$	6,473.97
G and W Lawncare	1	\$	90.00
Gescan	2	\$	1,149.73
GFL Environmental Inc.	24	\$	69,125.62
Gilbert Parts Depot	7	\$	715.23
Glade Community Hall	1	\$	105.00
Glendale Tire Ltd.	1	\$	125.45
Goat Mountain Enterprises Ltd	2	\$	5,638.50
GoTo Technologies Canada Ltd.	3	\$	1,503.04
Gracie's Kennels Ltd.	1	\$	2,380.00
Gray Creek Store	4	\$	88.10
Gray's Contracting	5	\$	7,393.93
Guille, Pam	2	\$	2,730.00
Guillevin International Inc	1	\$	45.74
Hall Printing	6	\$	3,952.32
Hanson Electric Ltd.	1	\$	178.50
Hewgill, Mathew	1	\$	125.00
Hipperson Hardware	1	\$	8.15
Hi-Pro Sporting Goods Ltd	1	\$	1,244.25
Hitchon, William DBA: 5th Gear	1	\$	2,720.00
Hi-Way 9 Express Ltd	2	\$	94.39
HomePlus Products	1	\$	6,888.67
Huffy's Leasing Ltd	1	\$	547.66
Hume Hotel	3	\$	966.00
Hywood Truck & Equipment Ltd	5	\$	4,976.71
I.T. Blueprint Solutions Consulting Inc.	4	\$	42,639.74
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	907.59
Infosat Communications	1	\$	276.00
In-Gear Mechanical Services Ltd.	1	\$	1,485.63
Inland Allcare	32	\$	10,694.50
Insight Canada Inc.	4	\$	790.37
Iron Mountain	2	\$	3,101.73
ITM Instruments Inc	1	\$	1,350.70
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	44	\$	3,730.17
Jennifer Wickwire	2	\$	500.00
Justice Institute Of Bc	1	\$	965.52
JV Humphries School	1	\$	180.00
JY Contracting Ltd.	1	\$	630.00
Kal Tire (Nelson)	1	\$	1,548.61
Kaslo Automotive	2	\$	4,196.53
Kaslo Building Maintenance	1	\$	609.00
Kaslo Building Supplies	1	\$	643.99
Kaslo Front Street Market	7	\$	214.09
Kaslo Home Hardware	3	\$	322.28
Kaslo Infonet Society	5	\$	548.42
Kaslo Mechanical Inc	1	\$	2,990.36
Kaslo, Village Of	1	\$	65.46
Kathy Gordon's Cleaning Services	5	\$	743.75
KEM Services	2	\$	6,425.77
Kennlyn Enterprises	2	\$	2,408.00
Kilburn, Jackie	2	\$	3,715.00



All Other Vendors	Number of Payments		Value
	1,100	\$	
			<b>1,665,254</b>
Klines Motors Ltd.	2	\$	3,936.72
Kokanee Fire & Safety Ltd.	5	\$	2,025.41
Kokanee Ford Sales Ltd.	1	\$	280.13
Kone Inc	1	\$	1,443.87
Kootenay Carshare Cooperative	3	\$	52.64
Kootenay Glass & Mirror Ltd	3	\$	4,607.00
Kootenay Industrial Supply Ltd	11	\$	862.92
Kootenay Lake East Shore Men's Shed Society	1	\$	10,000.00
Kootenay Swiftwater Specialists	1	\$	53.98
Kootenay Valley Water & Spas	5	\$	143.20
Koots Konstruktion	1	\$	1,575.00
Krestova Improvement District	1	\$	102,977.75
KTI Limited	1	\$	583.61
Lardeau Valley Community Club	1	\$	100.00
Lectric Ave Electronics	4	\$	529.70
Leisure Development Course	1	\$	1,055.50
Lesperance Mendes	1	\$	795.20
Lifesaving Society (Burnaby)	15	\$	5,965.88
Lin & Mike Plumbing & Heating Ltd	3	\$	5,761.31
Lo-Cost Propane	1	\$	1,599.42
Lordco Parts Ltd	13	\$	993.58
M'akola Development Services	2	\$	12,195.75
Manhas, Simran	1	\$	3,675.37
Martech Electrical Systems Ltd	3	\$	3,010.75
Martech Motor Winding Ltd	1	\$	2,369.27
Martin & Levesque Inc	1	\$	232.74
McElhanney Consulting Services Ltd	2	\$	3,780.00
McLaughlin MetalFab	1	\$	5,043.64
Mearl's Machine Works Ltd	1	\$	300.61
Medical Technology Inc	1	\$	717.60
Mediquest Technologies Inc	1	\$	1,916.36
Mid Town Motors	2	\$	194.66
Mike Jones Enterprises Ltd	2	\$	567.00
Mills Bros Construction Ltd	1	\$	1,323.00
Mills Office Productivity	2	\$	488.71
Minister of Finance	3	\$	6,808.38
Minister Of Finance - Product Distribution Centre	27	\$	3,948.36
Mitchell Supply Ltd	8	\$	5,336.20
Mondia, Anthony	2	\$	905.44
Morrison Insulation Ltd	1	\$	2,688.00
Motion Industries (Canada) Inc	1	\$	7,429.45
Mountain Logic Solutions Inc.	1	\$	2,961.00
Mountain Transport Institute Ltd	1	\$	300.00
MPE Engineering Ltd.	1	\$	3,465.53
MyZone Media Inc.	1	\$	1,282.85
Nakusp Senior Citizens Association	1	\$	180.00
Nanaimo, City of	29	\$	14,851.20
Napa Auto Parts (Nelson)	2	\$	1,544.08
National Payroll Institute	1	\$	309.75
Navigata Communications Ltd. dba ThinkTel	1	\$	11.15
Nelson Building Centre Ltd	21	\$	1,647.37
Nelson Daily	1	\$	231.00
Nelson Farmers Supply Ltd	1	\$	44.50
Nelson Hydro	13	\$	35,550.42
Nelson Leafs Hockey Society	1	\$	6,226.50
Nelson Toyota	5	\$	5,387.28
Nelson, City Of	6	\$	8,281.95
Northtown Rental & Sales	1	\$	43.62
Oliver Fire Department	1	\$	900.00
Oliver Volunteer Fire Rescue Society	1	\$	900.00
Ootischenia Improvement District	1	\$	9,150.00
Orkin Canada Corporation	5	\$	23,691.72
Oso Negro	3	\$	128.75
Overland West Freight Lines Ltd	1	\$	2,279.70
Paragon Micro Canada	2	\$	4,067.95
Pass Creek Community Hall Society	1	\$	78.75
Passmore Laboratory Ltd	7	\$	1,100.00
Pennywise	3	\$	929.79
Peyton, Claire DBA: Upstream Environmental Consulting	2	\$	2,246.10
Pictometry Canada Corp.	1	\$	23,467.50
Pilla, Megan	1	\$	2,268.00
Pitbull Contracting Ltd	1	\$	1,317.40
Pitney Bowes	3	\$	1,312.86
PIVA Mechanical Ind Ltd	1	\$	2,795.64
PNT Contracting	1	\$	2,586.15
Prestige Lakeside Resort	1	\$	536.24
Pridham, Nancy	1	\$	120.75
Purolator Inc	4	\$	522.79
Pyramid Building Supplies	4	\$	181.76
Quality Saw & Knife Ltd.	2	\$	767.74
Read Jones Christoffersen Ltd.	1	\$	2,577.69
Recreation Facilities Association Of Bc	3	\$	6,682.83
Recycling Council of BC	1	\$	2,063.00
Reliance Office Services Ltd	1	\$	2,415.00
ResQtch Systems Inc	1	\$	15.75
Rfs Canada	8	\$	907.82
Riada Sales Inc.	1	\$	336.00
Ricoh Canada Inc	4	\$	442.11
Riondel Cable Society	2	\$	80.00
Riverside Farm	5	\$	14,497.00
Roadpost Inc. T46274	3	\$	672.79
Robson-Raspberry Improvement District	1	\$	3,505.00
Rocky Mountain Agencies	6	\$	11,094.34
Rocky Mountain Phoenix	6	\$	5,874.12
Rocky Point Engineering Ltd.	1	\$	3,150.00

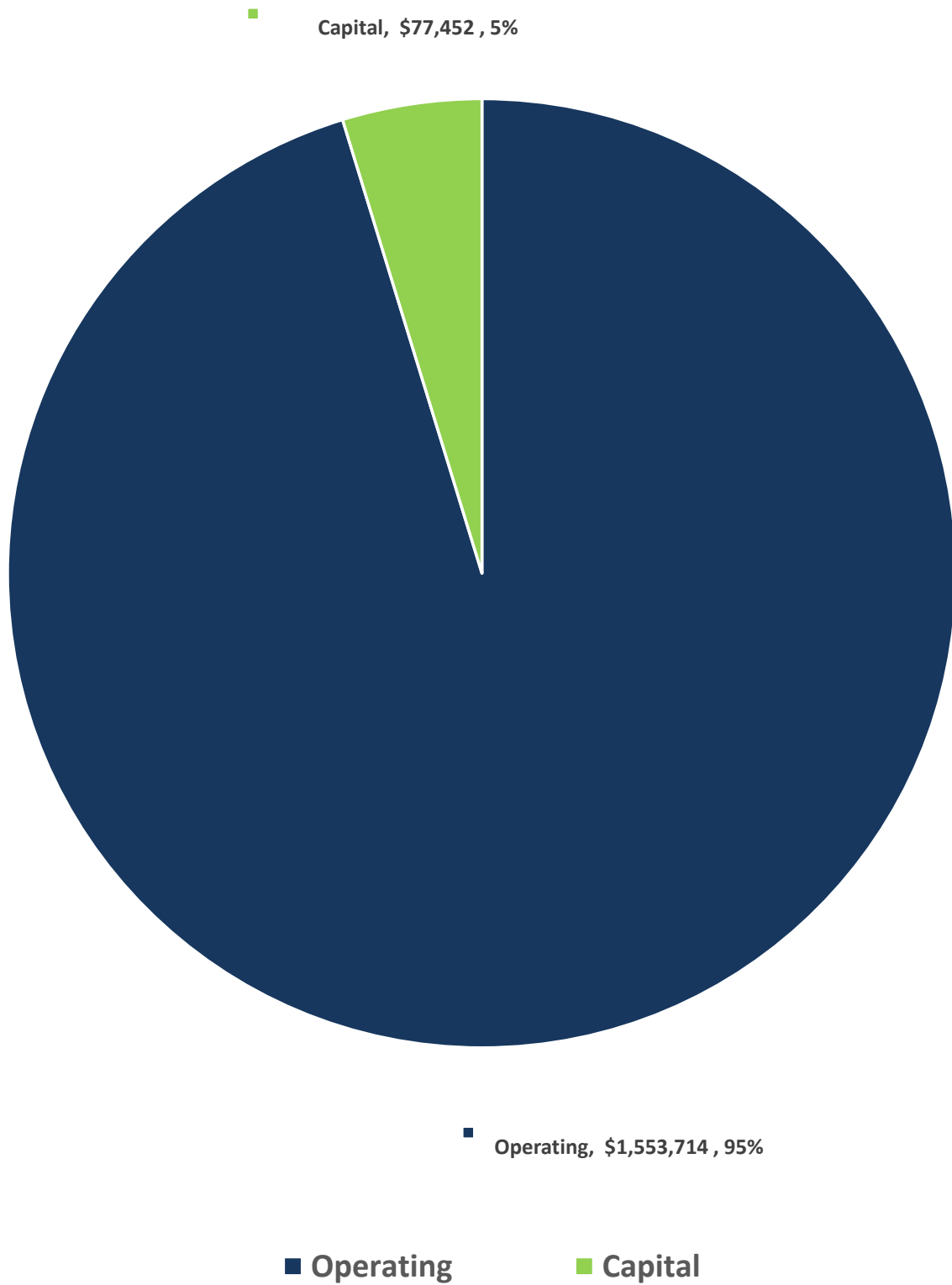
All Other Vendors	Number of Payments		Value
	1,100	\$	
			<b>1,665,254</b>
Salmo Valley Youth & Community Centre	1	\$	866.67
Secure By Design	1	\$	61.60
Secure Energy	1	\$	300.60
Selkirk College (Castlegar)	1	\$	1,792.59
Selkirk Security Services Ltd	1	\$	552.12
Sfj Inc	1	\$	2,307.98
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,043.27
Shaw Cable	24	\$	3,232.78
Shermco Industries Canada Inc. DBA Ready Engineering	1	\$	6,484.28
Shoreacres Community Hall	1	\$	52.50
Sigma Safety Corp	1	\$	86.10
Sk Electronics Ltd	21	\$	7,356.85
Slocan Park Community Hall Society	1	\$	674.75
Slocan Valley Home Hardware	1	\$	63.46
SLR Consulting (Canada) Ltd.	1	\$	3,266.46
Spartan Controls Ltd	1	\$	4,261.95
Speedpro Signs	3	\$	980.45
Speedpro Signs (Trail)	1	\$	680.96
SRK Consulting (Canada) Inc.	1	\$	1,451.18
Stafford Welding	2	\$	593.25
Sterling Backcheck Canada Corp.	1	\$	248.47
Stokes International	1	\$	132.17
Studio 9 Architecture & Planning Ltd	3	\$	6,798.90
Sun Life Assurance Company of Canada	2	\$	1,211.07
Sundry Vendor	23	\$	7,427.20
Swift Internet	4	\$	249.95
Sykes Audio Visual Holdings Inc.	1	\$	362.65
Taghum Shell (1997)	17	\$	2,049.63
Tarrys & District Community Hall Society	1	\$	105.00
Team Aquatic Supplies	1	\$	1,518.09
Technical Safety BC	2	\$	544.80
Telus Communications Inc	5	\$	8,146.67
Telus Mobility	2	\$	19,540.88
Tenaquip Industrial Distribution	1	\$	26.13
Terralink Horticulture Inc.	1	\$	609.03
The AME Consulting Group Ltd.	2	\$	6,796.25
The Corporation of the Village of Salmo	1	\$	828.15
The Trainer's Box	2	\$	1,142.00
Thomas & Company Locksmithing Ltd.	1	\$	67.80
Thor Mechanical Ltd.	2	\$	1,103.58
Thor's Pizza	1	\$	1,152.09
Tip-it Waste Solutions Inc.	3	\$	845.77
Trail Hammer and Bolt Company Ltd.	1	\$	41.90
Trane Canada ULC	1	\$	1,283.21
Tratech Mechanical Ltd	5	\$	2,791.69
Tremlock Properties Ltd	1	\$	1,575.01
Tri City Pumps & Power	1	\$	546.00
Trowalex Equipment Rentals And Sales	6	\$	3,208.27
Twin Rivers Controls Ltd	2	\$	3,230.21
Uline Canada Corporation	2	\$	2,450.04
Union of Spiritual Communities of Christ	1	\$	325.50
Valhalla Pure Outfitters	1	\$	478.55
Vallen Canada Inc	1	\$	1,042.65
Valley Voice Ltd	4	\$	1,633.27
Van Houtte Coffee Services	2	\$	487.26
Van Kam Freightways Ltd	3	\$	1,460.99
VH Sport Canada	11	\$	2,508.20
Vista Radio Ltd	2	\$	504.00
Vitalaire Canada Inc	2	\$	289.99
Volunteer Firefighters Association Of Bc	1	\$	300.00
W.H. Excavating	1	\$	165.38
Waste Management	12	\$	7,569.57
Wesco Distribution-Canada Inc	8	\$	1,173.27
West Creston Community Hall Society	1	\$	150.00
WEX Canada Ltd.	1	\$	2,914.07
WFR Wholesale Fire & Rescue Ltd	7	\$	6,437.32
Wild West Drilling Inc	2	\$	45,256.48
Wildsight	1	\$	11,320.00
Winlaw Mini-Mart	1	\$	162.32
Wood Wyant Inc	11	\$	7,997.89
WSP Canada Inc.	1	\$	378.00
Xplore Inc.	1	\$	111.44
Yahk-Kingsgate Recreation Society	2	\$	2,000.00
Yellow Pages Group	1	\$	0.52
Zone West Enterprises Ltd	1	\$	190.40

# Grants by Type



■ Community Development ■ Discretionary ■ Environmental ■ Local Conservation Fund ■ Parks ■ RDCK

## March 2023 Capital VS Operating Expenditures







# Board Report

<b>Date of Report:</b>	March 16, 2023
<b>Date &amp; Type of Meeting:</b>	April 20, 2023 Open Board Meeting
<b>Author:</b>	Tom Dool, Research Analyst
<b>Subject:</b>	Regional Fire Service Regulatory Bylaw and Service Level Declaration Policy
<b>File:</b>	\08\3200\10
<b>Electoral Area/Municipality:</b>	All Electoral Areas, The Village of Kaslo, and The Village of Slocan

## SECTION 1: EXECUTIVE SUMMARY

This report recommends that the Board

1. Repeal Regional District of Central Kootenay Fire Service Bylaw 2170, 2010;
2. Give 3 readings of and adopt Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023; and
3. Adopt 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

By replacing Bylaw 2170, Bylaw 2769 updates the regulatory environment for Regional District Volunteer Fire Departments to reflect current legal advice and the increasing demands placed on the Regional District Fire Services.

The adoption of the Regional Volunteer Fire Department Service Level Policy No. 700-01-02 provides the required service level declaration stipulated in Bylaw 2769 and implements a streamlined procedure for updates to service level declarations.

## SECTION 2: BACKGROUND/ANALYSIS

Proposed Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 continues many of the authorities and regulations granted in Bylaw 2170. It also includes new authorities and regulations intended to:

1. Refine the scope of service and limits of jurisdiction for Volunteer Fire Departments (VFD);
2. Regulate pre-incident planning and inspections for complex buildings;
3. Place service level declarations into 700-01-02 Regional Volunteer Fire Department Service Level Policy;
4. Introduce fees for services and mechanisms for cost recovery; and
5. Provide for penalties and offences in accordance with the Municipal Ticketing and Adjudication Bylaws.

## 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

#### Fees For Services and Cost Recovery

The proposed bylaw authorizes the recovery of costs from a property owner associated with:

- Demolition or removal of unsafe structures and materials at an incident or response;
- Traffic control at an incident or response;
- Hired private security at an incident or response;
- Decontamination or replacement fire department equipment damaged by hazardous materials at an incident or response;
- Removal of hazardous material or fire hazards;

Cost recovery is intended as a deterrent and tool to be used only in egregious situations, it is not intended as a revenue stream for fire service budgets. In the event that a department accrues exceptional costs as a result of an assistance response the Regional District would be authorized to seek cost recovery from the property owner. If required, the Regional District may recover those costs through taxation in accordance with the *Community Charter*.

The Proposed bylaw authorizes Volunteer Fire Departments (VFD) to charge fees for services in situations where the fire department is required to stand-by or attend an event as a public safety measure. The department may charge a fee for attendance or incident response as result of an act indictable offence under the Criminal Code of Canada.

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

#### Access and Documentation for Pre-Incident Planning

The Office of the Fire Commissioner requires a Pre-Incident Plan as a condition of interior firefighting operations. Bylaw 2769 authorizes the Regional Fire Chief to determine whether or not a building requires Pre-Incident Plan and to develop the plan.

A Pre-Incident Plan includes but may not be limited to a site plan, a floor plan, and documentation regarding the type and location of

- Hazardous Materials
- Utility Shutoffs
- Occupancies
- Stairways
- Sprinklers and Shutoffs

In accordance with its “Special Fire Protection Powers” found in section 303 of the *Local Government Act*, the Board may, by bylaw, authorize members of the fire service to, among other things:

1. enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire and take the measures described in the bylaw to prevent and suppress fires; and

2. deal with any matter within the scope of the *Fire Services Act* in a manner not contrary to that Act or the regulations under it.

The proposed bylaw authorizes the Regional Fire Chief to enter into buildings for the purpose of pre-incident planning. The scope of a Pre-Incident Plan is narrowly defined and should not be confused with the authority to compel a property owner to provide access to a structure for the purposes of a fire safety inspection.

The outcomes of a fire safety inspection may include orders or recommendations for remediation regarding fire hazards. The outcome of a pre-incident planning inspection is limited to the observations required to provide interior operations in the event of an assistance response.

### **Service Level Declarations**

Bylaw 2769 authorizes VFDs to provide Fire Protection and Associated Services in accordance with the Regional Volunteer Fire Department Service Level Policy No. 700-01-02. The Service Level Policy specifies the standards for service provision and includes schedules detailing the services and the departments qualified to provide those services.

The Bylaw authorizes the Board to amend the policy to update department qualifications, as required, upon recommendation of the Regional Fire Chief.

The intent of these provisions is to ensure that the Board maintains authority over the provision of services as a matter of governance while delegating the process of qualification, as an operational matter, to staff.

Regional Volunteer Fire Department Service Level Policy No. 700-01-02 is included with this report as Schedule B.

It should be noted that while not all departments are currently trained to an Interior service level most departments currently have individual members who have received that level of training.

### **Scope and Limits of Jurisdiction**

Bylaw 2170 fixed the limits of jurisdiction to the fire protection service area boundary. While VFD's provide fire protection within the service area boundary they are also under agreement to provide associated services such as Road Rescue, Rescue Services, and First Responder to broader geographic extent. Exemptions to the limits of jurisdiction were prescriptive or flawed. For example, Bylaw 2170 attempted to regulate matters related to the Emergency Programs Act such as the conscription of apparatus or manpower during a declared state of emergency.

Bylaw 2769 allows for jurisdiction to vary based on the service provided noting that fire protection service areas are defined in the service establishment bylaws and that limits of associated services are defined in agreement with the province. Apparatus, fire department equipment, and personnel may travel beyond a departments jurisdiction limits for training, maintenance and repairs, in accordance with agreements established by the Board, or at the direction of the Regional Fire Chief.

## **3.3 Environmental Considerations**

None



### **3.4 Social Considerations:**

#### **Vacant or Fire Damaged Buildings**

Bylaw 2769 requires the owners of vacant or fire damaged buildings to secure those buildings to prevent unauthorized entry. If the owner of the building fails to do so the Regional District do so and recover the cost of doing so from the owner.

### **3.5 Economic Considerations:**

None

### **3.6 Communication Considerations:**

None

### **3.7 Staffing/Departmental Workplan Considerations:**

The proposed regulation has a limited impact on staffing and departmental workplans.

### **3.8 Board Strategic Plan/Priorities Considerations:**

#### **Excellence in Service Delivery**

The proposed regulations update the operating framework for the Regional District Fire Service and improve upon the safety of responders and the public.

#### **Adapting to Our Changing Climate**

The increased threat to communities from wildfire can, in part, be mitigated through changes to the regulations governing the use of fire and the management of fire hazards by private land owners.

## **SECTION 4: OPTIONS & PROS / CONS**

### **Option 1. That the Board**

**Rescind Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and give 3 readings to Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023; and**

**Adopt Regional Volunteer Fire Department Service Level Policy No. 700-01-02**

Pros

- Regulates open burning in a manner that addresses egregious behaviour but recognizes fire as a tool in rural living
- Aligns Regional District regulation of vacant buildings with Fire Smart program goals
- Facilitates pre-incident planning and inspections for complex buildings
- Improves administrative efficiency regarding service level declarations
- Introduces mechanisms for cost recovery
- Introduces penalties and offences in accordance with the Municipal Ticketing and Adjudication Bylaws

Cons

- None

**Option 2. Staff be directed to take no further action on the matter.**

Pros

- None

Cons

Bylaw 2170 will require several subsequent amendments to address administrative and operation challenges with the bylaw.

## SECTION 5: RECOMMENDATIONS

That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be read a first, second and third time by content to repeal and replace Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170.

That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

That the Board adopt Policy Number 700-01-02 Regional Volunteer Fire Department Service Level Policy, effective immediately.

Respectfully submitted,

Originally signed by

Tom Dool, Research Analyst

## CONCURRENCE

CAO – Stuart Horn **Digitally signed**

Regional Fire Chief – Nora Hannon **Digitally signed**

Corporate Officer – Mike Morrison **Digitally signed**

## ATTACHMENTS:

**Schedule A** – Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

**Schedule B**- Regional Volunteer Fire Department Service Level Policy 700-01-02

**Schedule C** – Regional District of Central Kootenay Fire Service Regulation Bylaw No. 2170, 2021.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2769

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A bylaw to regulate Fire Protection and Associated Services provided by  
Regional District of Central Kootenay Volunteer Fire Departments

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WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to regulate and operate Volunteer Fire Departments for Fire Protection and other Associated Services;

AND WHEREAS the Board of the Regional District, by separate service establishment bylaws, has established Fire Protections Service Areas to provide Fire Protection and Associated Services;

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meeting assembled enacts the following:

### DEFINITIONS

**1 Apparatus** means any vehicle provided with machinery, devices, equipment or materials designed or intended for use in Fire Protection and Assistance Response, including vehicles used to transport fire fighters and supplies;

**ASTTBC** means the Applied Science Technologists and Technicians of BC;

**Assistance Response** means the initial response and emergency aid, other than Fire Protection and Fire Response, provided by the Fire Department at an Incident;

**Associated Services** means Fire Response, Auto Extrication, First Responder, and Rescue Services;

**Authority Having Jurisdiction** means the Regional Fire Chief or their designate;

**Auto Extrication Services** means a service using various methods and equipment to disentangle a victim from a vehicle;

**Automatic Aid** means the provision of Fire Department Equipment or personnel for Fire Protection or Assistance Response through the Overall Automatic Aid Agreement Bylaw 2367, as amended;

**Board** means the Board of the Regional District of Central Kootenay;

**Bylaw Enforcement Officer** means a person appointed, by the Board or Municipal Council, as a Bylaw Enforcement Officer and for the purposes of this Bylaw includes the Regional Fire Chief and their designates;

**Bylaw Notice** means a notice issued to a person that has failed to comply with the regulations, prohibitions and requirements of this Bylaw;

**CAO** means the Chief Administrative Officer of the Regional District;

**Complex Building** means a building, of a sufficient size and unique construction, that prior knowledge of the building and its safety systems would be required to safely enter the building in the event of an emergency;

**Costs** in the context of costs recovered by the Regional District under this Bylaw, means costs as defined in this Bylaw, the Regional District of Central Kootenay Municipal Ticketing Information Bylaw and the Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Bylaw;

**Excessive False Alarms** mean three or more False Alarms originating from one Fire Alarm System and responded to in any twelve month period of time;

**Exposure Fire** means a fire that

- (a) is the result of heat radiation, heat convection or direct flame contact from a previously established fire; and
- (b) affects a person, object, thing or structure;

**False Alarm** means the activation of a Fire Alarm System, whether caused by human error, equipment testing, intentional act or a malfunction of the system attributed to improper installation, use, or lack of maintenance, of a Fire Alarm System resulting in a response during which the responders find no evidence of fire, fire damage, smoke, or other emergency;

**Fee and Fees** means the fees and charges prescribed by the Fees and Charges Bylaws;

**Fees and Charges Bylaws** means the Regional District of Central Kootenay Municipal Ticketing Information Bylaw as amended from time to time and adopted by the Board under Section 264 Part 8 Division 3 of the *Community Charter* or similar successor legislation as well as the Regional District of Central Kootenay Bylaw Notice Enforcement and Dispute Adjudication System Bylaw as amended from time to time and adopted by the Board pursuant to the *Local Government Bylaw Notice Enforcement Act*;

**Fire Alarm System** means an automated system which provides notification to emergency responders upon detection of a fire;

**Fire Department** means a Regional District of Central Kootenay Fire Service Volunteer Fire Department;

**Fire Department Chief** means the person appointed by the Regional Fire Chief to oversee a Volunteer Fire Department or their designate;

**Fire Department Equipment** means any tools, contrivances, devices, hoses, or materials used by the Fire Department;

**Fire Protection Service** means a service to provide all aspects of fire safety a per the Regional Fire Services Service Declaration Policy and including:

- (a) fire prevention
- (b) fire fighting;
- (c) fire suppression;
- (d) pre-fire planning;

- (e) fire investigation;
- (f) Hazardous Materials awareness level response unless otherwise specified by the Regional Fire Services Service Declaration Policy
- (g) public education and information in relation to fire safety and prevention;

**Fire Protection Service Area** means the geographic extents, defined by a service establishment bylaw, of the a Fire Protection Service;

**Fire Protection Equipment** means the systems installed within a building to protect against an exposure fire;

**Fire Response Service** is synonymous with Fire Protection Service;

**Fire Response Service Area** means the geographic extents, defined by a service establishment bylaw, of the area in which a Fire Department is authorized to provide Fire Response Services. Fire Response Service Areas are generally located beyond Fire Protection Service Area Boundaries;

**First Responder Services** means pre hospital care trained by a recognized accredited agency and Licensed by the Emergency Medical Assistant Licensing Board;

**Fire Watch** means a manual system of notification, inspection, and reporting which includes but is not limited to the following activities:

- a) posting of written notices at all entrances and exits on each floor stating that a fire watch is in effect and its expected duration;
- b) a regular physical inspection of all public areas equipped with a fire alarm detection device;
- c) notation in an entry book at least every hour of the conditions in the building by the person or persons performing the fire watch;
- d) provision on site of a communications device capable of making a 911 call; and
- e) posting of instructions in the building as to the alternate actions to be taken in the case of an emergency.

**Hazardous Materials** has the same meaning as “dangerous goods”, as defined in the *Transportation of Dangerous Goods Act (Canada)*, i.e. “a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule to that Act”;

**Hazardous Materials Response Service** means a service to provide a response by qualified Fire Departments to the discharge of a product, substance or organism included by its nature or by the Transport of Dangerous Goods regulations in any of the classes listed in the schedule of the *Transport of Dangerous Goods Act (Canada)*;

**Incident** means a coordinated response from Members in an effort to reduce or eliminate harm;

**Member in charge** means the Member in command and responsible for operations at an Incident;

**Inspection** means a formal system of evaluation or organized examination which may include any or all of the following:

- (a) Entry to a site or building;
- (b) Review of documentation;

- (c) Interviews with persons close to the matter;
- (d) General observations; and
- (e) Taking photographs or samples.

**Member** means a fire fighter in a Regional District Volunteer Fire Department or the Regional Fire Service including Officers and Volunteer Department Chiefs, Regional Assistant Chiefs, Regional Deputy Chiefs, and Regional Chiefs;

**Municipal Council** means the elected council of municipality participating in a service regulated by this Bylaw.

**Mutual Aid** means the provision of Members, Fire Department Equipment, or Apparatus by a Volunteer Fire Department at the request of another Volunteer Fire Department in accordance with an agreement approved by the Regional District;

**LAFC** means Local Assistant to the Fire Commissioner as defined in the *Fire Services Act*;

**Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property as defined in the British Columbia Building Code;

**Occupier** means an Owner, tenant, lessee, agent, and any other person who has the care, control and the right of access to real property or a building;

**Officer** means a Member of the Fire Department appointed by the Fire Chief and given specific authority to assist the Fire Chief in his or her duties or to act in the stead of the Fire Chief;

**Open Burning** means any burning of materials where the products of combustion are emitted into the open air without passing through a chimney or stack;

**Order** means taking a remedial action, giving an approval, making a decision or a determination, or exercising a discretion under this Bylaw and/or the BC Fire Code by the Authority Having Jurisdiction;

**Owner** has the same meaning as in the Community Charter;

**Peace Officer** means, for the purposes of this Bylaw only, a person employed as a Regional Fire Chief, Regional Deputy Fire Chief, a Volunteer Department Chief, or appointed as a Local Assistant to the Fire Commissioner for the Regional District, any person employed or appointed by the Regional District as a Bylaw Enforcement Officer, a member of the Royal Canadian Mounted Police or any municipal police officer;

**Premises** means any building or real property;

**Pre-Incident Plan** means a document developed by gathering general and detailed data that is used by responding personnel in effectively managing emergencies for the protection of occupants, responding personnel, property, and the environment;

**Public Building** means:

- (a) a building other than a building that is a private dwelling;
- (b) a structure:

- (i) to which the public is ordinarily invited or permitted access, or
- (ii) that is used for commercial, industrial or institutional purposes;
- (iii) a facility, including a storage yard or tank farm.

**Regional Fire Chief** means the person authorized by the Board to oversee the Regional District of Central Kootenay Volunteer Fire Service or their designate;

**Regional Deputy Fire Chief** means the persons or person responsible for the training and operations of Regional District Volunteer Fire Departments;

**Regional Duty Officer** means the person specified on the Regional Duty Officer Program roster to oversee Regional Fire Service operations;

**Regional District** means the Regional District of Central Kootenay;

**Regional Fire Services Service Declaration Policy** means the Regional District policy declaring the Service Level for each Fire Department in accordance with the relevant standards;

**Rescue Service** means a type of rescue other than auto extrication including technical rope, slope evacuation, swift water or still water rescue, and confined space;

**Service Level** means the level of service for Fire Protection and Associated Services to be provided by a Fire Department, as authorized by the Board;

**Service Level Declaration** means the level of service declared, by the Board, for a Fire Department within the Regional Fire Services Service Declaration Policy. Options include Exterior Operations, Interior Operations or Full Service Operations;

**Bylaw** means the Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw 2769, 2023;

## SENIOR LEGISLATION

- 2 In the event of any inconsistency between the provisions of this Bylaw and the provisions of a statute or regulation enacted by the Government of Canada or the Province of British Columbia, if the provisions of the statute or regulation are more restrictive they shall apply.

## SCOPE OF SERVICE

- 3 (1) Regional District Volunteer Fire Departments may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy.
- (2) The assistance provided through Mutual or Automatic Aid by the Volunteer Fire Departments is restricted to the level of service for which each department and individual Member is certified to provide.
- (3) The Member in charge maintains the discretion to restrict or terminate a response in the event they feel an incident exceeds the training or capabilities of responding Members, Apparatus, or Fire Department Equipment available to them.

- (4) The Regional Fire Chief maintains the discretion to prioritize, restrict, or terminate a response to ensure the best possible use of Volunteer Fire Department resources.
- (5) This Bylaw does not contemplate or extend in its purpose, to any of the following:
  - (a) the protection of any person from economic loss; or
  - (b) a guarantee or warranty by the Regional District or any of its agents, as to the service level expectations of a Fire Department under this Bylaw, or any other applicable bylaws, codes, enactments, agreements, or standards; or
  - (c) provide to any person a warranty with respect to the Fire Protection, Associated Services and Assistance Response of the Fire Department or with respect to the certainty of timely response levels. The list of Fire Protection and Assistance Response does not, of itself, mean that a Fire Department provides such Services at any given time or will, in relation to any particular Incident, be able to deliver such Services.

#### **LIMITS OF JURISDICTION**

- 4 (1) The jurisdiction of each Fire Department, and the powers granted to each Fire Department and its Fire Chief and Members under this Bylaw, is restricted to the boundaries of the Fire Department's particular Fire Protection Service Area as set out in its establishment bylaw. A Fire Department shall not respond to any Incident under this Bylaw outside of the boundaries of its Fire Protection Service Area except as specified in Section 4(2)(a) to (f) of this Bylaw.
- (2) Apparatus and Fire Department Equipment shall not be taken beyond the geographical limits of the jurisdiction for reasons other than repair, maintenance, or training unless:
  - (a) a written agreement, approved by the Regional District, authorizes the supply of Members, Apparatus, Fire Department Equipment, Fire Protection Services and Associated Services to another jurisdiction; or
  - (b) under the authority of the CAO, the Regional Fire Chief, or the Emergency Operations Center Director; or
  - (c) in connection with a request for assistance by a the Office of the Fire Commissioner, or a Federal or Provincial emergency response Agency; or
  - (d) in connection with an Incident near the boundaries of the Fire Service Protection Area which, if left untended, may threaten the Fire Service Protection Area or other such Service area; or
  - (e) In the event of a Federal or Provincial State of Emergency; or
  - (f) Under the provision of a bylaw for Associated Services.

#### **CAO'S AUTHORITY AND RESPONSIBILITIES**

- 5 The CAO will report to the Board regarding the effect of changing fire service boundaries, service levels, or budgets on the organization as a whole.

#### **REGIONAL FIRE CHIEF'S AUTHORITY AND RESPONSIBILITIES**

- 6 (1) The Regional Fire Chief is the authority for Fire Protection, Assistance Response, and other Associated Services provided by Regional District Volunteer Fire Departments.



- (2) Department Chiefs, Officers and Members shall carry out the duties and responsibilities assigned to them by the Regional Fire Chief.
- (3) The Regional Fire Chief is authorized to:
  - (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations;
  - (c) exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) develop and enforce the agreements and contractual arrangements required for the provision of service;
  - (e) appoint, promote, suspend, or discharge Fire Department Chiefs, Officers, and members as required in accordance with the policies and procedures of the Regional District;
  - (f) recommend the appointment or removal of Local Assistants to the Fire Commissioner as required;
  - (g) make rules for the efficient administration and operation of Fire Departments and change, replace or withdraw the rules as considered necessary;
  - (i) make recommendation to the CAO regarding the provision of and the degree to which a Volunteer Fire Department may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy; and
  - (j) delegate authority as required.
- (4) The Regional Fire Chief has the authority, at all times, by day or night, to hire or engage the services of a security company, security person or provide Members at an Incident to maintain a building Fire Watch until the Occupier of the Premises is contacted or investigation is completed and the costs of the Regional District of doing so may be recovered from the Occupier.
- (5) The Regional Fire Chief, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if they deem it necessary to prevent the spread of fire to other buildings, structures or things and the Regional District may recover the cost of doing so from the Occupier of the Premises.
- (6) The Regional Fire Chief is authorized to commandeer privately owned equipment, which they considers necessary to deal with an Incident and the Regional District may recover its cost of doing so from the Occupier of the Premises where the Incident occurred.
- (7) The Regional Fire Chief is authorized to hire or engage the services of a company or contractor to repair, inspect or maintain a Premises fire protection equipment that may require repair, inspection or maintenance and the actual cost to the Regional District of doing so may be recovered from the Occupier.
- (8) The Regional Fire Chief is authorized to engage the services of a traffic control provider to manage traffic on public and private roadways and the actual cost to the Regional District of doing so may be recovered from the Occupier of Premises where the Incident took place.
- (9) The Regional Fire Chief may confer required authorities and responsibilities to participants of the Regional Duty Office Program.

- (10) The Regional Fire Chief and participants of the Regional Duty Officer Program are authorized to assume the authorities and responsibilities of a Fire Department Chief or Member as they deem necessary.
- (11) The Regional Fire Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (12) The Regional Fire Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
  - (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or property;
  - (c) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (d) a fire hazard exists in or about them; or
  - (e) the required Fire Protection Equipment is absent or not functioning.
- (13) The Regional Fire Chief may request persons who are not Members to assist in whatever manner they considers necessary, including removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing the same and in demolishing a building or structure at or near the fire or other Incident.

**FIRE DEPARTMENT CHIEF’S AUTHORITY AND RESPONSIBILITIES**

- 7** (1) A Fire Department Chief is the head of the department and responsible for the management of a Volunteer Fire Department and the condition of its buildings, Apparatus and Fire Department Equipment.
- (2) A Fire Department Chief may appoint Officers and admit Members to the Fire Department, as he or she deems necessary, subject to restrictions, if any, in the Volunteer Fire Department budget as adopted by the Board and the bylaws, policies, and procedures of the Regional District.
- (3) A Fire Department Chief may demote suspend or discharge any Member of the Volunteer Fire Department subject to the bylaws, policies, and procedures of the Regional District.
- (4) A Fire Department Chief may appoint an Officer to act on their behalf in their absence.
- (5) Officers and Members shall carry out the duties and responsibilities assigned to them by the Fire Department Chief.
- (6) A Fire Department Chief is authorized to :

- (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations and take measures to prevent and suppress fires;
  - (c) once appointed, exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) direct the recruitment, training, and discipline of Officers and Members subject to the employment policies of the Regional District;
  - (e) organize or authorize programs designed to inform the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment or suppression of fires or other emergencies and escape from fires or other emergencies;
  - (f) provide advice and make recommendations to Regional Fire Chief, Members and the public, as appropriate, in relation to:
    - i. the provision of adequate water supply and pressure in relation to firefighting;
    - ii. the installation or maintenance of automatic or other fire alarms and Fire Protection Equipment and smoke control measures; and
    - iii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
  - (g) delegate their authority as required
- (7) A Fire Department Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (8) Fire Department Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
- (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or
  - (c) property;
  - (d) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (e) a fire hazard exists in or about them; or
  - (f) the required Fire Protection Equipment is absent or not functioning.
- (9) Where this bylaw applies within a municipality a Department Fire Chief is authorized to perform a regular system of Fire Safety Inspections as per the *Fire Services Act*.

#### **AUTHORITY OF THE DEPARTMENT**

- 8** (1) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where an Incident has occurred, and, if necessary, those adjoining or near the Incident, for the purpose of an Assistance Response, Fire Protection, and Associated Services.

- (2) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where a fire alarm, automatic fire sprinkler system, or other fire or life safety system has activated and, if necessary, those adjoining or near, to investigate in a general way the cause, origin and circumstances of the activation of each fire alarm, automatic fire sprinkler system or other fire or life safety system.
- (3) The Member in charge shall have direction of all Apparatus, equipment, and Members assigned to an Incident and, where a Member is in charge, he or she shall continue to act until relieved by a senior Officer, the Fire Department Chief, the Regional Duty Officer, the Regional Deputy Chief Operations, or the Regional Fire Service Chief.
- (4) The Member in charge is authorized to cause any Apparatus or Fire Department Equipment to enter on real property, a premises, motor vehicle, vessel or railway rolling stock, as they deem necessary.
- (5) The Member in charge may establish boundaries around the Incident area and keep persons from entering the area within those established boundaries.
- (6) The Member in charge may request police to enforce restrictions on persons entering within the boundaries established under Sections 8(5) of this Bylaw.

## **REGULATIONS & PROHIBITIONS**

- 9 (1) No persons shall enter the boundaries or limits of an area prescribed in accordance with Section 8(5) of this Bylaw unless they have been authorized to enter by the Member in charge.
- (2) No person shall impede, obstruct or hinder in any manner a Member, or persons acting under their direction, in the execution of their duties.
- (3) No person shall damage, obstruct, or hinder the operation of any Apparatus or Fire Department Equipment.
- (4) No person shall grow shrubs, hedges, plants or trees so as to obstruct the visibility or use of a fire hydrant, standpipe or sprinkler connection.
- (5) No person shall place any object in such a manner that will obstruct the use of a fire hydrant, standpipe or sprinkler connection.
- (6) No person shall obstruct an exit of any public building.
- (7) No person shall knowingly cause a false alarm.
- (8) No person shall obstruct in any way the egress of Apparatus or other emergency vehicles from a fire station.
- (9) No person at an Incident shall drive a vehicle over any Fire Department Equipment without permission of the Member in charge.

- (10) No person shall obstruct or otherwise interfere with access roads, streets or other approaches to any Incident, fire hydrant, cistern or body of water designated for firefighting purposes.
- (11) No person shall impersonate a Fire Chief, Officer, or Member.
- (12) No person shall interfere with or otherwise obstruct any member in the exercise of those authorities granted under *Local Government Act*.

#### **OPEN BURNING**

- 10** (1) Where this bylaw applies within a municipality the Regional District is authorized to enforce municipal open burning regulations.

#### **VACANT AND FIRE DAMAGED BUILDINGS**

- 11** (1) The Owner of a fire damaged or vacant building must ensure that the building is guarded or keep all openings in the building securely closed and fastened so as to prevent entry by unauthorized persons.
- (2) The Regional District may secure or remove any vacant or fire damaged building if the building's Owner does not comply with Section 11(1), and may recover the Regional District's cost of doing so from the Owner.

#### **FIRE WATCH**

- 12** (1) The Occupier of a Public Building must notify the Fire Department immediately if all or any part of the Fire Alarm System, automatic sprinkler system or Fire Protection Equipment in the Occupier's building becomes inoperable.
- (2) The Occupier of a Public Building in which any of the Alarm System, Fire Protection Equipment, or emergency power system is not operating must institute and maintain a Fire Watch until those systems or equipment are operational.

#### **PLANS AND INSPECTIONS**

- 13** (1) Upon request, the Occupier of a Public Building must provide the Regional Fire Chief or their designate the fire emergency procedures.
- (2) The Regional Fire Chief or their designate is authorized to determine whether or not a premises should be designated a Complex Building.
- (3) The Regional Fire Chief or their designate is authorized to perform Inspections of Complex Buildings for the purpose of Pre-Incident Planning.
- (4) Occupiers of a Public Building are required to cooperate with the Regional Fire Chief in the development of the Pre-incident Plan and must not interfere with the authorities granted under Section 13 of the Bylaw.

- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement between the municipality and the Regional District provide for a regular system of Fire Safety Inspection as described with the *Fire Services Act*.

## **ADDRESSES**

- 14** An Occupier must place an individual street address number on the front of every new or existing building in accordance with Regional District of Central Kootenay bylaws and policies.

## **FIRE DEPARTMENT ACCESS**

- 15** (1) Occupiers must maintain and keep all street, yards, and private roadways provided for Fire Department access ready for use at all times.
- (2) Occupiers must maintain Fire Department access in compliance with the applicable codes and standards for such access, including Regional District bylaws and policies.

## **FEES FOR SERVICES**

- 16** (1) Fees for services, including Fire Department Equipment and Members, are prescribed in the most current edition of the Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement.
- (2) Additional Fees may be collected in relation to:
  - (a) fees imposed, under this *Act* or the *Local Government Act*, for work done or services provided to land or improvements;
  - (b) fees imposed under the Community Charter related to Fire Alarm Systems; or
  - (c) amounts that the Regional District is entitled to recover for work done or services provided to land or improvements.
- (3) Fees referred to in subsection (1) and (2):
  - (a) may be collected in the same manner and with the same remedies as property taxes; and
  - (b) if due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.
- (4) The Regional District will promptly notify the Surveyor of Taxes of the amount unpaid on December 31<sup>st</sup> and request that the amount be added to the taxes payable on the property.
- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to collect fees on the Regional Districts behalf.

## ENFORCEMENT OF BYLAW

- 17 (1) If a Peace Officer finds any of the following circumstances in relation to real property, he or she may make an Order to ensure full and proper compliance with this Bylaw:
- (a) a provision of this Bylaw has been contravened or has not be complied with, or has been complied with improperly or only in part; or
  - (b) conditions exist in or about a building or property to which this Bylaw applies, which constitute a fire hazard or otherwise constitute a hazard to life or property or both.
- (2) In particular, but without limiting the generality of section (1), a Peace Officer may:
- (a) make the Orders to the Occupiers of the real property or to any person responsible for the actions which created the contravention;
  - (b) make recommendations to the Occupier of the real property about how to correct the contravention, ensure compliance with this Bylaw or remove the conditions creating the hazards referred to in the Order; and
  - (c) issue a Bylaw Notice.
- (3) If the Occupier or responsible person does not comply with an Order issued in respect of a condition referred to in section (1), the Regional Fire Chief may take appropriate action to mitigate the hazard and the Regional District may recover the costs of doing so, in accordance with the Community Charter, from the Occupier or person responsible for the contravention.
- (4) An Order made under section (1) of this Bylaw shall be in writing in the form of either a fire inspection report or other written report and may be directed to the Occupier of a Premises in respect of which the written Order is made, or to both.
- (5) An Order made under this Bylaw, whether a fire inspection report or written report, shall be served by delivering it or causing it to be delivered to the person to whom it is directed. A copy of the Order will provided to Regional Fire Chief at that time.
- (6) An Occupier or person shall, after receipt of a fire inspection report, written report, Order or Bylaw Notice, comply with it.
- (7) A person against whom an Order has been made under this Bylaw may, before the expiration of seven days after the service of the Order, may appeal to the Board of the Regional District, who must review and may amend, revoke or confirm the Order appealed against or substitute another Order.
- (8) The Fire Department Chief or Regional Fire Chief may, after the examination of any work referred to in section (1), issue a written rejection of the work and the rejection shall have the same force and effect as an Order issued under section (1).
- (9) The Regional District may recover from an Occupier, its Costs of doing work or providing services on behalf of or in default of the Occupier doing the work or providing the services, the Costs may be recovered in accordance with applicable provisions of the Community Charter.
- (10) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to enforce these regulations on the Regional Districts behalf.

## **PENALTY AND OFFENCE**

- 18** (1) Any person who violates bylaw provisions may, on summary conviction, be liable to a minimum penalty of not less than one hundred dollars (\$100.00) and no more than ten thousand dollars (\$10,000), plus the cost of prosecution, pursuant to the *Offence Act of British Columbia*.
- (2) Penalties will double upon the number of offences past the 1st offence.
- (3) The penalties imposed under this section are a supplement and not a substitute for any other remedy to an infraction of this Bylaw.
- (4) Penalties are subject to the conditions of any applicable RDCK Municipal Ticketing Information Bylaw and RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw as amended or replaced from time to time.
- (5) Each day's continuance of an offence under this Bylaw constitutes a new and distinct offence.
- (6) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to issue penalties as specified in this bylaw on the Regional Districts behalf.

## **SERVICE DECLARATION POLICY**

- 19** (1) The Board shall designate, by policy, the Service Level for each Fire Department in accordance with the standards established by the Office of the Fire Commissioner of British Columbia and consistent with the *Fire Services Act*. The Board may revise, amend or change the Service Level of any Fire Department by revision to the relevant policy, and may provide in such policy that the Service Level may be temporarily restricted or changed by the CAO where appropriate to do so.
- (2) Notwithstanding the Service Level approved for any of the Fire Departments, in relation to any particular Incident response, each Fire Department shall undertake only those emergency response activities for which it's responding Members are properly trained and equipped. The Member in charge may, in their sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Fire Department Equipment available to them.

## **SEVERABILITY**

- 20** If any portion of this Bylaw is for any reason found invalid by decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Bylaw.

## **REPEAL**



21 Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and all amendments thereto, are hereby repealed.

**EFFECTIVE DATE**

22 This Bylaw shall take effect upon adoption.

**CITATION**

23 This Bylaw may be cited for all purposes as the **“Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023”**.

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

READ A THIRD TIME this 20th day of April, 2023.

ADOPTED this 20th day of April, 2023.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



**Chapter:** REGIONAL FIRE SERVICES

**Section:** SERVICE LEVELS

**Subject:** REGIONAL VOLUNTEER FIRE DEPARTMENT SERVICE LEVEL POLICY

<b>Board Resolution:</b>	[Board resolution number]	<b>Established Date:</b>	APRIL 20, 2023	<b>Revised Date:</b>	
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## **POLICY:**

### **INTRODUCTION**

This policy describes the requirements for service level declaration regarding Fire Protection and Associated Services by Regional District Volunteer Fire Departments.

### **POLICY OBJECTIVES**

**SAFETY.** To ensure that Regional District Volunteer Fire Department Members have received the appropriate training and resources to respond to emergencies within our communities.

**COMPLIANCE.** To ensure Regional District Volunteer Fire Departments are compliant with relevant regulatory and industry standards.

**OVERSIGHT.** To ensure the Board, through the CAO and the Regional Fire Chief, maintains oversight regarding the service levels and budgets of Volunteer Fire Departments.

### **APPLICABILITY**

The policy applies to Regional District Volunteer Fire Departments and the following services

1. Fire Protection
2. First Responder
3. Auto Extrication
4. Rescue Services

### **ROLES AND RESPONSIBILITIES**

#### **The Board of the Regional District**

- Authorizes changes to the Regional Volunteer Fire Department Service Level Policy

#### **The Chief Administrative Officer**

- Reports to the Board regarding potential impacts of changing service levels to the organization and the community at large.



### The Regional Fire Chief

- Recommends changes to Volunteer Fire Department Service Level Declarations to the Board;
- Reports to the Board regarding potential impacts of changing service level declarations to the Regional District Volunteer Fire Service;
- Oversees the training, Apparatus, and Fire Department Equipment for the Regional Fire Service and ensures they correspond with service level declarations; and
- Provides direction to the Departmental Fire Chief regarding training, qualification, and service levels,

### The Departmental Fire Chief

- Oversees training, Apparatus, and Fire Department Equipment for a Volunteer Fire Department and ensures they correspond with service level declarations; and
- Reports, as directed, to Regional Fire Chief regarding the Volunteer Fire Departments qualification and readiness to provide Fire Protection and Associated Services.

## DEFINITIONS

In addition to the definitions provided below this policy uses the definitions found in Section 1 Definitions of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

**Exterior Operations Level** means a Fire Protection service level which requires all functions to conduct structure firefighting activities from the outside of structures and are not provided with any training to safely enter any structure in an active fire incident. Exterior Operations Firefighters must not perform any fire suppression activity that requires entry into any structure, building, vehicle, dumpster, or other object regardless of an Immediately Dangerous to Life or Health (IDLH) or harmful atmosphere is present or not. Exterior Operation Firefighters must only engage in external fire suppression and/or mitigation activities.

**Full Service Operations** means a Fire Protection service level where Fire Departments are equipped and have completed the appropriate training identified in the OFC Training Standards (directly aligned with and inclusive of the NFPA standards) to provide a full spectrum of fire services.

**Immediate Danger to Life and Health (IDLH)** means Incident conditions that present an immediate threat to a person's safety through inhalation or exposure and includes any oxygen-deficient atmosphere or any untested confined space.

**Interior Operations** means a Fire Protection Service Level that allows structure firefighters to engage in fire suppression activities within simple structures (as described in BC Building Code Part 9 – buildings of 3 stories or less with maximum of 600 sq metres of living space) or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also operate inside larger or more complex structures (multi-story, high-rises, commercial complexes, etc.) that the AHJ has allowed to be developed and constructed, where the fire department has pre-planned the structure and determined it safe for internal operations by appropriately qualified firefighters. Firefighters must be trained

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specifically to the risks associated with each large or complex structure.

## **TRAINING AND CERTIFICATION**

The Regional District is committed to the appropriate minimum levels of training, as established by the Office of the Fire Commissioner, the Emergency Medical Assistants Licensing Board, and National Fire Protection Association to ensure Members of Volunteer Fire Departments are effective and safe in the performance of their duties.

### **FIRE PROTECTION SERVICES**

The Regional Fire Chief will regularly review the membership and qualification of each Fire Department and make recommendation to the Board regarding the Fire Protection service level declaration of each Fire Department based on training and competencies in accordance with the standards of the BC Office of the Fire Commissioner. The Regional District strives to have all fire service members trained and competent to an Interior Operations service level. Where deemed necessary the Regional Fire Chief may direct a departments to train to the Full Service Operations Standard.

### **FIRST RESPONDER SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide First Responder Services. Membership within these departments will be trained and equipped to certify, through the Emergency Medical Assistants Licensing Board, for the provision of those services. Upon achieving certification and entering into the required agreements with BC Emergency Medical Services and Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the First Responder Service Level Declaration.

### **AUTO EXTRICATION SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Auto Extrication Services. The Membership of those departments will be trained and equipped, to the National Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training, equipment, and having entered into where appropriate, an agreement with Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the Auto Extrication Service Level Declaration.

### **RESCUE SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Rescue Services. The Membership of those departments will be trained and equipped, to the National Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training, equipment, and having entered into the appropriate agreements with Emergency Management BC the Regional Fire Chief will make recommendation to the Board to update the Rescue Services Service Level Declaration.

### **HAZARDOUS MATERIALS RESPONSE SERVICES**

The Regional Fire Chief will specify which Volunteer Fire Departments are to provide Hazardous Materials Response Services. The Membership of those departments will be trained and equipped to



the Nation Fire Protection Association (NFPA) standard, for the provision of those services. Upon having received the appropriate training and equipment the Regional Fire Chief will make recommendation to the Board to update the Hazardous Materials Response Services Service Level Declaration.

## **SERVICE LEVEL DECLARATION**

### **FIRE PROTECTION SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Fire Protection and their declared level of service is attached to this policy as Schedule A. Fire Protection Authorization and Declared Level of Service.

### **AUTO EXTRICATION SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Auto Extrication service is attached to this policy as Schedule B. Auto Extrication Service Declaration.

### **FIRST RESPONDER SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide First Responder Services is attached to this policy as Schedule C. First Responder Services Service Declaration.

### **RESCUE SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Rescue Services is attached to this policy as Schedule D. Rescue Services Service Declaration.

### **HAZARDOUS MATERIALS RESPONSE SERVICE DECLARATION**

A list of Volunteer Fire Departments authorized to provide Hazardous Materials Response Services is attached to this policy as Schedule E. Hazardous Material Response Services Service Declaration.

## **RELATED LEGISLATION:**

RDCK Volunteer Fire Service Regulation Bylaw No. 2769, 2023

## **SCHEDULE “A” FIRE PROTECTION AUTHORIZATION AND SERVICE LEVEL DECLARATION**

The following Volunteer Fire Departments are authorized to provide Fire Protection at an Exterior

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Operations Service Level.

- Blewett Volunteer Fire Department Volunteer Fire Department
- Kaslo and Area Volunteer Fire Department
- North Shore Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Slocan Volunteer Fire Department
- Winlaw Volunteer Fire Department
- Yahk Volunteer Fire Department
- Ymir Volunteer Fire Department

The Following Volunteer Fire Department are authorized to provide Fire Protection at an Interior Operations Service Level.

- Balfour / Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Ootischenia Volunteer Fire Department
- Robson/Raspberry Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Crescent Valley Volunteer Fire Department

The Following Volunteer Fire Departments are authorized to provide Fire Protection at a Full Service Operations Service Level.

**SCHEDULE "B" AUTO EXTRACTION SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide Auto Extrication Services

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REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

- Balfour / Harrop Volunteer Fire Department
- North Shore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Winlaw Volunteer Fire Department
- Yahk Volunteer Fire Department

**SCHEDULE "C" FIRST RESPONDER PROGRAM SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide First Responder Program Services:

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**Policy Manual**

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Blewett Volunteer Fire Department
- Crescent Valley Volunteer Fire Department
- Kaslo and Area Volunteer Fire Department
- North Shore Volunteer Fire Department
- Ootischenia Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Robson/Raspberry Volunteer Fire Department
- Slokan Volunteer Fire Department
- Tarrys Volunteer Fire Department
- Yahk Volunteer Fire Department

**SCHEDULE “D” RESCUE SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to provide the following specialized rescuw services:

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Still Water Rescue

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department

Withstanding the above, all departments authorized for Still Water Rescue Awareness Level Response

Swift water Rescue

- Balfour/Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- Pass Creek Volunteer Fire Department
- Passmore Volunteer Fire Department

Withstanding the above, all departments authorized for Swift Water Rescue Awareness Level Response

Slope Evacuation or Low Angle Rope Rescue

- Balfour / Harrop Volunteer Fire Department
- Beasley Volunteer Fire Department
- North shore Volunteer Fire Department
- Passmore Volunteer Fire Department
- Riondel Volunteer Fire Department
- Robson Volunteer Fire Department
- Slocan Volunteer Fire Department

Confined Space Rescue

- All departments authorized for Confined Space Awareness Level Rescue

**SCHEDULE “E” RESCUE SERVICES SERVICE LEVEL DECLARATION**

The following Fire Departments are authorized to Hazardous Materials Response Services:

All departments authorized to provide Hazardous Materials Response Awareness Level Response

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Number: 700-01-02  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

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## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2860, 2022

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A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

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WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, 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' of Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended by changing the Zoning Designation of Lot 1, District Lot 11912, Kootenay District, Plan EPP82210 (PID 030-542-189) from Rural Residential (R3) to Country Residential K (R2K), as shown on the attached Map.
- 2 That Section 1301.1 of Regional District Central Kootenay Zoning Bylaw No. 1675, 2004 be amended by reducing the minimum site area from 1 hectare to 0.79 hectares for Lot 1, District Lot 11912, Kootenay District, Plan EPP82210 (PID 030-542-189).
- 3 This Bylaw shall come into force and effect upon its adoption.

### CITATION

- 4 This Bylaw may be cited as "**Regional District of Central Kootenay Zoning Amendment Bylaw No. 2860, 2022.**"

READ A FIRST TIME this 12th day of October, 2022.

READ A SECOND TIME this 12th day of October, 2022.

WHEREAS A PUBLIC HEARING was held this 12 day of January, 2023.

READ A THIRD TIME this 16 day of February, 2023.

[Controlled Highway or Exceeds 4500 sq.m] APPROVED under **Section 52 (3)(a) of the Transportation Act** this 28<sup>th</sup> day of February, 2023.



Approval Authority, Vanessa Klassen, Development Services Officer  
Ministry of Transportation and Infrastructure

ADOPTED this                      20                      day of                      April                      , 2023.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer



50 500 metres

**R3**  
Electoral Area J - Lower Arrow/Columbia





**R2K**

1473  
Castlegar

1449  
1453  
1457  
1465  
1469  
1432

Meadowbrook Dr

pullout  
Hwy 3

-  Electoral Boundaries
-  Lot Lines
- ZoningClass**
-  R2K
-  R3

# Bylaw 2860 Schedule A



# Board Report

**Date of Report:** March 21, 2023  
**Date & Type of Meeting:** April 20, 2023 Open Board Meeting  
**Author:** Stephane Coutu, Emergency Program Coordinator  
**Subject:** MEMORENDUM OF UNDERSTANDING – ESS DELIVERY & RDCK, NELSON COORDINATION  
**File:** 14-7610-01  
**Electoral Area/Municipality:** All

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval for entering into an agreement with the City of Nelson regarding the delivery of Emergency Support Services (ESS) in our region and direction that the Board Chair and Corporate Officer be authorized to sign the agreement. A Memorandum of Understanding (MoU) is the chosen type of agreement for this purpose as the goal is to express a convergence of will between the City of Nelson and the Regional District of Central Kootenay (RDCK) for the delivery of ESS.

## SECTION 2: BACKGROUND/ANALYSIS

The RDCK has an obligation to prepare for, respond to, and recover from emergencies and disasters within its jurisdiction. This is both a function of government and a requirement under Emergency Program Act (EPA). In 2018 the City of Nelson created their own emergency program which reduced their participation in the Regional Emergency Program under Service S160 to only the regional ESS program and a commitment to collaborate on training. This MOU is intended to formalize that change.

ESS is a provincial program administered by local governments and First Nations in BC. ESS provides short-term basic support to people impacted by disasters and relies on trained volunteers to deliver those services. As ESS is a service dependent on volunteers, it may be challenging at times to mobilize sufficient trained volunteers to respond to an incident. The collaboration outlined in the MoU is intended to allow the City of Nelson to be supported from the responders across the Regional District, and not be limited to those in Nelson.

Both parties recognize that the delivery of ESS services requires on-going communications, coordinated training and exercises for staff and general coordination when responding to emergencies. The MoU in question establishes the basic terms to enable the RDCK and the City of Nelson to collaborate to support the adequate delivery of ESS.

## 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

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

The EPA requires local authorities to create and maintain an emergency management organization. For the RDCK, the foundation of the emergency program is the emergency Bylaw 2210.

### 3.3 Environmental Considerations

None.

### 3.4 Social Considerations:

The province of British Columbia is experiencing an increase in the scale and the number of emergencies that impact communities. With Climate Change, this trend is expected to continue challenging us and it is more important than ever before to ensure the resiliency of our communities. Emergencies can strike at any time. In the RDCK, the three most likely emergencies to occur are wildfires, floods, and hazardous materials spills. Emergencies can force residents out of their homes and it is essential to prepare for this scenario with ensuring that Emergency Operations Centre (EOC) staff from the City of Nelson and the RDCK are prepared to collaborate and are provided the tools and adequate training for delivering a well-orchestrated emergency response.

### 3.5 Economic Considerations:

At the foundation of Emergency Management are its four pillars: mitigation, preparedness, response and recovery. It is recognized that when emergencies strike, a prompt and effective emergency response will shorten the recovery period. Ultimately, the sooner residents are able to recover from a given emergency and get back to a more normal living situation, the lesser the impacts will be on the local economy.

### 3.6 Communication Considerations:

None.

### 3.7 Staffing/Departmental Workplace Considerations:

The RDCK Emergency Program staff dedicates time and resources for the maintenance of the regional ESS teams, the regional EOC along with maintaining a team of RDCK employees who are trained to work the EOC in times of emergency.

### 3.8 Board Strategic Plan/Priorities Considerations:

1. To excel in governance and service delivery
2. To strengthen our relationships with our community partners
3. To strengthen our relationships with our community partners
4. To adapt to our changing climate and mitigate greenhouse gas emissions

## SECTION 4: OPTIONS & PROS / CONS

**Option 1:** That the Board direct staff to enter into a Memorandum of Understanding with the City of Nelson regarding the delivery of Emergency Support Services (ESS) and Emergency Operations Centre (EOC) training efforts; and that the Board Chair and the Corporate Officer be authorized to sign the agreement.

Pros:

- The City of Nelson and the RDCK continue to collaborate on the delivery of ESS but under more defined terms.

- Both parties agree on terms that will facilitate coordinating ESS emergency responses and the related communications.
- Both parties agree to collaborate on the delivery of EOC training efforts.

Con: Terminating this MoU would only be possible by mutual agreement between the parties or by either party giving the other not less than six months’ notice.

**Option 2:** That the Board direct staff not to enter into a Memorandum of Understanding with the City of Nelson regarding the delivery of Emergency Support Services (ESS) and Emergency Operations Centre (EOC) training efforts; and that the Board Chair and the Corporate Officer be authorized to sign the agreement.

Con:

- The discussion and negotiation process will be re-initiated between the City of Nelson staff and RDCK staff to try and find a solution.
- Staff will investigate a solution that better fits the Board’s needs.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to enter into a Memorandum of Understanding with the City of Nelson beginning April 20, 2023, regarding the delivery of Emergency Support Services (ESS) and Emergency Operations Centre (EOC) training efforts; and that the Board Chair and the Corporate Officer be authorized to sign the agreement.

Respectfully submitted,

Stephane Coutu, Emergency Program Coordinator

## CONCURRENCE

Chris Johnson - Mgr of Community Sustainability **Digitally approved**

Mike Morrison – Corporate Officer **Digitally approved**

Sangita Sudan - GM of Development & Community Sustainability **Digitally approved**

Stuart Horn - CAO **Digitally approved**

## ATTACHMENTS:

Attachment 01 –ESS-RDCK\_NELSON-MoU



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

Box 590, 202 Lakeside Drive

Nelson, BC V1L 5R4

**Phone:** (250) 352-6665 or 1-800-268-7325**Fax:** (250) 352-9300**E-mail:** [rdck@rdck.bc.ca](mailto:rdck@rdck.bc.ca)**MEMORANDUM OF UNDERSTANDING****File #:** 2023-057-EM\_CITY\_OF\_NELSON

THIS MEMORANDUM OF UNDERSTANDING executed in duplicate and dated for reference the:

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
 (Day) (Month) (Year)

**BETWEEN****REGIONAL DISTRICT OF CENTRAL KOOTENAY**

(hereinafter called the "RDCK")

at the following address:

Box 590, 202 Lakeside Drive

Nelson, BC V1L 5R4

**AND****CITY OF NELSON**

at the following address:

310 Ward St.

Nelson, BC, V1L 5S4

Telephone #: (250) 352-6665

**BACKGROUND**

The City of Nelson and The RDCK maintain and deliver their own, separate Emergency Programs. However, the RDCK provides Emergency Support Services (ESS) to the City of Nelson.

ESS is a provincial program administered by local governments and First Nations in BC. ESS provides short-term basic support to people impacted by disasters and relies on trained volunteers to deliver those services. As ESS is a service dependent on volunteers, it may be challenging at times to mobilize sufficient trained volunteers to respond to an incident. The collaboration outlined in this MoU is intended to allow the City of Nelson to be supported from the responders across the Regional District, and not be limited to those in Nelson.

Both parties recognize that the delivery of ESS services requires on-going communications, coordinated training and exercises for staff and general coordination when responding to emergencies. This Memorandum of Understanding ("MoU") establishes the basic terms to enable the RDCK and the City of Nelson to collaborate to support the adequate delivery of ESS.

**1. OBJECTIVES**

The purpose of this MoU is to:

- (a) Define the collective roles and responsibilities with regards to the delivery of ESS;
- (b) Define the collective roles and responsibilities with regards to emergency preparedness from an ESS perspective;
- (c) Define the collective roles and responsibilities with regards to Emergency Operations Centre (EOC) training and exercising;
- (d) Provide provisions to review, revise and terminate this MoU, as required.

**2. DEFINITIONS**

- (a) ESS activation levels are distinguished by size and the type of ESS resources required:

- a. Level One: A localized incident that can be managed using a minimal number of ESS resources. Typically relates to an incident involving up to 12 individuals and is normally limited to two households. (Example – a single house fire);
- b. Level Two: A significant event that requires the full use of a Local Authority’s ESS resources. A Level 2 event might include the activation of one or more Reception Centres, possibly Group Lodging facilities and both the RDCK EOC and the City of Nelson EOC. (Example – a fire in an urban apartment complex);
- c. Level Three: A major emergency that exceeds the RDCK’s capacity to respond and requires assistance from neighbouring jurisdictions or the Province. (Example – an interface wildfire that causes an entire city to evacuate).

### 3. RESPONSIBILITIES

The RDCK agrees to:

- (a) Dispatch available Emergency Support Services (ESS) Volunteers for Level 1 incidents within the City of Nelson, when residents are forced to leave their homes due to emergencies;
  - a. The RDCK Duty Officer Call Centre is available by phone to the City of Nelson first responders every day of the year, 24 hours per day.
- (b) Coordinate the delivery of ESS in the event of a Level 2 or 3 activation by:
  - a. Coordinating the delivery of ESS from the RDCK EOC based on the Ministry of Emergency Management and Climate Readiness (EMCR) ESS Program Guide whenever possible;
  - b. Deciding on the location of ESS Reception Centre(s);
  - c. Establishing ESS Reception Centre(s) and Group Lodging facilities as required;
  - d. Supporting ESS Volunteers in providing short-term basic support to evacuees based on the EMCR ESS Program Guide and the Evacuee Living Assistance Policy 5.03;
  - e. As needed, coordinating with EMCR to request host community support in the event evacuees cannot be sheltered in the City of Nelson.
  - f. Maintaining communications with the City of Nelson in anticipation of, and during emergencies.
- (c) Collaborate and maintain regular communications with the City of Nelson regarding the delivery of ESS and the related plans and procedures.

The City of Nelson agrees to:

- (a) Maintain communications with the RDCK Emergency Program during and in anticipation of emergencies:
  - a. Establishing initial contact with the RDCK via the RDCK Duty Officer when responding to an emergency that may require ESS.
- (b) Coordinate with the RDCK Emergency Program to advise on the most appropriate Reception Centre location:
  - a. Communicating the location of the agreed upon Reception Centre(s) to the evacuees;
  - b. Communicating the ESS online registration link to evacuees and explaining that registration is mandatory;
  - c. Encouraging evacuees to, when possible, make their own lodging arrangements. This is promoted during the emergency preparedness phase and when responding to emergencies.
- (c) Provide support to evacuees should they not be eligible for ESS Services.
- (d) Provide support to evacuees once the completion of ESS services has been reached (typically 72 hours following the incident).
- (e) Work with the RDCK to support the establishing of supplier agreements for the provision of ESS services, including accommodation, clothing meals, reception centres, group lodging facilities as well as with other agencies that may be beneficial to people impacted by disasters.
- (f) Manage evacuations within the City of Nelson and provide and maintain an address list of evacuated properties to the RDCK Emergency Program:
  - a. Within reason, efforts should be made to provide this address list to the RDCK prior to evacuating residents.

- (e) Collaborate and maintain regular communications with the RDCK regarding the delivery of ESS and the related plans and procedures.

**4. TERMS OF REFERENCE**

- (a) Both parties recognize the need for and continue to collaborate on EOC training and exercise efforts;
- (b) When not responding to emergencies, the RDCK and the City of Nelson agree to maintain communications and continue to coordinate emergency preparedness efforts.

**5. PROVISIONS TO REVIEW AND REVISE THIS MOU**

At any time either party may request that this MoU be reviewed or revised. This MoU may only be revised by written agreement of both parties.

**6. TERMINATION OF THE MOU**

This MoU may be terminated, without cause, by mutual agreement between the parties or by either party giving the other not less than six (6) months written notice.

IN WITNESS WHEREOF the parties hereto have duly executed this MoU as of the day and year first above written.

<b>REGIONAL DISTRICT OF CENTRAL KOOTENAY</b>	<b>CITY OF NELSON</b>
<hr/> (Signature of Authorized Signatory)	<hr/> (Signature of Authorized Signatory)
<hr/> (Name and Title of Authorized Signatory)	<hr/> (Name and Title of Authorized Signatory)
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<hr/> (Name and Title of Authorized Signatory)	<hr/> (Name and Title of Authorized Signatory)



# Board Report

**Date of Report:** February 13, 2023  
**Date & Type of Meeting:** March 16, 2023 Open Board Meeting  
**Author:** Stephane Coutu, Emergency Program Coordinator  
**Subject:** MEMORENDUM OF UNDERSTANDING – ESS DELIVERY & RDCK, CASTLEGAR COORDINATION  
**File:** 14-7610-01  
**Electoral Area/Municipality:** All

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval for entering into an agreement with the City of Castlegar regarding the delivery of Emergency Support Services (ESS) in our region and that the Board Chair and the Corporate Officer be authorized to sign the agreement. A Memorandum of Understanding (MoU) is the chosen type of agreement for this purpose as the goal is to express a convergence of will between the City of Castlegar and the Regional District of Central Kootenay (RDCK) for the delivery of ESS.

## SECTION 2: BACKGROUND/ANALYSIS

The RDCK has an obligation to prepare for, respond to, and recover from emergencies and disasters within its jurisdiction. This is both a function of government and a requirement under Emergency Program Act (EPA).

ESS is a provincial program administered by local governments and First Nations in BC. ESS provides short-term basic support to people impacted by disasters and relies on trained volunteers to deliver those services. Both the RDCK Emergency Program and the City of Castlegar invest time and resources in the maintenance of ESS teams within the region. The City of Castlegar supports a municipal team and the RDCK supports 6 teams throughout the region. Both parties recognize the delivery of ESS services is essential to residents and that all efforts should be made to deliver a prompt response, which commonly requires volunteers from multiple teams working together. This MOU establishes the basic terms to enable the RDCK and the City of Castlegar to collaborate on the delivery of ESS within the region under a Regional ESS Program.

## 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

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

The EPA requires local authorities to create and maintain an emergency management organization. For the RDCK, the foundation of the emergency program is the emergency Bylaw 2210.

### 3.3 Environmental Considerations

None.

### 3.4 Social Considerations:

The province of British Columbia is experiencing an increase in the scale and the number of emergencies that impact communities. With Climate Change, this trend is expected to continue challenging us and it is more important than ever before to ensure the resiliency of our communities. Emergencies can strike at any time. In the RDCK, the three most likely emergencies to occur are wildfires, floods, and hazardous materials spills. Emergencies can force residents out of their homes and it is essential to prepare for this scenario with maintaining ESS teams across our region in order to provide short-term basic support to people impacted by disasters.

### 3.5 Economic Considerations:

At the foundation of Emergency Management are its four pillars: mitigation, preparedness, response and recovery. It is recognized that when emergencies strike, a prompt and effective emergency response will shorten the recovery period. Ultimately, the sooner residents are able to recover from a given emergency and get back to a more normal living situation, the lesser the impacts will be on the local economy.

### 3.6 Communication Considerations:

None.

### 3.7 Staffing/Departmental Workplace Considerations:

The RDCK Emergency Program staff dedicates time and resources for the maintenance of the regional ESS teams.

### 3.8 Board Strategic Plan/Priorities Considerations:

1. To excel in governance and service delivery
3. To strengthen our relationships with our community partners
4. To adapt to our changing climate and mitigate greenhouse gas emissions

## SECTION 4: OPTIONS & PROS / CONS

**Option 1:** The RDCK Board enters into an agreement with the City of Castlegar regarding the delivery of ESS in our region and furthermore that the Board Chair and the Corporate Officer be authorized to sign the agreement.

Pros:

- The City of Castlegar and the RDCK continue to collaborate on the delivery of ESS but under more defined terms.
- The ESS response in our region is not limited by Municipal boundaries.

Con: Terminating this MoU would only be possible by mutual agreement between the parties or by either party giving the other not less than six months' notice.

**Option 2:** The RDCK Board does not enter into an agreement with the City of Castlegar regarding the delivery of Emergency Support Services (ESS) in our region.

Con:

- The discussion and negotiation process will be re-initiated with between the City of Castlegar staff and RDCK staff to try and find a solution.
- Staff will investigate a solution that better fits the Board’s needs.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to enter into a Memorandum of Understanding beginning April 20, 2023 with the City of Castlegar regarding the delivery of ESS in our region and that the Board Chair and the Corporate Officer be authorized to sign the agreement.

Respectfully submitted,

Stephane Coutu, Emergency Program Coordinator

## CONCURRENCE

Chris Johnson - Mgr of Community Sustainability **Digitally approved**

Mike Morrison – Corporate Officer **Digitally approved**

Sangita Sudan - GM of Development & Community Sustainability **Digitally approved**

Stuart Horn - CAO **Digitally approved**

### ATTACHMENTS:

Attachment 01 –ESS-RDCK\_CASTLEGAR-MoU

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

Box 590, 202 Lakeside Drive

Nelson, BC V1L 5R4

**Phone:** (250) 352-6665 or 1-800-268-7325**Fax:** (250) 352-9300**E-mail:** [rdck@rdck.bc.ca](mailto:rdck@rdck.bc.ca)**MEMORANDUM OF UNDERSTANDING****File #: 2023-005-EM\_CITY\_OF\_CASTLEGAR**

THIS MEMORANDUM OF UNDERSTANDING executed in duplicate and dated for reference the:

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
 (Day) (Month) (Year)

**BETWEEN****REGIONAL DISTRICT OF CENTRAL KOOTENAY**

(hereinafter called the "RDCK")

at the following address:

Box 590, 202 Lakeside Drive

Nelson, BC V1L 5R4

**AND****CITY OF CASTLEGAR**

at the following address:

460 Columbia Avenue

Castlegar, BC, V1N 1G7

Telephone #: (250) 352-6665

**BACKGROUND**

Emergency Support Services (ESS) is a provincial program administered by local governments and First Nations in BC. ESS provides short-term basic support to people impacted by disasters and relies on trained volunteers to deliver those services. Both the RDCK Emergency Program and the City of Castlegar invest time and resources in the maintenance of ESS teams within the region. The City of Castlegar supports a municipal team and the RDCK supports 6 teams throughout the region. Both parties recognize the delivery of ESS services is essential to residents and all efforts should be made to deliver a prompt response, which commonly requires volunteers from multiple teams working together. This Memorandum of Understanding ("MoU") establishes the basic terms to enable the RDCK and the City of Castlegar to collaborate on the delivery of ESS within the region under a Regional ESS Program.

**1. OBJECTIVES**

The purpose of this MoU is to:

- (a) Define the collective roles and responsibilities with regards to the delivery of ESS;
- (b) Define the collective roles and responsibilities with regards to the maintenance of the ESS teams;
- (c) Provide provisions to review, revise and terminate this MoU, as required.

**2. RESPONSIBILITIES**

The RDCK agrees to:

- (a) Dispatch Emergency Support Services (ESS) Volunteers for Level 1 incidents within the City of Castlegar, when residents are forced to leave their homes due to emergencies.
  - a. The RDCK Duty Officer Call Centre is available to stakeholders every day of the year and is available 24 hours per day by calling 250-551-5960;
  - b. A level 1 ESS activation relates to incidents involving up to 12 individuals and is normally limited to two households.

c. Larger incidents involving multiple households do not involve the RDCK Duty Officer Call Centre.

(b) Continue to support ESS teams throughout the region by providing access to facilities, supporting training activities, and supporting all other activities as necessary for the maintenance of the regional ESS program.

The City of Castlegar agrees to:

(a) Continue to support the Castlegar ESS team by providing access to facilities, supporting training activities and supporting all other activities as necessary for the maintenance of the Castlegar ESS team.

**3. TERMS OF REFERENCE**

- (a) The Castlegar ESS team not only responds to emergencies within the City of Castlegar but also throughout the region;
- (b) The RDCK ESS teams not only respond to emergencies that occur across the region but also within the City of Castlegar.
- (c) Both parties will continue to invest in the maintenance of their respective ESS teams; and
- (d) Both parties will continue to collaborate on the maintenance of the Regional ESS Program to ensure an effective service, based on the Emergency Management and Climate Readiness guidelines.

**6. PROVISIONS TO REVIEW AND REVISE THIS MOU**

At any time either party may request that this MoU be reviewed or revised. Full consensus of the Parties is required to revise this MoU.

**7. TERMINATION OF THE MOU**

This MoU may be terminated, without cause, by mutual agreement between the parties or by either party giving the other not less than six (6) months written notice.

IN WITNESS WHEREOF the parties hereto have duly executed this MoU as of the day and year first above written.

REGIONAL DISTRICT OF CENTRAL KOOTENAY	CITY OF CASTLEGAR
<hr/> (Signature of Authorized Signatory)	<hr/> (Signature of Authorized Signatory)
<hr/> (Name and Title of Authorized Signatory)	<hr/> (Name and Title of Authorized Signatory)
<hr/> (Signature of Authorized Signatory)	<hr/> (Signature of Authorized Signatory)
<hr/> (Name and Title of Authorized Signatory)	<hr/> (Name and Title of Authorized Signatory)





# Board Report

<b>Date of Report:</b>	March 24, 2023
<b>Date &amp; Type of Meeting:</b>	April 20, 2023 Open Board Meeting
<b>Author:</b>	Paris Marshall Smith, Sustainability Planner
<b>Subject:</b>	RDCK Climate Actions: Supporting Momentum in Rural Communities
<b>File:</b>	5200-20-CAS-CAP
<b>Electoral Area/Municipality:</b>	All RDCK Areas

## SECTION 1: EXECUTIVE SUMMARY

This report provides progress on RDCK Climate Actions, a summary of feedback received to date and a finalized implementation plan of the new actions proposed.

### Recommendation –

That the Board refer adoption of RDCK Climate Actions to June's Board meeting to allow for continued engagement from May 1 and May 26. Staff are directed to conduct public in-person meetings at the request of Directors (all requests be submitted no later than Friday May 5th).

## SECTION 2: BACKGROUND/ANALYSIS

### 1. ENGAGEMENT

RDCK Climate Actions is built on 4 years (2019-2023) of internal and external engagement through the State of Climate Action, 100% Renewable Energy Plan, MyRDCK, MyIdea, review and integration of community plans and strategies including the RDCK Resource Recovery Plan, West Kootenay Transit Plans, and Official Community Plans.

It is a 4-year plan with a scheduled review at year 2 (2025) and is focussed on identifying/finding solutions for climate action that reflect the diverse needs of RDCK residents. As it is implemented, residents will be able to shape and guide the outcomes of many of the actions. For example, the majority of the 35 actions that are not in existing workplans take the form of pilots, investigations and inquiries that will involve the community in development and outcomes.

#### a. SUMMARY of COMMUNITY ENGAGEMENT September 2022 – April 2023

Over 8 months (September 2022 and April 2023), the draft RDCK Climate Actions was shared with residents, First Nations, community groups and member municipalities. Between September and April 2023, staff conducted six online community sessions, two in-person community sessions, two radio interviews and had over 15 phone conversations. These conversations were with residents across the RDCK and largely relayed a positive response to the Plan. Additionally, 54 jot form responses were received (listed in Attachment 2) and 3 newspaper articles

(Valley Voice, Creston Valley Advance and Nelson Star) were published. As requested, staff also met with individual groups to hear their specific concerns and questions.

This shorter less intensive period of engagement was endorsed by the Board based on an understanding that residents were over-engaged (due to meetings about FireSmart, resource recovery, official community plans, new development permit areas etc..) and, that given the many years of discussion and engagement regarding climate action, it would be best to avoid a full engagement. In light of this, it should be noted that trying to balance the consultation pendulum is tricky and will elicit a predictable response – a low level of engagement will be met with criticism, by some, for lack of time to review and participate; and a high level of engagement will be met with criticism, by some, for being too expensive, too much time and too onerous.

It is important to highlight that a significant focus during the implementation of the Climate Action plan is to engage, build understanding, and support dialogue, most notably through the Community Climate Ambassadors (Youth Climate Corps) who will be in communities across the regional district for 16 weeks starting in May.

## **b. COMMUNITY RESPONSE HIGHLIGHTS**

A broad diversity of responses were received from all areas in the RDCK. These included statements of support and expressions of concern. These reactions were expected and reflects popular response on the subject of climate change. Below are some of the responses received.

- I'm excited that we can work together on multiple fronts to really start to make a difference in reducing our carbon pollution and building community resilience. I'd like to think that, with building the climate culture piece, we can make these changes while uniting the community. I'm also excited about co-benefits like cleaner air, healthier transportation options, and building community. It is a lot to consider and digest
- Climate resiliency to me is about educating myself and being responsible for my actions. Although mandated by the federal and Provincial governments, it is good to be able to have input at a local level that affects my community directly
- Plan is complex and inclusive, clearly reflects rural priorities
- Appreciate the recognition of uniqueness of RDCK rural communities
- The scope of this plan is almost too big to even discuss properly. I think this needs to take a couple of steps back and get more community input.
- I read through the booklet and workbook. I'm impressed. It's so much better than any other plan I've read. The actions are timely.
- Excited to see a focus on climate action culture, that is unusual and necessary, must include a focus on equity
- I think it imperative the timeline for this be adjusted to allow real review and area input prior to going forward. I ask you to convey this to the board on behalf of myself and the many residents I have spoken to.
- I am happy to see that the RDCK is considering a Climate Action Plan. Time is fast running out to take action on this crisis. I think the draft documents are a good start and I hope you will be able to support the plan. I don't need to tell you the risk factors for our area, but like everyone in rural area E I am most concerned about the risk of wildfire, as well as spending half our summer in a smoke haze of course, and the loss of tourism that will mean for the area. I think implementing the plan will begin to attack this issue, as well as the many others that are linked to climate change.
- Recognition of Indigenous leadership needs to be present
- How do we address the impacts of forestry?

- The Climate Action Workbook is a thorough and valuable planning document; congratulations for the good work.
- I would like to see the RDCK promote recovery of all food products from grocery stores first for human consumption, then for farm use, farm use programs are in place, but not all stores are on track. Compost recovery from all restaurants, food, dining outlets, and purchase and distribute compost containers for residential use, with an education program to go along with it.

## **BOARD APPROVAL PROCESS**

1. September 2022 – Board Climate Action Advisory Group & community review
  - Staff met with the Board Climate Action Advisory Group twice to provide an introduction and detailed review of RDCK Climate Actions, comments were integrated into current draft
  - Staff also met with regional representatives of local stewardship groups to provide an introduction and detailed review of RDCK Climate Actions, comments were integrated into current draft
2. November 2022 Board meeting –
  - Board receives draft RDCK Climate Actions public booklet, draft workbook and draft implementation plan for review
  - Board asked to review RDCK Climate Actions in preparation for workshop on November 28
3. November 2022 RDCK Climate Actions workshop –
  - Review RDCK Climate Actions strategy statement
  - Review RDCK Climate Actions vision statement
  - Familiarize and review actions not included in workplans
4. December 2022 Board meeting –
  - Board receives an updated RDCK Climate Actions for review
5. January 2023 Board final comments -
  - Board were asked to provide final comments
6. February 2023 Board meeting –
  - Staff provide a detailed implementation plan
  - Board receive RDCK Climate Actions
  - Direct staff to begin engagement with the public and RDCK staff, Committees and Commissions begins
7. Community engagement –
 

From February to April, staff will support engagement with RDCK staff, Committees and Commissions. And support Elected Officials to engage with any other community groups as needed or requested.
8. April 2023 Board meeting -
  - Staff seek Board approval to adopt RDCK Climate Actions

## 2. IMPLEMENTATION & REPORTING

Staff have prepared an Implementation Plan (Attachment A) that provides information about each of proposed actions, the resources (project costs and staffing) required for delivery and timing. The intent of this plan is to provide a clear road map of delivering RDCK Climate Actions, complete with resources and funding required.

Staff request that the Board review the Implementation Plan and consider it for adoption in April along with RDCK Climate Actions. Please note, funding for the Implementation Plan will be from grants, and not from requisition.

Reporting for the Board on progress on the actions will be provided through quarterly reports (via departmental workplans) & annual State of Climate Action (online and in print). Note the State of Climate Action is also used for public reporting.

## 3. RURAL CLIMATE ACTION RESPONSE

When responding to the climate crisis, rural communities are uniquely challenged. RDCK rural communities face pressures such as watershed development, geohazards, limited (and often no) access to public transit and power grid instability. This context requires a different response than the more common urban climate action model.

RDCK Climate Actions supports actions that reflect the RDCK rural reality and identifies methods to understand and target other community and neighbourhood specific solutions through tools like hosting learning labs, think tanks, hubs and pilots. Current investigations include:

- Transportation – what does active and low carbon mobility look like in your community or neighbourhood?
- Grid resilience – investigating options to offset fossil fuel intensive back up systems and create more reliable power supply
- Wildfire fuel treatments – looking at low carbon options like hugelkultur
- Rural Business support – working with Chambers of Commerce and Economic Development Commissions to provide support for climate action
- Circular economy – investigating re-use of construction and de-construction materials

Throughout it all, RDCK Climate Actions focuses on developing a regional culture committed to 2030 carbon reduction targets, where residents, institutions, and industries have greater motivation for climate action, and see the RDCK as a partner in climate action, a place for information, accountability, and coordinated action.

## 4. FUNDING CLIMATE ACTIONS

The cost for this Plan is estimated at \$1,000,000.00 plus staff time over the 4-year period. This estimate includes costs for a Climate Action Coordinator for 2 years to lead the implementation of RDCK Climate Actions and 4 Climate Action Ambassadors to lead community engagement and culture building. The remainder of the costs are primarily associated with the new actions identified.

## 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

RDCK Climate Actions has 96 actions across 10 pathways. One third of these actions are not included in current workplans.

The cost for these actions is currently estimated at \$1,000,000.00 plus staff time over a 4-year period. This estimate includes costs for one Climate Action Coordinator for two years to lead the implementation of the RDCK Climate Actions and four Climate Action Ambassadors to lead community engagement and culture building.

Staff anticipate that a significant portion of the costs can be funded through Climate Action Revenue Incentive Program (CARIP) and Local Government Climate Action Program (LGCAP) with the remainder being covered primarily through grants over the 4-year life-cycle of the plan.

A note on the LGCAP - The 3-year program provides approximately \$134,082 funding per year. LGCAP funding is held in S100 and staff recommend it be used to support the implementation of RDCK Climate Actions.

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

None at this time

### 3.3 Environmental Considerations

The 4-year RDCK Climate Actions improves the RDCK's ability to take advantage of evolving technologies and understanding. The actions in RDCK Climate Action (2023-2026) support a 25% reduction in carbon pollution by 2026. The level of reduction is necessary to achieve a 50% reduction by 2030. The actions were modeled by climate action experts.

### 3.4 Social Considerations:

Six principles were identified during the development of the RDCK Climate Actions – leadership, urgency, iteration, collaboration, equity and integration. These guided the selection of the actions, and will continue to be used to guide the implementation of actions within each pathway.

RDCK Climate Actions supports an equitable distribution of the costs and benefits of climate action while transforming systems to make them more accessible to residents across the region, supporting those most vulnerable to the impacts of climate change. This is often referred to as a 'just transition' when discussing how to address the climate emergency.

### 3.5 Economic Considerations:

The 96 actions included in RDCK Climate Actions introduce many opportunities for job creation, economic development and localized investment in community based solutions.

The targets and actions outlined in RDCK Climate Actions provide clear signals to other orders of government, industry, institutional, and commercial interests that the RDCK is committed to climate action and where the RDCK needs provincial and federal support to achieve the targets.

It is understood that there is a significant gap between what can be currently accomplished and the targets for 2030 and 2050, primarily in resource recovery, fossil gas combustion, and commercial vehicles. This is consistent with all local governments around the world. No one has determined how to achieve the necessary reductions. Advances in technology will help eliminate some or all of the shortfall as will changes in political and personal will.

### 3.6 Communication Considerations:

A critical piece to keeping RDCK Climate Actions relevant and appropriately responsive is our communication and engagement – how we communicate to residents, and how residents communicate back with us. The implementation of the plan will work with RDCK and municipal staff and residents to support community involvement, feedback and transparency. A significant focus of implementing this plan is to engage, build understanding, and support dialogue, most notably through the Community Climate Ambassadors (Youth Climate Corps) who will be in communities across the regional district for 16 weeks starting in May.

The communications and engagement (climate action culture) will be developed over the length of the 4-year plan and results summarized and reflected in the both the midterm and final review.

### 3.7 Staffing/Departmental Workplan Considerations:

Current project management is included in the Sustainability Planner and Climate Action Assistant workplans, as is on-going project oversight and support. Approximately 1/3 of the actions included in RDCK Climate Actions are new and not in workplans. Implementation of these projects will be managed by the Sustainability Planner and delivered by the Climate Action Coordinator, a position identified as necessary to ensure capacity for progress and funded through LGCAP.

### 3.8 Board Strategic Plan/Priorities Considerations:

Nearly all of the Board's Strategic Priorities are addressed by at least one of the initiatives included in RDCK Climate Actions. Given the priority of climate action identified by the Board, staff see it is critical to integrate this work into all operations and clearly communicate the commitment to the public.

## SECTION 4: OPTIONS & PROS / CONS

That the Board refer adoption of RDCK Climate Actions to June's Board meeting to allow for continued engagement from May 1 and May 26. Staff are directed to conduct public in-person meetings at the request of Directors (all requests be submitted no later than Friday May 5th).

**OPTION 1 – DELAY ADOPTION** to extend engagement with public in-person meetings. Adoption of RDCK Climate Actions be referred to June's Board meeting to allow for continued engagement to happen between May 1 and May 26. Public meetings will be held at the request of Directors, staff ask that all requests be submitted no later than Friday May 5<sup>th</sup>.

Pro:

- Allows residents greater time to review and digest the information contained in RDCK Climate Actions

Con:

- Extended engagement will delay timelines for other sustainability projects including the Watershed Governance Initiative and Slokan Lake and River Partnership
- Requires significant staff time and expense to conduct in person public meetings across RDCK
- Delays launching of RDCK Climate Actions and implementation of actions

**OPTION 2 – ADOPT** RDCK Climate Actions and Climate Action Workbook for implementation with a focus on building climate action culture and supporting residents’ understanding of actions

Pro:

- RDCK Climate Actions will be launched and implementation of actions will begin
- Support staff can be hired allowing work in others areas such as the Watershed Governance Initiative, Slocan Lake and River Partnership to proceed
- Engagement with residents will continue

Con:

- The Board may want additional time to engage with residents prior to adoption of RDCK Climate Actions

## SECTION 5: RECOMMENDATIONS

That the Board refer adoption of RDCK Climate Actions to the June 15, 2023 Board meeting to allow for continued engagement through to May 26; AND FURTHER, that Staff are directed to conduct public in-person meetings at the request of Directors (all requests be submitted no later than Friday May 5<sup>th</sup>).

Respectfully submitted,  
Paris Marshall Smith, Sustainability Planner

## CONCURRENCE

Chief Administrative Officer – Stuart Horn **Approved**  
General Manager of Development and Community Sustainability Services – Sangita Sudan **Approved**  
Manager of Community Sustainability Services – Chris Johnson **Approved**

### ATTACHMENTS:

Attachment 1: BRD-RDCK\_Climate\_Actions-RPT-ATTACH01  
Attachment 2: BRD-RDCK\_Climate\_Actions-RPT-ATTACH02



# RDCK CLIMATE ACTIONS

## 2023-2026 Implementation Plan

April 20, 2023



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# 1 INTRODUCTION

RDCK Climate Actions centers the rural experience, integrates equity into climate action, and focuses on building a culture that supports action.

RDCK Climate Actions builds on existing successes in our communities and take advantage of current initiatives while advocating for and creating opportunities focused on rural areas through pilot projects, programs, policies, incentives, etc. As well, RDCK Climate Actions will work with member municipalities to support the reduction of their carbon pollution through collaboration and partnership. The strategy is to ensure the RDCK's climate action work stays dynamic and is able to integrate new and emerging policies and technologies.

RDCK Climate Actions has 95 actions across 10 pathways. 1/3 these actions are not included in current workplans. This Implementation Plan provides more detail regarding the resources required to implement the new actions to provide confidence to the Board that the necessary planning and preparation is in place to deliver successfully.

Specifically, the Implementation Plan demonstrates how the proposed actions:

- support existing services to keep costs low and improve delivery
- can be funded through grants (no significant taxation)
- build partnerships with community groups to learn what works and coordinate actions
- investigate rural solutions to ensure actions are equitable and diverse

The cost for these actions is currently estimated at \$1,000,000.00 plus staff time over a 4-year period. This estimate includes costs for 1 Climate Action Coordinator for 2 years to lead the implementation of the RDCK Climate Actions and 4 Climate Action Ambassadors to lead community engagement and culture building.

CARIP and LGCAP will provide a significant contribution to the costs with the remainder being covered primarily through grants over the 4 year life-cycle of the plan. This is outlined in the pages that follow.

## 2 CONTEXTUAL SUMMARY

### 2.1 SUPPORT RDCK CORE SERVICES

When responding to the climate crisis, rural communities are uniquely challenged. RDCK rural communities face pressures such as watershed development, geohazards, limited (and often no) access to public transit and power grid instability. This context requires a different response that requires additional consideration, investigation and research. By and large, there is not the staff time within individual departments to support this work. Community Sustainability staff have worked with staff from planning, resource recovery, water services, wildfire, parks, and corporate admin to identify where support can be offered to advance critical climate action efforts beyond core service capacity.

RDCK Climate Actions has identified methods to understand and target other community and neighbourhood specific solutions through tools like hosting learning labs, think tanks, hubs and pilots.

These investigations support the delivery of core services by either leading initiatives that are currently beyond departmental capacity or that are distracted by requests for work beyond their purview (requests for Land Use Planning, Parks and Corporate Admin staff time to respond to Active and Low Carbon Transportation questions).

Current investigations include:

- Transportation – what does active and low carbon mobility look like in your community or neighbourhood?
- Grid resilience – investigating options to offset fossil fuel intensive back up systems and create more reliable power supply
- Regional Growth Strategy – research and learn from how other regional districts have used alternative/innovative strategies to guide regional development
- Wildfire fuel treatments – looking at low carbon options like hugelkultur
- Circular economy – investigating re-use of construction and de-construction materials

Throughout it all, RDCK Climate Actions focuses on developing a regional culture committed to 2030 carbon reduction targets, where residents, institutions, and industries have greater motivation for climate action, and see the RDCK as a partner in climate action, a place for information, accountability, and coordinated action.

### 2.2 CLIMATE ACTION CULTURE

RDCK Climate Actions focuses on tangible actions, as well as actions designed to shift our collective culture to prioritize low carbon and adaptive actions. RDCK Climate Actions addresses both our corporate and community Climate Action Culture by considering ways to work together to change our behavior and build more resilient, connected and equitable communities.

For us as an organization, RDCK Climate Actions is building a culture that prioritizes climate actions in all RDCK decision-making processes to support behavioural change. Tools include policy, decision-making matrices, regulation, incentives, messaging (on job descriptions, report templates, performance reviews etc.) and learning labs, formal and informal discussions, and MyRDCK, MyIdea - type idea generation initiatives.

## 3 THE FUTURE OF RDCK CLIMATE ACTION

### 3.1 VISION, OBJECTIVES & GUIDING PRINCIPLES

RDCK Climate Actions celebrates RDCK's role as a leader and is committed to supporting a resilient region for all residents. This leadership role is demonstrated through a foundation of equitable and just policy and regulation grounded in the unique rural reality of this region.

The implementation of RDCK Climate Actions supports an equitable distribution of the costs and benefits of climate action while transforming systems to make them more accessible to residents across the region, supporting those most vulnerable to the impacts of climate change.

Six principles were identified during the development of the RDCK Climate Actions – leadership, urgency, iteration, collaboration, equity and integration. These guided the selection of the actions, objectives and goals. They will continue to be used to guide the implementation of actions within each of the 10 pathways.

### 3.2 OPERATING MODEL

The 3 primary audiences of RDCK Climate Actions are RDCK residents, RDCK Board of Directors and RDCK staff. RDCK Climate Actions has different forms for the different audiences:

1. RACK CARD – condensed summary for public distribution
2. PUBLIC BOOKLET – engagement, education and action – 35 pages, very visual, invites personal action, provide a summary list of the actions
3. CLIMATE ACTION WORKBOOK – deeper dive into all the actions
4. INTERNAL PLAN – comprehensive action plans for each action to support implementation, tracking & reporting

As outlined, in addition to supporting core functions with meeting their climate action goals, RDCK Climate Actions is also focussed on building relationships between the 3 target audiences to create accountability in decision making and generate creative solutions that respond to the unique reality of our communities.

The Community Sustainability team will lead tangible actions, provide direct assistance to RDCK staff to enable them to integrate climate action more easily into their day to day functions, provide reports to the Board on the development of the actions, and engage with residents to explore neighbourhood based pilots.

### 3.3 REQUIRED RESOURCES

The cost for this Plan is estimated at \$1,000,000 plus staff time over the 4-year lifetime. This estimate includes costs for a Climate Action Coordinator to lead the implementation of the RDCK Climate Actions and Climate Action Ambassadors to lead community engagement and culture building in partnership with Youth Climate Corps (Wildsight). The remainder of the costs are primarily associated with the new actions identified.

Staff has determined that implementation of these actions will not have any significant taxation impacts. The Local Government Climate Action Program (LGCAP) will provide a foundation of funding (\$134,000 for 3 years) that can be leveraged for additional grant funding.

# 4 IMPLEMENTATION PLAN

## 4.1 HIGH LEVEL PLAN

The following plan is intended as a framework for implementing the new actions of RDCK Climate Actions. Over 2/3 of the actions included in the Plan are already approved actions, included in the departmental workplans.

The remaining 1/3 are actions that support existing services and support the advancement of climate action across the organisation without detracting from core functions. These are the actions presented in this Implementation Plan, organized actions across 10 pathways over a four-year period 2023-2026.

The transition plan is organized year by year, around the following categories of work:

- A. Land Use Planning
- B. Transportation & Mobility
- C. Resource Recovery
- D. Buildings
- E. Energy
- F. Water
- G. Food & Agriculture
- H. Floods & Geohazards
- I. Wildfire
- J. Leadership & Operations

See next pages for the Implementation Plan and Funding Plan tables

Color legend:

	Community Sustainability staff leads: <ul style="list-style-type: none"> <li>• Senior Energy Specialist</li> <li>• Sustainability Planner</li> <li>• Climate Action Coordinator</li> <li>• Wildfire</li> <li>• Emergency Management</li> </ul>
	Staff leading other actions: <ul style="list-style-type: none"> <li>• Planning</li> </ul>
	Larger initiative that the action supports including <ul style="list-style-type: none"> <li>• Watershed Governance Initiative</li> <li>• Regional Active Transportation Strategy</li> <li>• Resilient Land Use planning Climate Action Culture</li> </ul>

Implementation Plan

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objective:</b> Update planning policies and bylaws to guide future development to create resilient, accessible and livable communities &amp; Leverage planning policy to reduce the risk threshold of community development decisions and projects</p> <p><b>Strategy:</b> Community Sustainability will support staff with research, coordination, procurement and oversight to achieve the following actions.</p>			
1. Land use Planning	<p><b>Climate Action Coordinator</b> Begin researching and learning from how other regional districts have used alternative/innovative strategies to guide regional development <b>Resilient Land Use planning</b></p>	<p><b>Sustainability Planner</b> Integrate access to public greenspace, recreation, and active transportation networks <b>Active &amp; Low Carbon Transportation strategy development</b></p> <p><b>Planning</b> Using the research conducted by <b>Climate Action Coordinator</b> consider the development of Regional Growth Strategies in areas experiencing growth pressures or at a minimum coordinate land use planning in consultation with RDCK municipalities for those adjacent settlement areas, ensure the consideration of housing availability and affordability in these discussions <b>Resilient Land Use planning</b></p>	<p><b>Climate Action Coordinator</b> Work strategically with Ministry of Transportation and Infrastructure and BC Parks to increase connectivity and multi-modal options for movement as part of <b>Active &amp; Low Carbon Transportation strategy development</b></p>

Table 1 – Land Use Pathway

	Description	Costs	Funding source
<b>New Project costs</b>	Consultant costs to support training and program developments	\$280,000	LGCAP BC Active Transportation Infrastructure Grant (BC) Infrastructure Planning Grant Program
<b>New Staffing</b>	Climate Action Coordinator	0.3 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objectives:</b> Promote and support mobility for residents (with a focus on vulnerable communities) through locally initiated multi-modal programs and infrastructure.                      Create an internal corporate structure and access to expertise that can support the shift to regional low-carbon transportation (zero-emission vehicles, buses, e-bikes/scooters, carshares, trains, ferries) within/between rural areas and municipalities                      By 2035, plan to shift all new cars to be zero emission vehicles (ZEV), which aligns with the Provincial CleanBC goal, and transitioning large diesel vehicles to run on low-carbon fuels</p> <p><b>Strategy:</b> Community Sustainability will lead the development of a Regional Active &amp; Low Carbon Transportation Strategy with the following actions.</p>			
2. Transportation & Mobility	<p>Climate Action Coordinator                      Conduct or support community amenity assessments                      Active &amp; Low Carbon Transportation strategy development</p> <p>Climate Action Coordinator                      Integrate local community groups into the development of active transportation networks                      Active &amp; Low Carbon Transportation strategy development</p> <p>Climate Action Coordinator                      Support RDCK Board advocacy for electrification of Kootenay Lake ferry</p>		<p>Climate Action Coordinator                      Develop policies/bylaws to support Active &amp; Low Carbon Transportation strategy development</p>

Table 2 – Transportation & Mobility

	Description	Costs	Funding source
New Project costs	Consultant costs to support training and program developments	\$150,000	BC Active Transportation Infrastructure Grant (BC) Infrastructure Planning Grant Program
	Workshop, materials and travel costs	\$5,000	LGCAP & SPF-UBCM Capacity grant
New Staffing	Climate Action Coordinator	0.5 FTE	LGCAP & SPF-UBCM Capacity grant



PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objectives:</b> Align with CleanBC and aim to divert 95% of organic waste (food waste only) from landfills Achieve reductions in disposal rates that exceed alignment with the provincial target of 350 kg per person per year Reduce the greenhouse gas emissions resulting from regional waste streams</p> <p><b>Strategy:</b> This pathway is largely held by Resource Recovery staff. Community Sustainability staff have been asked to provide research and coordination with regards to mobile chipping and circular economy.</p>			
3. Resource Recovery	<p><b>Climate Action Coordinator</b> Explore mobile chipping program options (wildfire fuel mitigation, logging, yard waste, landfill wood stream, construction &amp; demolition etc)</p> <p><b>Climate Action Coordinator</b> Explore circular economy pilot with focus on construction industry</p>		

Table 3 – Resource Recovery

	Description	Costs	Funding source
<b>New Project costs</b>	Programme costs for pilot investigation	\$10,000	REDIP or LGCAP
<b>New Staffing</b>	Climate Action Coordinator	0.1 FTE	LGCAP & SPF-UBCM Capacity grant
	Climate Action Ambassadors	0.1 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objectives:</b> Align new community and residential buildings with provincial Step Code timeline (Part 3 &amp; Part 9) buildings encouraging community organizations and residents to be net-zero ready for all new builds by 2030 All buildings and infrastructure construction/renovation projects consider embodied carbon and consumption based inventories through a Life Cycle Analysis approach Corporate structures will adhere to the Better Building Policy for RDCK Facilities to ensure that all existing buildings continue to improve its energy efficiency Lower total workplace carbon pollution and energy consumption in both corporate and RDCK-controlled community buildings/facilities</p> <p><b>Strategy:</b> This pathway is held in the Senior Energy Specialist workplan, the Climate Action Coordinator may be able to provide support in the development, coordination and delivery of the training.</p>			

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
4. Building	<p><b>Senior Energy Specialist</b>                      Train staff on application of Better Building Policy and Procedures develop and increase internal expertise and access to resources to assist, and support with low carbon building projects</p>		

Table 4 – Buildings

	Description	Costs	Funding source
<b>New Project costs</b>	Workshop & material costs	\$5,000	Green Municipal Fund

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objective:</b> Engage in efforts to improve grid resilience and future-proof electrical infrastructure (eg. EV infrastructure, microgrids, smart technologies, panel upgrades in advance, bidirectional flow with EV as battery) for load management of electrical grid, grid-looping, etc.                      Support a regional transition to 100% renewable energy by 2050</p> <p><b>Strategy:</b> This pathway is largely held in the Senior Energy Specialist workplan with the following exception of continuing to support emerging research and development in the area of renewable energy.</p>			
5. Energy	<p><b>Climate Action Coordinator</b>                      On-going focus and coordination of renewable energy installations</p>		

Table 5 – Energy

	Description	Costs	Funding source
<b>New Project costs</b>	Programme costs for materials and workshops	\$5,000	LGCAP
<b>New Staffing</b>	Climate Action Coordinator - promotions and coordination of pathways	0.1 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objective:</b> Support efforts to improve the capacity, feasibility, and climate resiliency of local agriculture                      Ensure that food production and agricultural support efforts/initiatives are provided in a manner that is equitable and accessible to all demographics                      Establish and nurture partnerships with a wide variety of involved organizations, and actively maintain a high level</p>			

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><i>of regional collaboration on local agriculture initiatives</i></p> <p><b>Strategy:</b> This pathway is largely led by RDCK food and agriculture partners – the Central Kootenay Food Policy Council and Kootenay Boundary Farm Advisors. Discussions are on-going with both organizations to determine what actions would could be pursued and how. This actions in this pathway may change with the engagement planned in the next months</p>			
6. Food & Agriculture	<p><b>Climate Action Coordinator</b> in partnership with Central Kootenay Food Policy Council Explore further partnership opportunities with water stewardship groups in the region to support efficient water use in agriculture and food production <b>Watershed Governance Initiative</b></p>		<p><b>Climate Action Coordinator</b> in partnership with Central Kootenay Food Policy Council Support producers, and processors as shifting temperature and precipitation patterns result in food systems variability towards overall resilience</p> <p><b>Climate Action Coordinator</b> in partnership with Central Kootenay Food Policy Council Collaborate with relevant organizations (emergency food providers, colleges, employment services, etc.) to develop low barrier funds, training and other support programs for Black, Indigenous and People of Colour who wish to farm or develop food businesses.</p>

Table 6 – Food & Agriculture

	Description	Costs	Funding source
<b>New Project costs</b>	Consultant costs to support training and program developments, workshop and material costs	\$10,000	BC Investment Agriculture Foundation (Beneficial Management Practices program through CleanBC)
<b>New Staffing</b>	Climate Action Ambassadors	0.1 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAY	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objective:</b> Enhance regional water conservation                      Creating the conditions for regional collaborative decision making to protect watersheds where drinking water sources are at risk                      Focus on water protection as well as watershed landscape planning                      Undertake and complete capital infrastructure upgrades to address system leakage, storage capacity, and water quality concerns                      Improve management of RDCK systems to prepare for the impacts of climate change</p> <p><b>Strategy:</b> This pathway is largely held in the Water Services department for delivery of water and the Community Sustainability team for the Watershed Governance Initiative. .</p>			
7. Water	Sustainability Planner Re-establish regional surface and ground water monitoring Watershed Governance Initiative	Sustainability Planner Support demand side management Watershed Governance Initiative	

Table 7 – Water

	Description	Costs	Funding source
New Project costs	Relaunch water smart	\$30,000	
	Make annual contribution to ground and surface water monitoring	\$10,000	CSLAC
New Staffing	Climate Action Ambassadors	0.1 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAYS	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objectives:</b> Increase emergency preparedness and resilience of communities                      Support communities in developing resilience to flood and geohazard risk                      Create risk reduction strategies for identified high risk areas                      Establish acceptable risk tolerance threshold for all areas in the RDCK                      Consider flood and geohazard risk within the RDCK when making land use decisions                      Develop the flood risk maps for high risk areas and continue to pursue funding for maps of other high hazard areas</p> <p><b>Strategy:</b> This pathway is held by Emergency Management and Planning staff. The actions listed below support the larger long terms efforts to create resilient land use planning.</p>			
8. Floods & Geohazards	Emergency Management Develop criteria for qualified professionals to determine what is ‘safe’ when developing hazard areas Resilient Land Use planning	Planning Increase outreach and education focused on riparian management ecosystem and habitat protection Resilient Land Use planning	Planning & Emergency Management Include NDMP Stream 1 findings in publically available web map Resilient Land Use planning  Emergency Management Consider mapping more of

PATHWAYS	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
		<b>Planning</b> Increase expertise regarding flood risk <b>Resilient Land Use planning</b>	the identified high risk areas (16 of 29 completed so far) <b>Resilient Land Use planning</b>
		<b>Planning &amp; Emergency Management</b> Develop hazard-specific Development Permit Areas for flood-prone areas <b>Resilient Land Use planning</b>	

Table 8 – Floods & Geohazards

	Description	Costs	Funding source
<b>New Project costs</b>	Consultant costs to support training and program developments	\$250,000	Disaster Mitigation & Adaptation Fund Community Emergency Preparedness Fund Any new funding that focuses on detailed hazard analyses
<b>New Staffing</b>	Climate Action Ambassadors	0.1 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAYS	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objectives:</b> Increase participation in FireSmart Program (number of neighbourhoods in Neighbourhood Recognition Program and number of Home Partner Program assessments and certifications)                      Adapt to increasing wildfire risk through emergency preparedness efforts                      Mitigate and adapt to wildfire risk by creating fuel-breaks around at-risk communities</p> <p><b>Strategy:</b> This pathway is held by Wildfire Mitigation and Planning staff.</p>			
9. Wildfire		<b>Wildfire &amp; Emergency Management</b> in partnership with Kootenay Boundary Farm Advisors - Help prepare the agricultural industry for wildfire emergency situations <b>Resilient Land Use planning</b>	

Table 9 - Wildfire

	Description	Costs	Funding source
<b>New Staffing</b>	Climate Action Ambassadors	0.1 FTE	LGCAP & SPF-UBCM Capacity grant

PATHWAYS	Phase 1: 2023 - 2024	Phase 2: 2025-2026	On-going & as possible: 2023-2026
<p><b>Objectives:</b> Develop and maintain robust carbon pollution and energy inventories to accurately inform decision makers and to track direct impacts and progress towards climate action targets                      Provide leadership and participate in multi-agency initiatives to accelerate climate action &amp; mitigation efforts within the RDCK                      Update and improve RDCK systems and guiding documents to better support and further climate actions and Initiatives                      Align decision making with the RDCK’s carbon pollution targets in all areas (land use &amp; planning, building construction, project management) and provide staff with resources to support climate targets and goals</p> <p><b>Strategy:</b> Community Sustainability will lead the development of corporate and community tools and resources to improve access, understanding and participation in RDCK Climate Action. This pathway intends to increase involvement in all RDCK services.</p>			
10. Leadership & Operations	<p>Sustainability Planner &amp; Climate Action Coordinator                      In partnership with Wildsight-Youth Climate Corps, hire Climate Action Ambassadors (2 years)                      Climate Action Culture</p> <p>Climate Action Coordinator                      Build in-house climate action expertise through Leader Forum, Climate Action Leadership Working Group, staff engagement – newsletter, MyRDCK, MyIdea, workshops, training and consulting. Climate Action Culture</p>		<p>Climate Action Coordinator                      Develop an internal carbon budgeting tool Climate Action Culture</p> <p>Climate Action Coordinator                      Develop a Trip Avoidance Policy Climate Action Culture</p> <p>Climate Action Coordinator                      Review RDCK investment portfolio to be sure investments are divested from fossil fuel creators</p>

Table 10 – Leadership & Operations

	Description	Costs	Funding source
<b>New Staffing</b>	Students to conduct research	\$26,000	LGCAP & SPF-UBCM Capacity grant
	Climate Action Coordinator	\$120,000	LGCAP & SPF-UBCM Capacity grant
		0.3 FTE for 2 years	
	Climate Action Ambassadors - 2 year program 6 CAAs for year 1 10 CAAs for year 2	\$40,000	LGCAP & SPF-UBCM Capacity grant
0.3 year 1 0.75 FTE year 2			

Table 11 - Summary of new project and staffing costs for 2023-2026

	Description	Costs
<b>New Project costs</b>	Workshop costs, materials, consultants etc...	\$750,000
<b>New Staffing</b>	Students	\$26,000
	Climate Action Coordinator	\$120,000
		1.0 FTE for 2 years (2.0 FTE)
	Climate Action Ambassadors - 2 year program	\$40,000
	6 CAAs for year 1 10 CAAs for year 2	0.3 year 1 0.75 FTE year 2
<b>TOTAL new staffing costs</b>		\$186,000
<b>TOTAL (estimated) costs for implementation of new actions</b>		\$936,000

### 3.2 FOCUS FOR THE COMING YEAR (2023)

RDCK Climate Actions` initial year is one of building foundations and capacity within the organisation. The key actions in year one (2023) are:

1. Hire Climate Action Coordinator
2. Support the development and delivery of the Climate Action Ambassadors
3. Launch community based research to inform the development of the Regional Active and Low Carbon Transportation Strategy
4. Build awareness of RDCK Climate Actions
5. Strengthen momentum for climate action culture: Climate Transitions Cohort, forming a staff Climate Action Leadership group
6. Improve reporting function and alignment between State of Climate Action & RDCK Climate Actions
7. Begin supporting climate actions in areas such as planning, parks, wildfire, resource recovery as listed above.

### 3.3 LONGER-TERM ACTIONS AND INITIATIVES

- Knowledge gathered on rural solutions through pilots, investigations and conversations
- Regional Active & Low Carbon Transportation Strategy
- Regional Growth Strategy
- Resilient Land Use Plan
- Climate Action Culture
- Refinement of RDCK Climate Actions through community familiarization and input

Submission Date	Which RDCK Electoral Area or Municipality do you reside in?	What excites you about the ideas and actions in RDCK Climate Actions?	Is there an area of RDCK Climate Actions that concerns you?	If yes, please explain.	We are currently talking with communities about regional low carbon and active transportation. Do you have a group that would like to host a conversation in your community?	Any further comments or questions?:
Apr 10, 2023	Area B	not much	Yes	<p>carbon tax, and cost charges dealing with transportation. Sounds like 15 minute cities where people are punished for driving out of their area, as in Oxford England, here is a quote from an Oxford City Counsel webpage:</p> <p>Oxford residents (and residents of some surrounding villages) will be able to apply for a permit to drive through the filters on up to 100 days a year. Residents living in the rest of Oxfordshire will be able to apply for a permit to drive through the filter on up to 25 days a year.</p>		provide local community meetings to allow discussions by residents so that their concerns can be properly addressed before approval of the plan.
Mar 25, 2023	Area B	<p>Nothing excites me about this movement.....it's all about control and really feels like Klaus Schwab has his fingers in this.....</p> <p>comments on the actual CAP which does have a good purpose and some good points. Land Use and Planning: objectives seem to imply adopting a "Big Brother" attitude towards development by establishing new guidelines for the area rather than tweaking the planning that was so laboriously done 10 yrs ago and presented in current Land Use Bylaws. Bureaucratically organized development may be a good thing for a socialist society and keep their staff busy but our existing guidelines allow for development to occur more naturally and GG control can be achieved by just adding a few new requirements. Transportation &amp; Mobility: I believe that in our</p>	Yes	<p>It seems that there will be too much control over people's lives.....the Kootenays is a great place to live....we Do Not need any WEF styled control here....</p>	No	<p>This type of control over folks will not bode well here in this area.....</p> <p>to close landfills so as to reduce methane emissions is bureaucratic juggling so that they look good by reducing methane production and costs but will only do this by dispersing the problem over a larger area. If waste is left to decompose it will generate GG whether in private composting, fires or burial. The RDCK should continue to collect waste to central places for disposal using controlled incineration which produces power or a more advanced plant to produce fertilizer or other useful chemicals from the waste. Perhaps private enterprise should undertake necessary plant construction and operation. Incineration may produce a large amount of carbon dioxide but this has far less greenhouse</p>
Apr 3, 2023	Area C		No	<p>'Leadership &amp; Operations' section, I beg of the Directors to SLOW DOWN. There are far too many open-ended statements and other concerns.</p> <p>I will say the governing bodies have been quite successful in making sure people really do NOT have a chance to review these materials and be able to share with our Directors any questions.</p> <p>The timeline to present the workbook and the fact that the workbook, while I appreciate the various colours to distinguish transition between topics, contains NO outline of the ten topics and NO references for the numbered and initialed mentioned areas -</p>		<p>The timing to push this through also aligns with tax season, and people are very preoccupied with their taxes while this agenda gets shoved through the system. (All the while fulfilling the legal requirement to claim the public have had a chance to address it.)</p> <p>Some folks who actually do pay attention, are only just now beginning to get our thoughts around just what is in this workbook, and it is impossible to get fair input from constituents within the time posted in the workbook.</p>
Apr 3, 2023	Area C		Yes			



Submission Date	Which RDCK Electoral Area or Municipality do you reside in?	What excites you about the ideas and actions in RDCK Climate Actions?	Is there an area of RDCK Climate Actions that concerns you?	If yes, please explain.	We are currently talking with communities about regional low carbon and active transportation. Do you have a group that would like to host a conversation in your community?	Any further comments or questions?:
Apr 3, 2023	Area C					<p>This climate action plan is insane.</p> <p>I will summarize with; If these incompetent bureaucrats can't build a firehall in 8 years, how can they be given the mandate to control the entire spectrum of their constituent's existence. It is especially concerning given that their perspectives are based on the delusional false premise of Carbon hysteria.</p> <p>Their communications are nothing but obfuscation and parroting the "party line" of an ESG and DIE utopia. I can honestly tell you that every West Creston resident I've discussed the RDCK climate action plan with is troubled by it.</p>
Apr 3, 2023	Area C					<p>I am very concerned about the 15 minute cities, I don't believe most people understand what these are about.</p> <p>on the Smart Kootenays website if you look at the heading Digital Mobility it says we will plan and prepay for a trip depending on mileage,</p> <p>please share this at you meeting so everybody understands what's going on</p> <p>workbook to be pushing UN and WEF agendas. There was completely inadequate notification of the public for input. We believe changes so over reaching in the effects to our lives should be by referendum only, after massive public meeting consultations going over and answering any and all questions asked. No time limits. We would request that letters informing every resident be mailed out well before these meetings taking into consideration the poor mail delivery times. We do no believe what we do on our private land should be subject to increasing regulations. We are totally and completely against anything increasing digital IDs and also the plans for 15 minute cities. If these</p>
Apr 3, 2023	Area C					<p>been and is constantly changing. Knowledge and conversation is the key to being a proactive and responsive citizen. Believable science is untrustworthy due to corporate interest and slimy interest group narratives. Let the people decide. Let the market determine what and when the people want and are ready for change in a progressive and cost effective manner.</p> <p>Government is too controlling and untrustworthy and are viewed as part of the problem - inaction, over reach, controlling. Do we still have the rights and freedoms of a true democracy?</p> <p>RDCK is proposing a lot of actions with the potential of</p> <p>All of it - coming too fast, no time to discuss or even absorb, not well thought out in areas, doesn't apply to a lot of areas especially in West Creston and other rural settings</p>
Mar 27, 2023	Area C	Climate resiliency to me is about educating myself and being responsible for my actions. Although mandated by the federal and Provincial governments, it is good to be able to have input at a local level that affects my community directly.	Yes			<p>There are 10 areas with a number of actions for each area. I would like to see this huge package presented and approved or disproved in smaller chunks. Allow for public input and conversation on a few areas at a time.</p> <p>Provide examples and define key phrases to better understand the impacts.</p>
Mar 25, 2023	Area C	the scope of this plan is almost too big to even discuss properly. I think this needs to take a couple of steps back and get more community input.	Yes			<p>Low carbon and active transportation is hard to achieve in rural areas. Electric vehicles will not work for most industry.</p>

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Mar 14, 2023	Area C	That there is a set plan that will be visible to the public now and an expectation for staff and patrons to do better! We need to get on this!	Yes	Switching to better options for transportation, reducing plastic, creating a Climate Action Culture so everyone, both staff and patrons, become more educated and participate in making a difference! This stuff needs to be in people's minds everyday and influence all of their decisions, it is an emergency after all!	Yes	Need to have to conversations sooner than the next few years...no time to waste.  I think Paris Marshall-Smith may already be in touch with our group about the active transportation component...  The Creston Rec Centre needs much more vegetation on its grounds to provide shade and wildlife habitat. It's so bare and hot in the summer!
Apr 6, 2023	Area D	Nothing. It is all based on bunk science designed to usher in 15 minute cities and more control. I do not agree with this agenda. I do not consent to any of this agenda.  Rural communities are vital. Farming is vital. E-vehicles and e bikes of any kind are a horrendous drain on the environment. How is mining for minerals for batteries any better than oil and gas? Do you know it is mainly children mining for the battery components?	Yes	All of it. It is all concerning. Deeply concerning.  It is costly, invasive, very 1984-esque, painting a very dystopia future that I do not consent to.		
Apr 3, 2023	Area D	Workbook is a thorough and valuable planning document; congratulations for the good work.  There is always bound to be a possible improvement, and I'd like to suggest two:  1. There should be encouragement of--and emphasis on--virtual meetings, medical appointments, community organizational meetings, certain municipal business meetings, etc. The advent of improved high speed symmetrical Internet service and the ongoing implementation of fibre-optic service to rural homes makes it possible to conduct most face-to-face business without road travel. This facility can lead to a		coordination of renewable energy installations" the first step should be to inventory and evaluate the existing and potential sites of practical renewable energy production. There are idle micro-hydro installations of significant size and practical solar energy sites within the RDCK. These installations and sites are idle or undeveloped because local utilities (particularly FortisBC and BC Hydro) either have failed to develop wheeling policies for generation other than by large industrial companies or refuse to deal with them at all. With the passage of time the idle installations are deteriorating and subject to vandalism.  The RDCK has the right as a municipality under the BC		Thank you for your good work; I hope these suggestions will be helpful.
Apr 3, 2023	Area D	I tuned into the webinar last week on the newly released climate plan and have started looking over the material the RDCK has now released...you have all done a super job in developing this comprehensive roadmap to help us make the vital changes and adaptations so necessary in this time of climate crisis. The materials are very accessible but it was also helpful to better understand the plans to hear you speak about them.				our local Kaslo climate action group is planning an event around Earth Day and we are wondering if you have print copies of the rack card, the brochure and the workbook that we could pick up and have on display to give to folks. I know one of the challenges is to get the word out and to make people aware of the plans so this might be helpful. Can you be in touch and let me know if there are print copies and if we could get multiple copies.  Thanks for all your work in this area,

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Mar 31, 2023	Area D	Perhaps it would make more sense to first ascertain if global warming is anthropogenic, something no climate scientists are currently confident of. After that, it would be good to know what the cost of your proposals will be, and a calculation of the extent to which they will slow global warming. Then a cost / benefit analysis should be undertaken to see whether those benefits are worth the cost. This seems to be basic common sense, but I see no evidence of it at all from the material you provide.	Yes	See above. "influence" or "control" sounds is terrifying. Your assumptions on where the climate issues are "projected" to go is just a guess. The famous hockey stick climate scare was proven to be non existent so I have little faith in the latest linear graph. I notice that no one defined a timeline rather use "next years" to give a never ending loose definition of whatever you need it to be. The whole brochure style propaganda is completely one sided, even the quotes used. You think you have a high cost choked out situation in the Kootenay area now, this will ensure many have higher costs and difficulties upgrading their house later. You can't force everything to perfect even though that's what this art	No	It would be good to include the benefits of global warming in the cost / benefit analysis - such as the increased atmospheric CO2 enabling plants to absorb more CO2 more quickly, and keep their stomata shut for a higher proportion of the time. This reduces their water loss and has currently caused an increase in plant cover in arid places over an area which is equivalent to 15% of the world's land surface. This benefit is rarely given the significance it merits.
Mar 29, 2023	Area D	Not much at all. Massive effort to control and restrict people is the last thing I would think of as exciting.	Yes		No	Unbelievable that this type garbage can be put together and forced on the residents. Why don't you put some historical data that goes back a few hundred years at least rather than some anecdotal comments about how things are just getting more extreme. I could shoot holes all over this control document. Something tells me that this will just get pushed aside and your summary will try to show that it is a unanimous pass. History has also showed us that this path of extreme government control doesn't work out very well. Embarrassing piece of work
Mar 28, 2023	Area D	Us cementing our lovely little area into a standard for all 15 minute cities across the world..... all we need is a Costco and an Amazon outlet. After that reduce government waste and we'll be set!	Yes	Garbage along our hi ways proves there's very lit interest in sustaining a clean environment. Up deposit fees to to two bucks no matter the size or type and they'll be returned. Pronto, and I won't say it was my idea... you go ahead and pat yourself on the back'	Yes	Nope.
Mar 3, 2023	Area D	The idea that you're committing resources to this, when it's very difficult to find appropriately qualified scientists who have published peer reviewed research claiming to show proof that climate change is anthropogenic. Popular reports of such research often claim the proof is there, but a more careful reading of the studies themselves reveals that not to be the case. The issue is far too complex for climate scientists to be able to confidently make such a statement. Surely until some good evidence emerges, there are more urgent issues to tackle.	Yes	Surely before you take any action there should be a scientific consensus that climate change is anthropogenic, caused by increases in atmospheric CO2 related to human activity. If that ever comes about, then it would be worth considering by what percentage the planetary situation would be remedied if such emissions ceased in the RDCK area. Then there should be a hard look at the cost / benefit analysis of any action taken towards bringing that about before resources are committed. I see no evidence that any of this is being done.	No	Based on the available current state of knowledge of the subject, I have no confidence the RDCK is tackling this in a logical, rational way.
Mar 3, 2023	Area D	No comment	Yes	Land use and energy restrictions	No	
Apr 9, 2023	Area E		Yes	Curbside recycling in rural area is not efficient way to manage organics. Not feasible with distances, wildlife and compliance. Anyone recycling in Balfour can go to recycle depot to have organics properly disposed of. Storing organics till pick-up is unreasonable .	No	
Apr 7, 2023	Area E	The Climate Actions cover a wide variety of areas, which means many possibilities of reducing CO2.	No		No	

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Apr 7, 2023	Area E	Nothing. You are so far off base it's scary.	Yes	All electric vehicles? How to charge them all? Carbon reduction? Where's the PROOF that carbon is the problem? Too much government already - we don't need more rules and regulations.	No	Again, the RDCK is so misguided and off track it's scary. But, there's lots of people employed, so why would you ever make changes and eliminate useless programs if it impacts your money grab from the government...so sad for the folks who have their heads on straight.
Apr 7, 2023	Area E	not one thing	Yes	What about starting with some type of vehicle emission standard. Currently, the amount of diesel exhaust that poisons the people is off the chart. Why not start with this simple fix. Not enough \$? they are actions that will use more energy than save but will be something for directors and staff to crow about	No	
Apr 3, 2023	Area E	promote recovery of all food products from grocery stores first for human consumption, then for farm use, farm use programs are in place, but not all stores are on track. Compost recovery from all restaurants, food, dining outlets, and purchase and distribute compost containers for residential use, with an education program to go along with it. In Food and Agriculture-in GOAL, last paragraph, I don't understand, "and ensure access for all residents". Nor do I understand, "climate resiliency of local agriculture " and "to plant climate resilient crops". The RDCK has to promote the purchase of locally produced and grown. Everyone is allowed to grow		Fire Smart, education for new comers to rural living who are not accustomed to counting on themselves and neighbours. Basic equipment to have on hand to help themselves between making the 911 call and professional help arrival. Long time rural dwellers are more familiar with the possible hardships of rural living and how to manage them.		Climate change, well, everything that is happening now, has happened before and will happen again. Weather disasters happen because of human intervention or lack thereof, lack of preparation or possibly that the preparations made, are not being maintained in a timely fashion.
Apr 3, 2023	Area E	I am happy to see that the RDCK is considering a Climate Action Plan. Time is fast running out to take action on this crisis. I think the draft documents are a good start and I hope you will be able to support the plan. I don't need to tell you the risk factors for our area, but like everyone in rural area E I am most concerned about the risk of wildfire, as well as spending half our summer in a smoke haze of course, and the loss of tourism that will mean for the area. I think implementing the plan will begin to attack this issue, as well as the many others that are linked to climate change.				Thank you for work you do on behalf of all of us
Apr 3, 2023	Area E		Yes	I am concerned about a few things in your Climate Action Plan.  Regardless of what the plan is, anything major disrupting our normal lives needs to be taken to referendum, debated and voted on.  That is basically all I have to say at this time.		

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Mar 25, 2023	Area E	Healthier ecosystem and community	Yes	Diverting rural compost requires different solutions than curb side pick up. Research on effective and efficient solutions to support rural communities to divert compost from the landfill is needed. Due to longer distance to rural homes and longer distance between homes, Curb side pick up in rural areas would likely result in increases in transportation emissions; and the challenges of rural road conditions in winter, and greater distance of rural homes to their nearest "curb", make a curb side pick up solution impractical.	No	
Apr 3, 2023	Area F	I am a retired forester very interested in climate change mitigation and adaptation who lives in Bonnington (Area F).  I am writing today to ask that you vote to adopt RDCK Climate Actions at your April 20th Board meeting. I have read the draft RDCK Climate Actions Public Booklet and support the plan.  I particularly like the commitment to annual reporting on progress made. Also I appreciate the 'What You Can Do' section for each of the Pathways. They will help me plan the actions I will personally take. I read through the booklet and workbook. I'm impressed. It's so much better than any other plan I've read. The actions are timely. Thank you to you and RDCK staff for putting this together.	No			
Apr 3, 2023	Area F	Municipal governance taking climate action in a more realistic time frame fills me with hope. Most of the issues I am most concerned about are covered in the plan and the action items offered are progressive.	Yes	Food security will be the biggest issue in coming years and is affected by all the other factors including water management, transportation, energy consumption and land management.	Yes	
Mar 3, 2023	Area F					
Apr 3, 2023	Area G	The Ymir Water Commission of Management appreciates the work being done with regard to climate action.		However, it should be noted that the commission has great concern for the need to protect Quartz Creek (the Ymir Watershed). The watershed is still not protected from logging or road building, both of which will damage it irreparably. Next steps? looking for action on flood prevention not just planning on what to do after one. One of the many project and ideas listed in the documents is to "do more flood and geohazard assessments and beef up emergency response systems" I would like to see more than just assessments and beefed up responses. I want to see action to prevent flooding in the first place by employing gravel harvesting mitigation strategies. It has been done elsewhere in BC. It is a win/win for the people, community and infrastructure by increasing the amount of water that can be accommodated in the creeks/rivers before bankfull. Also it is a win/win for the fish and wildlife in that there		
Mar 27, 2023	Area G	I would not term it excitement but the potential for several times a day return trip public transportation to Nelson, scheduled such as to permit trips to and from work, school and cultural events engages my attention.	Yes		No	

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Mar 1, 2023	Area G	not much OCP for Area H South. I look forward to this process, and have been wanting the community to develop this for some years. There are some actionable items in the plan which are important, especially with wildfire mitigation, considering how Area H has been disproportionately impacted by wildfires. A fairly straightforward program such as the wood chipping proposal could help reduce an enormous amount of fuel and wildfire risk. I also look forward to addressing land use and population density. We have not adequately addressed zoning with building and land use. Properties bordering on ALR also impact agriculture, especially if used industrially/commercially, or	Yes	You stated that, in the pathway summary, you wish to reduce risk and build climate resilient communities. Under water supply.....implement strategies to protect drinking water. Yet, here we are in Ymir, about to have our watershed logged, killing our water shed. Killing our town. How does this build and support communities??? What is your game plan. To kill rural communities?	Yes	Do not let Atco log our watershed!!!! Please! We are small, but could really use a hand in this battle. Please advise any actions that may help mitigate these actions.
Apr 8, 2023	Area H			I do have concerns about use of building materials and caution about government overreach in this way. I don't agree that coming to net zero requires further mandated controls over how people build. This also runs risk of increased expense and hardship of property owners, or even gentrification. I think this particular issue will cause a lot of resistance with the community taking up the climate action plan and that it needs to move from "control" to "influence". Guidelines are great for this goal, but mandates will increase opposition, potentially compromising other goals in this plan which are proactive and worthy.	Yes	In-person community information sessions will help foster relationships with residents and increase opportunity to exchange knowledge and concerns regarding this plan.
Apr 3, 2023	Area H	Hello from South Slocan, so much material Defined Area H. The excellent three Attachments in your email represent a lot of dedicated work by you folks at the RDCK. Thank you all. I wonder if you have paper copies of the three docs. My 83 year old eyes do not enjoy reading from the computer screen.. Is it possible that there is an alternative way to read and digest the many pages? All those plans and ideas, I suspect, if executed, will do a lot to help our environment, and should stimulate lots of discussions. Many thanks		and provincial level for "climate change" it's obtuse and ridiculous to bring it right down to community level.  Your going to tax all the people who work for a living to death You will be left with yuppies and no one to run the businesses and work the labor jobs.  All this action plan represents is an increase in my taxes and an gross overstep by local government to charge me for my "rain water" consumption of all things.  The need to build every home to "energy efficient" standards is going to push every new build well over half a million dollars. Next	No	Why not try and fix the rampant homelessness crisis in the kootenays?
Mar 30, 2023	Area H	None of these action plans excite me.	Yes		No	

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Mar 28, 2023	Area H	Nothing. has set carbon pollution reduction targets that are "aligned with maintaining a 1.5 degree world": 50% reduction by 2030 and 100% by 2050. In April 2019, the RDCK declared a climate action imperative for all orders of the government to apply a low carbon resilience lens to decisions on: land use and planning; transportation and mobility; energy; buildings; resource recovery; water supply; food and agriculture; floods and geohazards; wildfire; leadership and operations. In RDCK's draft Climate Actions: Building Momentum in Rural Communities (released February 2023), one of the actions is to "integrate climate action	No		No	This is a waste of taxpayers money. Time to put the money to good use not towards a bunch on nonsense. Taxes have risen enough to cover new administration that would not be required at RDCK office if there was a team environment.
Apr 3, 2023	Area I	I'm excited that we can work together on multiple fronts to really start to make a difference in reducing our carbon pollution and building community resilience. I'd like to think that, with building the climate culture piece, we can make these changes while uniting the community. I'm also excited about co-benefits like cleaner air, healthier transportation options, and building community.	Yes	Greater alignment between OCP and RDCK Climate Actions	Yes	
Mar 31, 2023	Area I	have farm status, have multiple buildings and properties, use transfer station, with fire dept., family here for 120 years, I have been here for 78. I have a lot of issues mentioned in this proposal. #1 is the ALR we don't need more in ALR we need less, a large percentage of it is not farmland and inclusion and regulations are blocking land use, housing and even farm use! #2 regulations block farmers from using their property for farming or any other use to support the farm, no farm butchering and processing, no housing, no businesses, no resource extraction, quotas, permits, licenses, zoning etc. #3 What is wrong with recycle, re-use when I try	No	and blocking residents here from the best beach in Burton that they own as a gravel pit they have not used for 60 years closing rest stops on highway every winter when you need them when road condition are impossible to drive? #5 I have multiple building that I want to heat with heat pumps but can not get the grants you keep advertising on any of them because of all the restrictions like principle residence, removal of current hear systems that are essential because of frequent power outages etc. #6 Support for small/mini/micro hydro, wind power, solar power, geothermal etc non-existent. #7 Trucking waste for over 100 miles is not good for the environment and what good	Yes	West Kootenay Climate Hub supports this climate plan and would welcome any conversations in our community.
Apr 3, 2023	Area K					



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Apr 3, 2023	Castlegar	70% of emissions are from transportation, I would have liked to see a larger and more specific emphasis on reducing those impacts. I wonder, would a bridge from downtown to Selkirk be within the RDCK purview? The last time that I could find the idea discussed was 2016 - an significant amount of vehicle traffic moves from downtown Castlegar to Selkirk everyday - a study to explore how many vehicles could be take on off the road with a foot/bike bridge would be very interesting. Currently to use transit from DT I would have to go up town to the Aren before arriving at Selkirk 35 minutes later. A direct route from DT to Selkirk is much needed, a bridge to encourage walking, riding rolling would be even	Yes	comment on your Climate Action Workbook document, > as was invited within the document. > > I do not think it is appropriate to include the brand name 'Foodcycler' > in the document (see attached). It leaves the RDCK exposed in > potential future procurement endeavors. This became an issue within > the City of Nelson. Perhaps more importantly it ties the entire > concept being portrayed to the Foodcycler brand promotional and marketing sphere. > > I suggest using the word 'dehydration', as that is what the devices in > question do. I do not think		
Apr 3, 2023 Mar 19, 2023	Castlegar Creston		Yes	Transportation.		
Mar 28, 2023 Apr 3, 2023	Kaslo Nelson	The whole scam gets me worked up! I fuming! SO impressed, thank you	Yes	There is zero evidence for "Climate Crisis" and never has been or will be. It is quite simply a hoax a total hoax! It's been debunked seven ways from Sunday!		This is BS and it needs to stop!
Apr 3, 2023	Nelson	I've had a chance to look through the RDCK Climate Action Plan and while a rural setting can add complexity to that type of plan, it has been addressed. Similarly, the time line or "critical path" would keep this Plan moving forward and is a good indicator of intent. We do need meaningful action at the local and regional level and in that context encourage you and the Board to adopt that plan at the next meeting in April.				
Apr 3, 2023	Nelson	I am writing in support of the RDCK climate plan. I have reviewed a lot of climate plans for small and rural communities across Canada in my work at Climate Caucus, and this one really stands out as excellent in terms of integrating mitigation and adaptation, and including equity concerns and the rural context. Having a timeline that aligns with local elections cycle for accountability is a great idea.				
Apr 3, 2023	Nelson	Thanks for the opportunity to comment.				



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Apr 3, 2023	Nelson	<p>vote to adopt RDCK Climate Actions at your April 20th Board meeting. I have read "Building Momentum in Rural Communities" and "Climate Action Workbook".</p> <p>Particularly the "Building Momentum in Rural Communities" document is very well-designed, with lots of clearly-presented background information, options for action(s) and timelines. I cannot foresee ever needing a "re-vamped"/"refreshed"/"re-designed" version of this document! If, over time, omissions or inaccuracies are detected, these can easily be corrected without a "major review". With this document, IMHO, the RDCK has achieved "maximum human perfection", with</p>				<p>gradually-growing (far too gradual!) understanding of the climate crisis among the population has resulted in, it is the realization that heat waves/floods/smoke/droughts do not stop at any particular jurisdictional boundary.</p> <p>As a society we are very late getting to the point of grasping the seriousness of the situation we are in. As the two RDCK documents noted above highlight; fire, floods, heat domes, changing precipitation patterns, etc. are all already happening.</p> <p>I am pleased to see that there is a mid-term review included, which will show whether we are on target for our 2030 goals (or not).</p>
Apr 3, 2023	Nelson	<p>I have not done hands on with hugelkultur but in my connections with earth regeneration, water retention projects I have been learning about it. Seems a no brainer for holding moisture and preventing erosion in forests. Glad to hear it might be used here.</p> <p>Your presentation yesterday was awesome....such a thorough well thought out plan on so many interconnected levels.</p>	No			
Mar 31, 2023	Nelson	<p>Diverting 95% of organics!! Ways to help people to not drive!! Looking after our water!!</p>	Yes	<p>Not sure about introducing Food Cyclers into households. These will break down and in turn cause more waste, not to mention that they use electricity in the first place.</p>	Yes	<p>I would like to open this conversation at schools. I am a teacher at Trafalgar. We have a problem with our recycling in the school district that needs to be addressed, especially since we are teaching students to have good habits, which we cannot do if we don't recycle. Schools are an opportunity for our community to reach lots of people and really effect change by teaching them how to do better. And they can be hotbeds of ideas also! I hope you will reach out to me.</p>
Mar 28, 2023	Silverton	<p>Nothing!!!! Sustainability is essential. We cannot depend on big city efforts- we must do whatever we can in our region.</p>	Yes	<p>that will be downloaded onto taxpaying residents. You make these programs sound enticing yet don't tie a dollar amount to these programs to let taxpayers know their taxes will be increasing substantially. We already have issues with increase in taxes this year (opposite of what our mayor claims!!!) and voting in favour of this full climate plan will increase our taxes even more in the coming years. There has been no public input for our area over this except for the two online info sessions which were left to the last minute to provide to public (seen the ad for it AFTER the first presentation and sadly couldn't make it to the next one....sounds like others felt the same since you had very</p>	No	<p>You need to do presentations in every community effected!!! And open and transparent presentations where people can openly talk and discuss the issues at hand. Government and RDCK need more transparency and accountability!!!!</p>
Mar 24, 2023	Slocan		No		No	
Apr 10, 2023		<p>The fact that the RDCK is moving forward with this in the first place--that it's moving from policy to action. No</p>	No		No	<p>I'm already in a group that hosted a conversation with a RDCK employee.</p>

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Mar 23, 2023		nothing burger does not excite locals...The recent Balfour-Kootenay Bay Ferry landing 81\$mil rebop(thankyou) did not supply any facility for bicycles.Covered lock up in hwy cam view would be adequate.But the reality is that bicycle use will continue to be sparse,people will not give up cars; in fact I am the only person using a bicycle-ferry-bus mode of transport on the eastshore.We are all going to climate hell.(or not). Yes		it is impossible to reverse climate change,fact.throwing a bucket of water on a forest fire type plans will be a waste of effort.The smoke of forest fires is already way past the extreme levels for health,in BC and nothing is being done about it.Homes need filtered ventilation now.Last summer the smoke lasted over 4 months and could be the normal from now on.We all endure the cold months to enjoy the warm months.But from now on the summers are ruined by choking wood smoke.Today is March 23 2023 and Kootenay lake valley is smokey already.	No	talk it up while rome burns...



**1. Enable new approaches to watershed governance through inclusion, capacity building and collaboration.**

The RDCK recognizes that Indigenous Peoples have unique water relationships and values as water and land rights holders. And recognizes the necessity of developing government-to-government agreements and partnerships to foster co-management of lands and water. Some examples of how the RDCK is working with First Nations include the Kootenay Lake Partnership (KLP) with the Yaqan Nukiy and the Ktunaxa Nation Council on watershed management on Kootenay Lake by seeking to control development impact on riparian areas around the lake through coordination of multi-juridical regulations to protect ecosystems, archaeology and Ktunaxa cultural values. As well, the RDCK is working with Syilx-Okanagan Nation and Sinixt-Colville Confederated Tribes to develop the Slocan Lake and River Partnership (SLRP). The RDCK has worked on restoration of Norns Creek at Pass Creek Park with Syilx-Okanagan Nation. Engaging with Syilx-Okanagan Nation and Ktunaxa Nation on the Brilliant Head Pond Advisory Group.

ASKS: Through the KLP and SLRP, we are seeking to better understand and build relationships to address watershed governance with our Indigenous partners. We require funding to support that work from the province who also has provincial representatives at the partnership tables. As well, ongoing, peer to peer learning and workshops such as Y2Y's [Entering Ethical Space Land Based Reconciliation](#) are helpful training opportunities, and the RDCK encourages the Province to offer more of this type to local governments.

The RDCK currently engages with watersheds and water system protection in a wide range of ways: monitoring, delivery of services (18 water systems), planning (land use, emergency response), and related engagement with other orders of government and stakeholders.

ASKS: High-level participation to influence policy and technical and advisory roles to facilitate community intelligence and experience is needed. There is a lack of clarity and consistency in interpretation surrounding much of the watershed protection and drinking water protection legislation. For example, local governments can be granted special powers to protect watersheds of concern through Drinking Water Protection Plans but the process is unclear. There is a need for enhanced coordination, leadership and accountability across different levels of government to align decision-making for watersheds. This is necessary to increase accountability of Provincial Ministries to community groups.

**2. Pursue legislative change, policy development and alignment of laws and policy to be consistent with the UN Declaration.**

The RDCK supports legislative change that places water first and uses a holistic eco-system based planning perspective. On January 19, 2023 the RDCK Board passed Resolution 3.1.1 on Legislated Mapping and Management Plans in Community Watersheds to take to Association of Kootenay Local Governments (AKBLG) for endorsement and advancement to Union of BC Municipalities (UBCM) to address the above:

WHEREAS communities across British Columbia relying on surface water systems as their only source of drinking water are facing historic droughts and becoming increasingly aware of the need to maintain the integrity and hydrological production capacity of their community watersheds while they continue to be adversely impacted by other tenure holders or developers;

AND WHEREAS community expectations are often not aligned with requirements for tenure holders and developers to prepare and provide comprehensive watershed mapping and management plans in collaboration with such water user communities and licensees;

THEREFORE BE IT RESOLVED that UBCM request 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 licensees prior to any development or incursion into consumptive use watersheds to avoid the risk of adversely impacting the hydrological production capacity of these watersheds.

ASKS: Changing the Forest & Range Practices Act (FRPA), where forestry tenure holders with approved forest stewardship plans can usurp drinking water user protections, to prioritize water and watersheds for drinking water, cultural and habitat values. Developing protocol agreements to guide ethical space land based reconciliation – prioritize protecting water, building the relationships and associated trust necessary to begin incorporating indigenous law into water related policy. Building relationships around water can be an opportunity for reconciliation and learning which the RDCK has demonstrated through the KLP and SLRP both working in partnership with First Nations to protect habitat and guide development. It is important that First Nations and local governments

have a formal role in the Provincial decision-making through collaborative entities that can convene cross-sectoral oversight. We would like to request a Forest Landscape Planning table be established in our region. And lastly, as mentioned above, improving clarity and consistency of watershed protection and drinking water protection legislation for those trying to protect their drinking water systems. The RDCK calls on the Province to enforce allowable withdrawals by large, medium and small water system purveyors. Consider Groundwater Protection Regulation.

### **3. Build a strong foundation of watershed science and knowledge that is accessible for use by Indigenous Peoples, local governments and communities.**

As we learned through the Housing Needs Assessments, information is key for effective land use planning. Good data will allow local governments to identify areas for densification and greater servicing to support the province's direction of increasing affordable housing. The same can happen with water data. Local governments must be able to influence and inform zoning and subdivision bylaws with up to date and reliable information about water.

ASKS: That the Province re-establish provincially managed ground and surface water monitoring (quality, quantity, flow, and elevation) network. Ensures that data is readily accessible to local governments and integrates findings into water licence application reviews and approvals to inform land use decisions and future growth by local government. The RDCK recommends that in person and multi-media materials clarifying the requirements for ground water licensing, processing times and quantity determination. Public outreach and stakeholder engagement is necessary to ensure that the people working on the ground (for example well drillers, septic practitioners and landowners) are aware of the most current legislative requirements.

### **4. Apply holistic approaches to watershed management and ecosystem protection.**

ASKS: That the following principles, processes and actions be considered for watershed management and ecosystem protection:

- **Water Above All Else** – water is essential, its protection must be central and primary to any watershed activity. Developing protocol agreements with First Nations partners is a first step toward integrating Indigenous Law into Local Government bylaws and policies. Indigenous law directs that what is best for the land and water is of primary importance to decision making.
- **Equity & reconciliation** – Indigenous Peoples have unique water relationships and values and must be rights holders. Building relationships around water can be an opportunity for reconciliation, learning and accountability.
- **Precautionary principle** - Watersheds represent complex sensitive ecosystems. Much is unknown about how activity affects the water regime. The ecological functioning of watersheds must “be retained or regenerated” to effectively protect source drinking water.<sup>1</sup>
- **Whole-system design** - Water protection requires a whole watershed/ecosystem-based planning approach that includes consideration of the land and water while also engaging all those involved to promote robust and sustainable economic development.<sup>2</sup>
- **Transparent, accountable and equitable decision-making** – in partnership with First Nations and supported by legislation, regulation, and policy to protect watersheds and water.
- **Eco-system based watershed planning processes**
  - Community watershed mapping includes methodologies such a nature based planning that prioritize ecosystem protection, maintenance, restoration, and human use that, as the first priority, maintains or restores natural ecological integrity.
  - Natural Asset Management values and integrates natural assets into a sustainable service delivery to provide a climate resilience benefit such as water treatment, waste treatment, rainwater management, or flood protection.
  - Cumulative Effects Framework as defined by First Nations (eg Ktunaxa Cumulative Effects Framework)
  - Aquifer Vulnerability Assessments & Mapping informs land use policy and decision-making.
- Actions that would support improvement and implementation of habitat restoration projects include:  
**Designated funding** for local governments, First Nations and non-profit societies for wetland/aquatic habitat restoration projects; **Prioritize/require integration** of natural assets into Asset Management Planning initiatives by local governments; **Designate lead agency** to provide design, planning and permitting guidance to local governments wanting to undertake wetland/habitat restoration projects.

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<sup>1</sup> A Blueprint for Watershed Governance in British Columbia – POLIS, 2012 p 14

<sup>2</sup> Ecosystem-based planning focuses first on what to protect and then on what to use. First priority: protect or restore ecological integrity and second priority: provide for balanced ecosystem use across the landscape. Hammond, Herb. Maintaining Whole Systems on Earth's Crown. 2009, Silva Forest Foundation. Slovan Park Younes Alila

**5. Balance water supply and demand (quality and quantity) at the watershed scale to address the needs of people, the environment and the economy.**

Understanding the context of each unique watershed (values and risks) is essential to protect and ensure a water secure future for watersheds and the ecosystems within them. It is critical to protect the long-term health and safety of not only our communities, but also of the land. Watershed concerns such as slope stability, wildfire resiliency and ecosystem health must be included in our planning and decision-making. A regional space for dialogue; meaningful engagement; and, informed planning to produce long-term strategies and short-term responses is necessary to inform safe and healthy communities and sustainable regional growth in response to climate change pressures.

ASKS: That the following actions be considered:

- **Advocate, support and fund** implementation for greywater and wastewater reuse and use of non-potable water for irrigation. Federal or provincial government capital funding is needed to support initiatives that reduce potable water consumption.
- **Encourage and fund** universal metering projects in rural water systems. Water system customers are unwilling to fund the costs to implement metering; with continued referendums and Alternative Approval Processes for borrowing failing, local governments have no ability to introduce metering to water systems that are in the most need.
- **Implement WSA regulatory tools** which to date, remain largely underutilized. With a lack of enforcement by the Province, licensees and non-licensees continue to draw water regardless of their approved licenced amount.
- **Geohazard (debris flow, flooding, and wildfire) mapping** supports land use planning and to help our communities be resilient to climate related emergencies.
- **Future Land Use and Growth Management Planning** In rural areas, water capacity (and its future sustainability) is unknown. Planners cannot make informed decisions without an understanding of water capacity.



# Board Report

<b>Date of Report:</b>	March 23, 2023
<b>Date &amp; Type of Meeting:</b>	April,20,2023 Open Board Meeting
<b>Author:</b>	Chris Gainham, Building manager
<b>Subject:</b>	Building Department Fee Review – Progress Update – Information Report
<b>File:</b>	[File no.]
<b>Electoral Area/Municipality:</b>	All Areas

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Board with an information update – progress updating and modernizing building permit fees to cover anticipated operational costs related to processing building permits. Appendix A of the current RDCK Building Bylaw 2200, 2010 outlines current permit fees and these are reflective of the operational costs of the department at that time (2010). At the February 17th, 2023 Special (Budget) Open Board meeting, the Board approved 3 new Building Department staffing positions with costs to be recovered through a projected increase in Building Permit Fee revenue as a result of a review of the structure and proposed increased fees. This report is intended to provide an update to the Board on work completed to date.

## SECTION 2: BACKGROUND/ANALYSIS

At the February 17th, 2023 Special (Budget) Open Board meeting, the Board approved 3 new Building Department staffing positions with costs to be recovered through a projected increased building permit fee structure. At the March 16th, 2023 Regular Open Board Meeting, staff presented an information report - Building Permit Fee Review and Update - which provided a review of:

- The legislative framework for collecting building fees
- The proposed approach and methodology that Building Department staff will leverage to review and update fees
- Comparator Regional District and Municipality Building permit fees and fee structures
- The current approach in the RDCK for determining permit fees including methodology for determining values of construction.
- The benefits of third party valuation services (the most popular being Marshall® Swift Valuation Service) to determine the value of construction
- The benefit of incentives, typically in the form of a refundable deposit levied at the time of permit application, which some other Building Departments leverage to motivate and encourage Owners to complete their projects within legislated timeframes.

### **Progress and Work Undertaken To-Date:**

The RDCK Building Bylaw 2200, 2010 distinguishes between Standard Buildings and Complex Buildings and outlines requirements for each in terms of application submission and how permit fees are to be calculated.

### **Fee Review for Standard Buildings – Updating RDCK square footage fees using Marshall Swift**

Standard building means a building of three storeys or less in building height, having a building area not exceeding 600 square meters (6500 sq ft) and used for major occupancies classified as

- residential occupancies,
- business and personal services occupancies,
- mercantile occupancies, or
- medium and low hazard industrial occupancies.

Standard Buildings include single family dwellings (SFD) and most accessory structures, and these submissions generally comprise 75-80% or more of the permit volume and revenue for the department in a given year. Currently the cost of construction for a building permit (and the resulting permit fees) for standard buildings is determined using the greater value determined by:

- If provided, the declared value or contract cost as stated by the Owner on the Building Permit Application
- The unit costs of construction as stated in Schedule A of the RDCK Building Bylaw 2200, 2010

The current process for determining if the declared values of construction submitted by applicants are accurate is to compare the declared value against a calculated value using Schedule A of the bylaw (and use the higher of the two amounts to determine permit cost), however the values in Schedule A are old and not representative of the current costs to construct, resulting in a valuation, and resulting permit fees, that are potentially low as we would default to the declared value. The use of cost estimates provided by Owners as the basis for calculating fees has inherent limitations. Estimates have a wide degree of variability depending on the estimation method and assumptions used by a builder, and may not be fully reflective of actual building costs due to the uncertain nature of the estimation process. The use of a third party valuation service like Marshall® Swift to estimate values of construction based on submitted plans is considered an industry best practice to assess if the declared value is reasonable - The Municipal Insurance Authority of British Columbia (MIABC) even includes explicit reference to Marshall® Swift in their Model Building Bylaws. An industry scan of other building departments in BC indicated that dozens of other authorities having jurisdiction quote the use of Marshall® Swift in their building bylaws. Additionally, review of an auditor's report of building permit fee calculations for the City of Vancouver supports and strongly promotes the use of the Marshall® Swift method to reduce uncertainty in cost estimations.

Determining values of construction for Standard Buildings using the Marshall® Swift service provides a more accurate and up-to-date method of valuation compared to that determined using Schedule A of our Bylaw. However, the process involves inputting detailed building data from submitted plans (E.g. floor area, # of storeys, quality of construction, cladding and assembly details, HVAC, plumbing etc.) into the program, and this can be an extensive exercise (requiring approximately 45 minutes or more of staff time to complete), involving significantly more effort and resources than applying a square footage multiplier. Completing this analysis for each individual permit is impractical.

The proposed approach is to develop new square footage multipliers for standard buildings that will then be used to update Schedule A of the bylaw. Our approach is as follows:

- Select a sample set of submitted building permits (permits issued in 2022/2023) representing a range of styles of single family dwellings.
- Classify these dwellings into 3 distinct categories (these classifications are aligned the Marshall® Swift valuation methodology and consistent with valuation best practice) based on style, size, features and quality that are representative of most Standard Buildings.
  - ❖ Category 1 – “Basic”
  - ❖ Category 2 – “Market”
  - ❖ Category 3 – “Custom”
- Using Marshall® Swift, we then determine the value of construction and resulting permit fees, compare this value against the declared values, and values determined using Schedule A of the RDCK Building Bylaw, and the resulting fees. This analysis is then used to check the accuracy of declared and Schedule A costs against the reasonable range of estimates using Marshall Swift.

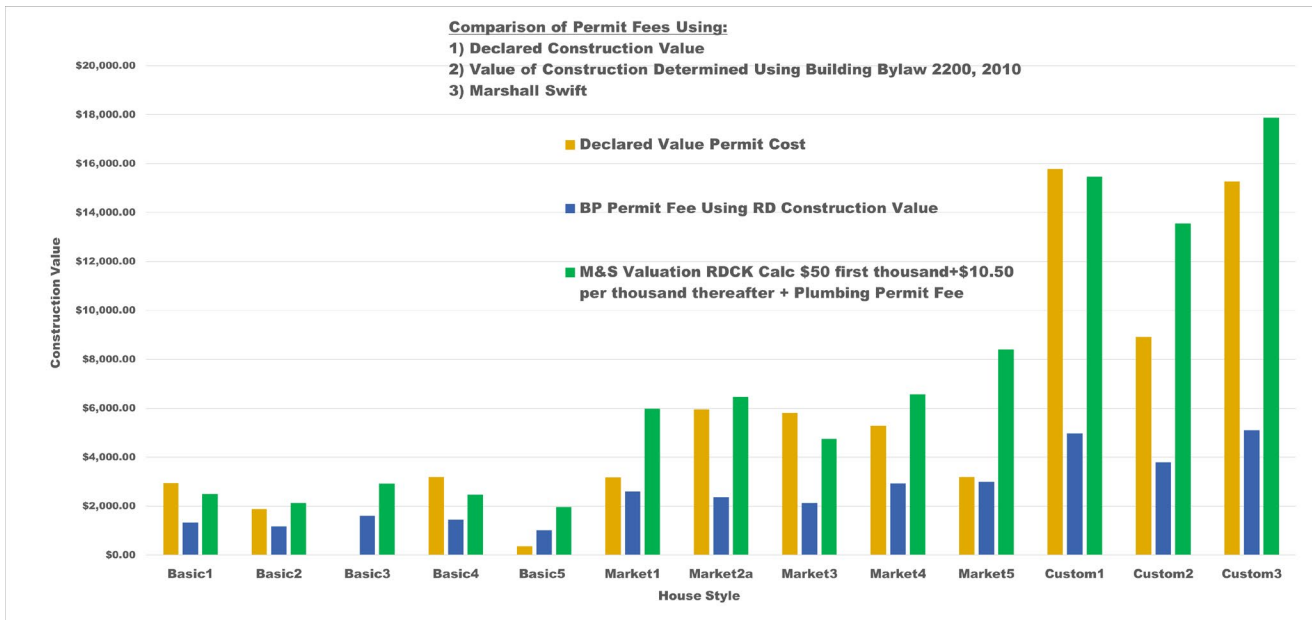
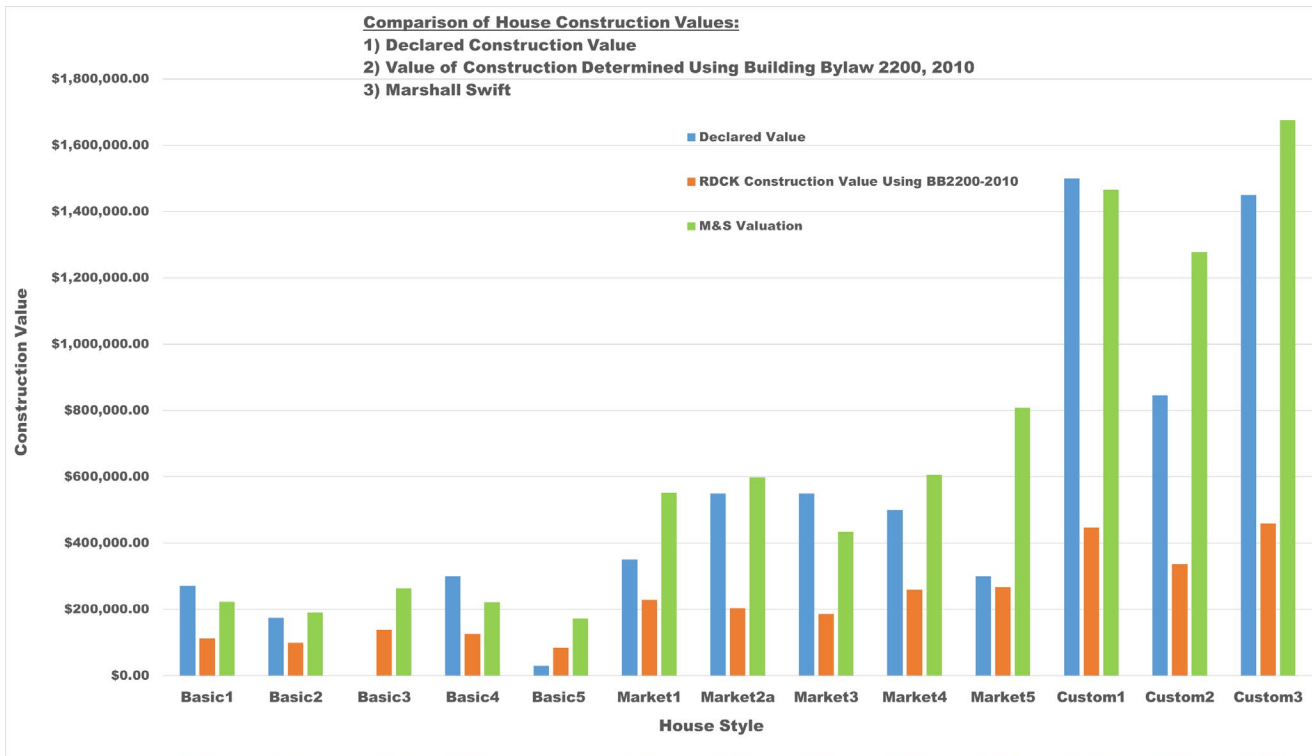
To date we have used Marshall® Swift to analyze 5 “Basic” SFD’s, 5 “Market” SFD’s and 3 “Custom” SFD’s for a total of 13 valuations. Out of the 13 permits we have reviewed, 12 provided a declared value of construction. We compared the declared value provided against values calculated using both Schedule A of the RDCK Building Bylaw 2200, 2010 and Marshall® Swift Valuation Service. In all cases, except for one where the declared value was extremely low, the values determined by Schedule A of the bylaw were significantly lower than the declared value or Marshall® Swift. In 3 cases (one each for Basic, Market and Custom), the declared values were higher than the Marshall® Swift valuations. The analysis to date is presented in the accompanying graphs below.

Using the higher of our existing Schedule A values and the declared values of construction for this sample of homes, the total permit fees collected is \$72,428. Using the Marshall® Swift valuations and declared values the total permit fees are \$90,274; a difference of \$17,428 for just these 12 permits. Extrapolating these results, the use of valuation methodology for updating permit fees represents a significant increase in permit fee revenue.

Given the relatively small number of permits for homes that can be classified as “Custom”, and the significant variation in styles of these homes, we are proposing that staff complete a valuation calculation specific to these applications, rather than use static square footage calculations.

As the sample size analyzed to date is low, staff continue to analyze and develop costs for Basic and Market homes, assess the impact of a new fee structure on permit revenue, and will present the results of this complete analysis in a future Board report.





**Fee Review for Complex Buildings – Use of a Professional Quantity Surveyor (PQS) sealed Initial Budget Review to determine Permit Fees**

Complex Building means:

(a) all buildings used for major occupancies classified as:

- (i) assembly occupancy,
- (ii) care or detention occupancy,
- (iii) high hazard industrial occupancy, and

(b) all buildings exceeding 600 square meters (6500 sq. ft.) in building area or exceeding three storeys in building height and used for major occupancies classified as:

- (i) residential occupancy,
- (ii) business and personal services occupancy,
- (iii) mercantile occupancy,
- (iv) medium and low hazard industrial occupancy.

The current approach for calculating permit fees for Complex Buildings is described in Schedule A of the bylaw: the Value of construction for Commercial, Industrial or Institutional buildings (Complex Buildings) is calculated as per the CONTRACT or TENDERED cost. Where there is no contract or tendered price, the value shall be calculated according to the square footage values in the bylaw. Applications for these structures typically includes a contract and tendered cost and this is typically how fees are currently calculated.

The proposed approach for Complex buildings refines and formalizes this approach. Where the estimated value of construction exceeds \$1 million, the Owner would be required to engage a Professional Quantity Surveyor to submit a sealed Initial Budget Review and this value would be used to determine the permit fee. Professional Quality Surveyor is an internationally recognized designation, and these professionals are experts in costing the construction projects. Construction values determined by these professionals represents the best available estimates of construction for large projects and determining applicable permit fees, while providing a level playing field so that permit fees are applied fairly and consistently.

**Flat Fees:**

Staff continue to analyze our flat fees both by benchmarking against local government comparators and by reviewing Building Department costs to provide these services. While a full and comprehensive benchmarking of building permit fees against comparator municipalities and regional districts is ongoing, the analysis to date indicates across the board increases in fees is required. Our current “Basic Fee” charged to each permit is \$50 which is significantly less than comparators, some who charge up to a \$200 Basic Fee. With our current fee structure and an assumption of 600 permits processed annually, we collect \$30,000 with this fee. An increase in the Basic Fee to \$150, we would collect \$90,000, representing a \$60,000 increase. This would bring us in-line with comparators and better represent the true cost of processing permit applications and maintaining permit files. The additional components of the flat fees include those for Manufactured Homes, Moving a Building, Plan Checking (currently a deposit credited against a permit fee upon issuance) and re-inspection fees (levied when more than two inspections are required for a particular stage of inspection) and these are currently under review.

**Incentives:**

Staff continue to investigate the benefit of a refundable surcharge as incentive for Owners to complete projects within legislated timeframes. These surcharges are typically levied based on a percentage of the permit fee (with a stated minimum fee to be levied), and are refundable in whole or in part upon the successful completion of a project within legislated timelines and if all bylaw terms and conditions are met and no other charges are assessed against the permit holder.

A refundable surcharge should reduce administrative and enforcement costs for the department, reduce Notices on Title, and also reduce costs for Owners by incentivizing them to adhere to planned project schedules. Our goal in determining an appropriate refundable surcharge seeks to balance a fee that is high enough to act as a true incentive while not presenting an up-front financial burden to applicants.

**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

Costs for reviewing and updating building permit fees are currently being completed internally by staff within approved budget. As construction continues to increase the costs being added to the building inspection service budget to manage workload are outpacing building fees and, unless the fee structure is reviewed, will result in more taxation to ensure the service is balanced. This review will ensure those using the service are carrying more of the cost of the building inspection service.

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

This report is for information only, though the information presented is intended to provide a progress update on the approach for updating the fee schedule and administrative provisions currently contained in RDCK Building Bylaw 2200, 2010.

**3.3 Environmental Considerations**

The BC Building code sets minimum standards for the energy and water efficiency of buildings and this is regulated by Building Officials.

**3.4 Social Considerations:**

The Building Department provides service to permit holders but also to the public/taxpayer at large by regulating the safety, health, accessibility, fire, structural protection, energy and water efficiency of buildings in the region, and by providing enforcement against individuals who do not comply with the bylaw.

**3.5 Economic Considerations:**

The building industry is an important economic driver in the RDCK, providing jobs to builders and to the wider construction industry, including materials supply and professional services during construction, while increasing the taxation base of the RDCK and providing revenue to the Building Department. Currently, these services are

funded from permit fees. An update of the building fees will assist in providing timely service with respect to permit issuance and administration.

### **3.6 Communication Considerations:**

Building Department staff will work with Communications staff to ensure that stakeholders are identified and engaged on proposed changes as this project progresses.

### **3.7 Staffing/Departmental Workplan Considerations:**

The project is led by the General Manager – Development and Community Sustainability, the Building Manager and Manager, Building Development and Special Projects.

### **3.8 Board Strategic Plan/Priorities Considerations:**

To excel in governance and service delivery.

The goal of the Building Permit fee review is to levy fees that will fund the building Department in continuing to provide a well-staffed and professional service.

## **SECTION 4: OPTIONS & PROS / CONS**

N/A

## **SECTION 5: RECOMMENDATIONS**

This report is for information only at this time.

Respectfully submitted,

Chris Gainham – Building Manager

## **CONCURRENCE**

Chief Administrative Officer – Digitally approved by Stuart Horn

General Manager of Development and Community Sustainability – Digitally approved by Sangita Sudan



# Board Report

**Date of Report:** April 04, 2023  
**Date & Type of Meeting:** April 20, 2023 RDCK Board Meeting  
**Author:** Todd Johnston, Environmental Services Coordinator  
**Subject:** WILDSIGHT 2022/2023 MID YEAR REPORT AND FUTURE FUNDING DISCUSSION  
**File:** 12-6240-20  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present both the Beyond Recycling Mid-Year Report for the 2022/2023 School Year and also to provide information regarding the potential for the Beyond Recycling program in the Central Kootenays to lose significant funding from the Columbia Basin Trust, which would likely make continuation of this service financially impossible for WildSight, the organization that delivers the Beyond Recycling Program (BR). At present, BR has sufficient funding in place to fulfil their obligations for the 2022-2023 school year.

## SECTION 2: BACKGROUND/ANALYSIS

Wildsight, a regional non-profit organization, delivers the Beyond Recycling program (BR), and has been developing and delivering environmental education programs throughout the Columbia Basin since 2000: they have offered field trips and classroom programs to over 95,000 students over the last two decades.

BR is a locally-developed environmental education program, financially supported by the RDCK, and other funders, which guides students in making sustainable lifestyle choices.

Educators provide an action-oriented, solutions-focused curriculum, with 20 weekly lessons for grade 5 to 7 classrooms to address environmental issues, inspire positive action and find creative solutions in living sustainably. BR also empowers teachers to incorporate environmental education into their own practice. Topics covered include: waste reduction, energy efficiency, water conservation, climate change, transportation alternatives, and local food production, all taught within an ecological footprint framework.

In the mid-point of the 2022/2023 school year, programs were delivered in five schools within the RDCK. The BR program manager works with RDCK staff to ensure that RDCK's environmental and sustainability program information is integrated into the BR curriculum. As part of the program, students visit RDCK landfills and transfer stations to reinforce their lessons in waste management. In recent years, RDCK staff have liaised with BR staff to ensure that the program remains current with RDCK programs and initiatives such as relating Firesmart and climate change messaging.

BR applies the 'col-led' delivery model, with every classroom teacher delivering 4 of the 24 program lessons, with access to online lesson plans, resources and materials on the teacher pages of their website. This supports increased teacher buy-in, capacity and familiarity with program topics, and ultimately the ability for Beyond Recycling to expand its reach to more classes.

Lessons delivered between October 2022 and January 2023 include:

- Garbology 101
- History of Waste
- It's a Plastic World
- It's All From the Earth
- Lifecycle of Stuff

Below is a summary of classrooms that received the BR program between October and January of the 2022/2023 school year:

School	Location
Kinnaird Elementary	Castlegar
Twin Reivers Elementary	Castlegar
Erikson Elementary	Creston
Canyon-Lister Elementary School	Creston
JV Humphries Elementary/Secondary School	Kaslo

For more details, see their Mid-Year report for the 2022/2023 school year (Attachment A).

It is also worth noting that the current contract between RDCK and Wildsight was only set for one year (2022/2023 school year); this sole source contract was approved at the July 21, 2022 Regular Open Board meeting with the following resolution:

473/22

*That the Board approve the RDCK enter into a sole source contract with Wildsight for the outlay of the Regional Environmental Education Program for the period September 1, 2022 to June 30, 2023, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from Service No. A100, Environmental Services.*

Historically the RDCK has supported Wildsight in delivering BR through three year contracts. However, Wildsight is now facing a major obstacle in sustaining their program, with the cancellation of funding by Columbia Basin Trust (CBT), who contribute 44% of the BR annual funding. The \$60,000/year commitment from CBT expires at the end of the 2022/2023 school year, and as such BR is unable to guarantee the continuation of the same services, unless they find another source to replace this substantial funding. CBT has reportedly changed their strategic priorities, and the BR program does not meet the requirements for any of the grants in the “environment” or “education and training” categories.

RDCK Staff feel that BR is unique, in offering elementary and middle school students an in-depth and empowering experience that provides practical information that help the students both understand their potential for impacting environmental health and providing facts on Environmental Services programs provided by the RDCK, in a time where many of these services are challenged with misinformation.

As BR may likely require additional financial support from other sources starting in the 2023/2024 school year, Staff will provide an update to the Board prior to the 2024 budget discussions for consideration.

CBT is hosting a series of “Community Conversations” in the RDCK throughout April and May.

## 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

Not Applicable.

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

Not Applicable.

### 3.3 Environmental Considerations

The Beyond Recycling program curriculum covers a wide range of environmental and sustainability topics including waste reduction, energy efficiency and micro-generation, water conservation, climate change, alternate transportation, local food production, and ecological footprint. The program supports the BC Curriculum learning outcomes and explores environmental and sustainability issues and solutions through an ecological footprint framework. Through integral eco-challenge opportunities, significant reductions in greenhouse gases can be achieved and valuable life skills in sustainability are gained.

### 3.4 Social Considerations:

The program provides an action-oriented, solutions-focused curriculum that is age appropriate, hands-on and engaging. *'The Beyond Recycling program aims to equip students with the knowledge they need to make important decisions for our planet. Throughout this program, students will look critically at the impact, or ecological footprint, of their schools, homes and businesses.'*

### 3.5 Economic Considerations:

Wildsight is at risk of losing substantial (44%) of their environmental education funding, which would likely result in the loss of the program to the RDCK.

### 3.6 Communication Considerations:

In addition to ongoing communications with schools within the RDCK, Wildsight delivers promotion and outreach for the Beyond Recycling program, including: the Beyond Recycling website, media releases, and marketing materials.

### 3.7 Staffing/Departmental Workplace Considerations:

The Environmental Services Coordinator administrates the regional environmental education program. RDCK staff works with the Contractor to ensure a balanced curriculum that remains consistent with the RDCK's policies and environmental and sustainability objectives. RDCK staff also facilitates and assists in coordination of RDCK site visits, including landfill and recycling depot tours.

### 3.8 Board Strategic Plan/Priorities Considerations:

This request aligns with the Board priorities of:

- To Strengthen our Relationships with our Community Partners
- To Adapt to Our Changing Climate and Mitigate Greenhouse Gas Emissions

## SECTION 4: OPTIONS & PROS / CONS

Not Applicable.

## SECTION 5: RECOMMENDATIONS

That the Board receive this report for information only

Respectfully submitted,  
Todd Johnston, Environmental Services Coordinator

## CONCURRENCE

General Manager of Environmental Services – Uli Wolf	Approved
Chief Administrative Officer – Stuart Horn	Approved

### ATTACHMENTS:

Attachment A – Beyond Recycling Mid-Year Report 2022/2023 – January 6, 2023





Progress Report

# Beyond Recycling

For Todd Johnston, Environmental Services Coordinator  
 Regional District of Central Kootenay  
 January 6, 2023

The Beyond Recycling programs aim to equip students with the knowledge they need to make more sustainable lifestyle choices. Throughout this program, students look critically at their ecological footprint, and devise actions to shrink their own ecological footprints. The program seeks to support teachers and students, as well as our partners and funders, in delivering key messages through our locally-developed environmental education program.

## Participating RDCK Classes 2022-2023

School	Community	Classroom Teacher
Kinnaird Elementary School	Castlegar	Rebecca Baker
Twin Rivers Elementary School	Castlegar	Kate Running
Erikson Elementary School	Creston	Gillian Cooper
Canyon-Lister Elementary School	Creston	Victoria Jordan
JV Humphries Elementary/Secondary School	Kaslo	Kelly Gruenerud

Note- the JV Humphries program is set to begin in January, to accommodate scheduling needs. We are also looking at the possibility of adding a sixth class, in Nelson, that would begin by February. Waste Field trips will work better in the spring for most classes this year.

## Lessons Delivered

Wildsight's Beyond Recycling educators have been in the schools since late October, and are well on the way with the program delivery. The 'col-led' delivery model continues this year, with every classroom teacher delivering 4 of the 24 program lessons, with access to online lesson plans, resources and materials on the teacher pages of our website. This supports increased teacher buy-in, capacity and familiarity with program topics, and ultimately the ability for Beyond Recycling to expand its reach to more classes.

Lessons we have delivered thus far include:

- Garbology 101
- History of Waste
- It's a Plastic World
- It's All From the Earth
- Lifecycle of Stuff

## Some Program Highlights

This is from Creston Valley Beyond Recycling Educator, Melissa Flint:

*'In Beyond Recycling we take a closer look at the story behind all the stuff we use everyday. Sometimes that involves looking at the raw materials of an ordinary object like a t-shirt and finding out how cotton is grown. Sometimes that involves looking up how electricity is produced and powers our homes and classrooms. The students have been working on their lifecycle projects in December at Canyon-Lister School. Our first step of the project involved getting up close and personal with the raw materials of everyday items like pencils, jeans, soccer balls and more. The students were presented with a tin of various raw materials and had to guess what they made. 'What do you mean rocks make stuff?' asked one student. When you hold the minerals in your hand it is hard to imagine the energetic transformation needed to make the zipper and buttons on your jeans. That is part of the magic of Beyond Recycling: it makes the invisible, visible.'*

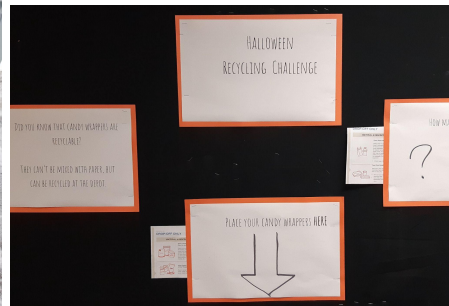


And here is a highlight from Jess Williams, teaching in Castlegar:

*I did a mini Eco-challenge at my BR schools, Kinnaird Elementary and Twin Rivers Elementary.*

*The idea was to divert all candy wrappers, chip bags, granola bar wrappers, zip lock bags, etc from the local landfills. The schools were already doing a great job in collecting fiber recycling and returnables, however when we did our waste audit during our Garbology lesson we were shocked to see how much of the classroom garbage was actually recyclable (even though it cannot be managed by the school).*

*We decided to make a separate collection box for these materials and I made a commitment as a BR educator to collect and deliver the recyclables to the local depot after my BR visit every week. The amount of recyclable material diverted has been amazing, and it has given the students the knowledge to share with their families on what they can recycle at home as well. We even have a little on-going friendly competition between the two schools to see who can divert more recyclable materials. A super fun and easy challenge that will hopefully continue all year!*



Regional District of Central  
Kootenay  
Financial Statements  
For the year ended December 31, 2022

Draft - For discussion purposes only

Regional District of Central Kootenay  
Financial Statements  
For the year ended December 31, 2022

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## Management's Responsibility for Financial Reporting

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The accompanying financial statements of the Regional District of Central Kootenay (the "Regional District") are the responsibility of management and have been approved by the Board of Directors of the Regional District.

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Regional District of Central Kootenay maintains systems of internal accounting and administrative controls of reasonable quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Regional District's assets are appropriately accounted for and adequately safeguarded.

The Regional District of Central Kootenay is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Board of Directors review the Regional District's financial statements and recommend their approval. The Board of Directors meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external auditor's report. The Board of Directors take this information into consideration when approving the financial statements for issuance to the taxpayers. The Board of Directors also appoint the engagement of the external auditors.

The financial statements have been audited by BDO Canada LLP in accordance with Canadian generally accepted auditing standards on behalf of the taxpayers. BDO Canada LLP has full access to the Board and management.

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Chief Financial Officer

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## Independent Auditor's Report

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To the Members of the Board of Director of the Regional District of Central Kootenay

### Opinion

We have audited the financial statements of the Regional District of Central Kootenay (the "Regional District"), which comprise the statement of financial position as at December 31, 2021, and the statement of change in net financial assets (debt), statement of operations, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2022, and its results of its changes in net financial assets (debt), operations, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Other Matters

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of Schedule 1 on page 26 of these financial statements.

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unqualified opinion on those financial statements on August 18, 2022.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Regional District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Regional District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Regional District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Regional District's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Regional District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Regional District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Regional District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Kamloops, British Columbia  
April 20, 2023



Regional District of Central Kootenay  
Statement of Financial Position

As at December 31	2022	2021
<b>Financial assets</b>		
Cash (Note 2)	\$ 6,490,521	\$ 5,496,826
Temporary investments (Note 2)	45,418,153	42,993,167
Accounts receivable	2,743,815	4,207,095
Due from member municipalities (Note 11)	19,937,012	20,165,876
Due from member municipalities - accrued interest	214,105	197,353
	<u>74,803,606</u>	<u>73,060,317</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	4,555,780	5,232,903
MFA short term financing (Note 6)	5,031,014	2,263,191
Landfill closure and post closure costs accruals (Note 11)	3,680,751	3,851,457
HB Mines- contaminated site liability (Note 14)	3,962,661	5,037,894
Nelson transfer station-contaminated site liability (Note 15)	740,000	740,000
Debenture debt MFA (Note 6)	52,610,058	55,117,218
Equipment financing loans	1,431,587	1,719,023
Deferred revenue (Note 8)	2,315,221	1,938,235
	<u>74,327,072</u>	<u>75,899,921</u>
Net financial assets (debt)	<u>476,534</u>	<u>(2,839,604)</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 9)	119,194,807	118,205,124
Prepaid expenses	284,603	534,376
	<u>119,479,410</u>	<u>118,739,500</u>
Accumulated surplus (Note 12)	<u>\$119,955,944</u>	<u>\$115,899,896</u>

\_\_\_\_\_  
Chief  
Financial  
Officer

\_\_\_\_\_  
Chair  
of the  
Board

Regional District of Central Kootenay  
Statement of Operations

For the year ended December 31	Financial Plan	2022	2021
<b>Revenue</b>			
Taxation - net	\$36,207,270	\$36,190,470	\$ 34,169,806
User fees, sales and rentals	11,077,679	11,437,714	10,253,647
Government grants and transfers	9,546,892	4,446,080	7,373,268
Gas tax grant - Community Works	-	1,414,593	2,774,321
Committed funding - Columbia Basin Trust	-	1,549,265	1,368,182
Interest income	5,700	54,647	33,803
Interest earnings - capital funds	-	784,306	706,051
Interest earnings - reserve funds	-	633,432	332,902
Rental revenue	901,204	1,025,429	609,199
Permit fees	850,000	1,082,269	904,816
Cost recoveries and contract revenue	2,109,914	2,212,820	3,733,526
Sale of materials	108,250	63,435	33,890
Gain on disposal of equipment	500	23,054	152,199
	<u>60,807,409</u>	<u>60,917,514</u>	<u>62,445,610</u>
<b>Expenses</b>			
General government	8,989,732	8,988,458	9,673,163
Protective services	7,464,351	7,458,971	7,345,399
Transportation services	2,367,945	2,253,195	1,869,205
Recreation, parks, and culture	17,378,000	18,045,432	15,697,952
Waste disposal and resource recovery	10,449,171	10,488,840	10,421,204
Water, sewer, and lighting	2,746,305	3,705,585	4,010,461
Planning, development, and sustainability	1,914,199	1,770,304	1,280,707
Grants	512,813	3,206,776	3,852,716
Economic development	1,078,376	943,905	1,392,490
	<u>52,900,892</u>	<u>56,861,466</u>	<u>55,543,297</u>
Annual surplus	7,906,517	4,056,048	6,902,313
Accumulated surplus, beginning of year	115,899,896	115,899,896	108,997,583
Accumulated surplus, end of year	<u>\$123,806,413</u>	<u>\$119,955,944</u>	<u>\$115,899,896</u>

Regional District of Central Kootenay  
Statement of Change in Net Financial Assets (Debt)

For the year ended December 31	Fiscal Plan	2022	2021
Annual surplus	\$ 7,906,517	\$ 4,056,048	\$ 6,902,313
Acquisition of tangible capital assets including works-in-progress	(26,065,378)	(7,810,034)	(6,778,225)
Amortization of tangible capital assets including leases	-	6,820,351	6,505,571
Gain on sale of tangible capital assets	-	(23,054)	(152,200)
Proceeds on sale of tangible capital assets	-	23,054	252,737
	18,158,861)	3,066,365	6,730,196
Decrease in supplies inventories	-	-	15,481
Decrease (increase) in prepaid expense	-	249,773	(137,921)
Net change in net financial assets (debt)	18,158,861)	3,316,138	6,607,756
Net debt, beginning of year	(2,839,604)	(2,839,604)	(9,447,360)
Net financial assets (debt), end of year	\$(20,998,465)	\$ 476,534	\$ (2,839,604)

Regional District of Central Kootenay  
Statement of Cash Flows

For the year ended December 31	2022	2021
<b>Operating transactions</b>		
Annual surplus	\$ 4,056,048	\$ 6,902,313
Items not involving cash		
Amortization	6,820,351	6,505,571
Gain on disposal of tangible capital assets	(23,054)	(152,200)
Actuarial adjustment on debt	(754,816)	(706,051)
Changes in non-cash operating balances		
Accounts receivable	1,463,280	(1,855,932)
Inventories of supplies	-	15,481
Other receivables	-	(23,100)
Accounts payable and accrued liabilities	(677,126)	2,171,503
Landfill closure & post closure costs accruals	(170,706)	74,899
Contaminated site liability	(1,075,233)	(1,578,412)
Deferred revenue	376,986	(373,316)
Prepaid expenses and deposits	249,773	(137,921)
	<u>10,265,503</u>	<u>10,842,835</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(7,810,034)	(6,778,225)
Proceeds on sale of tangible capital assets	23,054	252,737
	<u>(7,786,980)</u>	<u>(6,525,488)</u>
<b>Financing transactions</b>		
Temporary borrowing proceeds	3,323,819	1,184,258
Equipment finance loan proceeds	-	885,100
Repayment of principal on temporary borrowing	(555,996)	(258,149)
Repayment of principal debt on equipment financing loans	(287,435)	(354,695)
Repayment of long-term debt	(1,540,230)	(1,501,378)
	<u>940,158</u>	<u>(44,864)</u>
Net increase (decrease) in cash	3,418,681	4,272,483
Cash and cash equivalents, beginning of year	<u>48,489,993</u>	<u>44,217,510</u>
Cash and cash equivalents, end of year (Note 2)	<u>\$51,908,674</u>	<u>\$ 48,489,993</u>

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Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

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1. Significant Accounting Policies

**Basis of Presentation** The financial statements reflect all revenues, expenditures, assets and liabilities of the Regional District. The statements have been prepared in accordance with Canadian public sector accounting standards (PSAS), as established by the Public Sector Accounting Board (PSAB).

These statements include accounts of all the funds of the Regional District of Central Kootenay. Inter-fund transactions and balances have been eliminated. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are accounted for in the period the goods and services are acquired and a liability is incurred or transfers are due.

**Investments** Investment are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.

**Revenue Recognition** Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

Charges for water usage are recorded as user fees in the year they are charged. Conditional grant revenue is recognized to the extent the imposed conditions are met. Unconditional grant revenue is recognized when monies are received. Grants for the acquisition of tangible capital assets are recognized in the period the expenditure is made. Sales of services and other revenue is recognized on an accrual basis. Building Permit revenue is recorded when cash is received.

**Government Transfers** Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**Deferred Revenue** Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

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Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

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1. Significant Accounting Policies (continued)

Collection of Taxes on  
Behalf of Other  
Taxation Authorities

The Regional District collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of entities are not reflected in these financial statements.

Contaminated sites

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up, and a reasonable estimate can be made.

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring estimates include the useful life of tangible capital assets for amortization and the provision for any contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

Tangible Capital  
Assets

Tangible capital assets, comprised of capital assets and capital works in progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributed to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees, and site and preparation costs. Amortization is recorded on a straight line basis over the estimated useful life of the asset. Donated tangible assets are reported at fair value at the time of donation. Estimated useful lives are as follows:

Building and building components	20 to 40 years
Engineering structures (including land improvements)	5 to 60 years
Paving	15 to 40 years
Operating and office equipment	5 to 20 years
Leasehold improvements	term of the lease

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Regional District's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Contributed tangible capital assets are recorded at their fair value on the date of contribution, except in unusual circumstances where fair value cannot be reasonably determined, in which case they are recognized at nominal value.

Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

1. Significant Accounting Policies (continued)

Retirement Benefits  
and Other Employee  
Benefit Plans

The District's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. The costs of other pensions and other retirement benefits that accumulate over the period of service provided by employees are actuarially determined using the projected benefit method prorated on services based on management's best estimate of retirement age, inflation rates, investment returns, wage and salary escalation, insurance and health care costs trends, employee turnover and discount rates. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the employee group.

Reserve Funds

Reserves represent amounts set aside for specific or future expenditures. Statutory reserves require the passing of a by-law to be established.

2. Cash and temporary Investments

	2022	2021
Reserve funds and temporary investments (Note 13)	\$37,168,475	\$ 31,961,148
Deferred funds (Note 8)	2,315,221	1,938,235
Debt proceeds restricted for HB Mines remediated (Note 5)	3,680,751	3,714,016
Unrestricted cash and temporary investments	8,744,227	10,876,593
	\$51,908,674	\$ 48,489,992

Cash and temporary investments are comprised as follows:

	2022	2021
Cash	\$10,348,548	\$ 9,337,313
Guaranteed Investment Certificates	8,000,000	1,938,235
MFA Money Market Funds	3,680,751	3,714,016
Pooled Investment Funds	29,879,375	10,876,593
	\$51,908,674	\$ 25,866,157

Guaranteed investment certificates bear interest ranging from 2.17% to 2.72% and mature from December 2024 to December 2026.

3. Credit Facility

The Regional District has a credit facility agreement with a financial institution which provides for a total commitment of \$5,000,000. At December 31, 2022, the Regional District had drawn an amount of \$Nil (2021 - \$Nil) on this agreement.

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Regional District of Central Kootenay  
Notes to Financial Statements

December 31, 2022

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4. Due From Member Municipalities

The Regional District of Central Kootenay borrows funds from the Municipal Finance Authority on behalf of its member municipalities. The amounts due from the municipalities is their portion of the debenture debt outstanding.

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Regional District of Central Kootenay  
Notes to Financial Statements

December 31, 2022

5. Closure Plans - Landfills

The Environmental Management Act of B.C. and the Ministry of Environment of B.C. set out the landfill criteria to properly close and maintain all active and inactive landfill sites. Under the guidelines, there is a requirement for closure and post-closure care of solid waste landfill sites. Provisions are therefore made over the estimated remaining life of the Regional District landfill sites based on records of capacity used and through tipping fees.

The main components of the landfill closure plans are: final capping using an engineered cap design and the implementation of a drainage and gas management plan. The post-closure care requirements may involve: cap maintenance; groundwater monitoring; gas management system operation and maintenance; inspections; leachate treatment and monitoring; and annual reports. Post-closure care activities begin once the entire landfill site no longer accepts waste and continues on for a period of one hundred years. As the date of the site closure is unknown, management estimates the liability to begin after the closure of the current active phase, assuming another phase will not be opened. In the event another phase is opened, the start date for the liability will be adjusted to begin upon closure of the newly opened phase.

The total liability recorded for the estimated landfill closure and post-closure costs are as follows:

	East Waste	Central Waste	West Waste
Cumulative capacity used to date (m3)	225,549	240,509	451,500
Total capacity of the site	1,100,165	240,510	3,443,015
Annual post-closure costs			
Years 1-10	\$ 36,500	\$ 18,557	\$ 58,000
Years 11-25	\$ 23,500	\$ 11,134	\$ 38,000
Post-closure care period in years	25	25	25
Projected year site closure	2085	2017	2081
Projective PV cost of site closure and post closure	\$ 11,154,000	\$ 441,897	\$ 24,675,000
Discount rate used for present value calculations	3%	3%	3%
Inflation rate used for present value calculations	2%	2%	2%
		2022	2021
Landfill liability open sites	\$ 3,122,008	\$ 3,091,697	
Landfill liability closed sites		738,743	759,760
Total landfill liability	\$ 3,860,751	\$ 3,851,457	

The Central Landfill was closed in January 2017 and the liability recorded represents only post-closure costs.

Regional District of Central Kootenay  
Notes to Financial Statements

December 31, 2022

6. M.F.A. Financing

MFA Debenture Debt principal is reported net of sinking fund balances, and interest expense is reported net of sinking fund earnings. Included in the debenture debt is debt that the District has incurred on behalf of its member municipalities.

	2022	2021
Due from member municipalities (Note 4)	\$ 19,937,012	\$ 20,165,876
Owing by the district	32,673,046	34,951,342
Debenture debt outstanding in Canadian funds	\$ 52,610,058	\$ 55,117,218

The debenture debt and short term financing bears various interest rates set at the time of borrowing and adjusted on the 10th anniversary if applicable; debt has varying maturity dates.

The estimated principal payments required until maturity, on the Regional District's portion of debenture debt, are as follows:

2023	\$ 1,369,752
2024	1,223,507
2025	1,225,250
2026	1,086,359
2027	1,025,883
Thereafter and actuarial earnings	46,679,307
	\$ 52,610,058

7. Equipment Financing Loans - M.F.A.

Equipment financing is repayable to Municipal Finance Authority and bears interest at 1.78% per annum and mature in periods 2022 to 2027

The Regional District's cash payments for interest in 2022 were \$33,991 (2021 - \$10,155).

The estimated principal payments required until maturity, on the equipment financing debt, are as follows:

2023	\$ 371,296
2024	352,529
2025	404,078
2026	271,010
2027	32,674
	\$ 1,431,587

Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

8. Deferred Revenue

Included in deferred revenue are amounts relating to grant funding for the coming year:

	Balance at December 31, 2021	Collected	Recognized	Balance at December 31, 2022
Recreation Centres	\$ 779,686	883,407	779,686	\$ 883,407
Columbia Basin Trust	257,386	1,543,525	1,576,856	224,055
CBT - Wildfire Reduction	240,000	-	240,000	-
CBT - Organics Curbside	-	181,920	-	181,920
West Creston Fire Protection Society	-	90,000	-	90,000
Province of BC - Connectivity	235,200	-	6,122	229,078
Cottonwood - Trans Canada	78,800	-	-	78,800
Economic Recovery - Province of BC	107,775	-	107,775	-
CBT - Salmo Pool	-	121,149	-	121,149
UBCM - FireSmart	-	55,661	-	55,661
NDMP - Province of BC	-	63,087	-	63,087
Climate Action Plan- Province of BC	-	88,729	-	88,729
Other	239,388	299,335	239,388	299,335
	<u>\$ 1,938,235</u>	<u>\$ 3,326,813</u>	<u>\$ 239,388</u>	<u>\$ 2,315,221</u>

December 31, 2022

9. Tangible Capital Assets

	Land	Building & building components	Vehicles	Engineering Structures (including land improvements)	Paving	Operating & office equipment	Bus Shelters	Work in progress	2022 Total	2021 Total
Cost, beginning of year	\$ 15,001,503	\$ 83,680,130	\$ 14,961,175	\$ 60,236,634	\$ 2,445,850	\$ 15,148,086	\$ 817,554	\$ 4,086,420	\$ 196,377,352	\$ 190,238,789
Additions	96,502	1,885,648	2,251,116	425,797	158,131	960,431	-	2,099,751	7,877,376	6,778,225
Disposals	-	-	-	-	-	-	-	-	-	(639,662)
Cost, end of year	15,098,005	85,565,778	17,212,291	60,662,431	2,603,981	16,108,517	817,554	6,186,171	204,254,728	196,377,352
Accumulated amortization, beginning of year	-	42,031,843	9,409,248	17,385,156	643,169	8,448,770	254,040	-	78,172,226	72,205,782
Amortization	-	3,083,868	786,281	1,863,300	71,467	975,057	40,378	-	6,820,351	6,505,571
Disposals	-	-	-	-	-	-	-	-	-	(539,125)
Accumulated amortization, end of year	-	45,115,711	10,195,529	19,248,456	714,636	9,423,827	294,418	-	84,992,577	78,172,228
Net carrying amount, end of year	\$ 15,098,005	\$ 40,450,067	\$ 7,016,762	\$ 41,413,975	\$ 1,889,345	\$ 6,684,690	\$ 523,136	\$ 6,186,171	\$ 119,262,151	\$ 118,205,124

Included in tangible capital assets are \$6,186,171 in work in progress (2021 - \$4,086,420) that is not being amortized as the related assets are not ready for use.

Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

10. Debt Reserve Funds - Municipal Finance Authority

The District and its member municipalities issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture borrowings is withheld by the Municipal Finance Authority as a debt reserve fund. The District also executes demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature. Upon maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Regional District or the Municipality. The proceeds from these discharges will be credited to income in the year they are received. These amounts are not included in the Regional District's financial statements. The details of the cash deposits and demand note requirements at year end are as follows:

	Cash Deposits	Demand Note Requirement	2022	2021
Balance, beginning of year	\$ 1,223,813	\$ 2,156,304	\$ 3,380,117	\$ 3,281,242
Add: Interest earnings	27,593	-	27,593	20,238
New Issues	15,000	27,887	42,887	143,437
Deduct: Payouts on debt retirement	(5,601)	(14,124)	(19,725)	(64,800)
Balance, end of year	1,260,805	2,170,067	3,430,872	3,509,717
Member municipalities portion	513,096	909,150	1,422,246	1,384,529
Regional District's portion	747,709	1,260,917	2,008,626	1,995,588
	\$ 1,260,805	\$ 2,170,067	\$ 3,430,872	\$ 3,380,117

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Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

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11. Municipal Pension Plan

The Regional District of Central Kootenay and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of planfunding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Regional District of Central Kootenay paid \$1,030,923 (2021 - \$1,079,875) for employer contributions to the plan in fiscal year 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets, and cost to the individual employers participating in the plan.

Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

12. Accumulated Surplus

The Regional District segregates its accumulated surplus in the following categories:

	2022	2021
Unrestricted	\$ 2,935,224	\$ 953,165
Restricted	37,168,475	31,961,148
Equity in tangible capital assets	80,059,662	82,985,584
	\$ 120,163,361	\$ 115,899,897

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Reserve funds represent funds set aside by bylaw or Board resolution for specific purposes.

13. Restricted Reserve Funds

The District has several reserve funds held for specific purposes. The changes in these funds were as follows:

	2022	2021
Fund Balance, beginning of year	\$ 31,961,148	\$ 28,011,902
Add: Interest Earnings	633,432	332,903
Contributions to reserves	8,300,032	7,725,289
Transfers out of reserves	(3,726,137)	(4,108,946)
Fund balance, end of year	\$ 37,168,475	\$ 31,961,148

Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

14. Liability for Contaminated Site - HB Mines

The Regional District, as the current property owner, has responsibility for the remediation and post-remediation monitoring and maintenance costs of a contaminated site (HB mine tailings dam) in accordance with the BC Environmental Management Act. The property is a contaminated site on the provincial contaminated site registry. Contaminated sites are a result of contamination being introduced to air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. The accrual as at December 31, 2022 represents management's best estimate at the financial statement date and has been quantified by an environmental consultant. The District concluded the remediation project in 2022 and thus the remaining accrual is for post-remediation monitoring and maintenance costs.

Remediation and post-remediation monitoring period in years	100
Projected year of final post remediation monitoring costs	2122
Discount rate	2 - 4%
Total undiscounted remediation and post-remediation costs	9,254,280

	2022	2021
Remediation liability	\$ -	\$ 1,156,584
Post remediation liability	3,962,661	3,881,310
	\$ 3,962,661	\$ 5,037,894

15. Liability for Nelson Transfer Station Closure

The Regional District is responsible for the closure of the Nelson transfer station to industrial land standards in accordance with the landfill legislation with the Ministry of Environment. The property is a contaminated site on the provincial contaminated site registry. The accrual as at December 31, 2021 represents managements best estimate at the financial statement date. The amount has been estimated by a environmental scientist. A more detailed analysis of costs will be performed in 2023. The Regional District plans to commence the project in 2023. The total remediation liability in 2022 was \$740,000 (2021 - 740,000).

16. Commitments

The Regional District has commitments for specific expenditures in various functions. These commitments will be met through taxation for those functions in the year of the actual expenditures.



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Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

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17. Financial Plan

The budgeted figures are based on the adopted Five-Year Financial Plan for the year 2022 approved under bylaw 2820 on March 17, 2022.

The Financial Plan Bylaw anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. The Financial Plan was not budgeted in a manner consistent with PSAS, but has been adjusted in the financial statements to conform with PSAS requirements.

	<u>2022</u>
Financial Plan (Budget) Bylaw surplus for the year	\$ -
Add:	
Capital expenditures	26,065,378
Long-term debt principal payments	1,425,000
Equipment financing principal repayments	1,253,931
Less:	
Borrowing	(10,397,967)
Transfers to/from reserves and own funds	<u>(10,439,825)</u>
Financial Plan Bylaw surplus per statement of operations	<u>\$ 7,906,517</u>

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18. Contingent Liabilities

The Regional District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible the Regional District, along with other participants, would be required to contribute towards the deficit.

From time to time the Regional District is brought forth as a defendant in various lawsuits. The Regional District reviews its exposure to any potential litigation for which it would not be covered by insurance and assesses whether a successful claim against the District would materially affect the financial statements of the District. The Regional District reserves a portion of its operating surplus for future payment of insurance deductibles and payment of claims for which it would not be covered by insurance. The Regional District is currently not aware of any claims brought against it that if not defended successfully would result in a material change to the financial statements of the District.

December 31, 2022

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#### 19. Segmented Information

The Regional District of Central Kootenay is a diversified regional district government institution that provides a wide range of over 180 operational and administrative services for its citizens. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

##### General government

General government operations include the functions of governance, general and corporate administration, finance, human resources, information technology, legislative services, and building services.

##### Protective services

Protective services includes fire protection, fire rescue, 911 services, emergency program management, emergency operations centre management and bylaw enforcement. The mandate of emergency program management is to protect public safety through mitigation, emergency preparedness, emergency response and recovery.

##### Transportation services

Transportation services includes the rural transit and paratransit services as well as custom transit that carry persons who are unable to access the conventional transit system. This segment also includes funding for airport operations.

##### Recreation, parks, and culture

Recreation, parks, and culture includes the delivery of recreation programs and services, management of recreation facilities, development & management of parks and the funding of various community organizations including museums, libraries and community centres.

##### Grants

A multitude of grant programs are managed through the application, board approval, payment, tracking and reporting process. These include discretionary, community development, Community Works and Columbia Basin Trust Resident Directed grant programs.

##### Waste disposal and resource recovery

Waste disposal and resource recovery services include waste handling facilities (transfer stations and landfills), composting facilities, community recycling depots, materials recovery, transportation of materials and environmental education.

##### Planning, development, and sustainability

Planning and development includes the administration of zoning, land use and development applications. The department is also involved in the development of long-term community plans which focus on the future vision and objectives of communities within the rural electoral areas of the Regional District. Sustainability includes initiatives to reduce greenhouse gases, increase renewable energy, increase local food production, support water conservation and source water protection, increase active transportation and increase affordable housing.

December 31, 2022

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18. Segmented Information (continued)

Economic development

This segment includes projects and initiatives with multiple stakeholders to pursue opportunities for economic development, enhance capacity-building for sustainable economic growth and diversification, and create more resilient, prosperous communities across the region.

Water, utilities and lighting

This segment includes the treatment and distribution of potable water as well as providing street lighting for various communities and locations in the region.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

The segmented amounts do not include inter-service transfers, debt proceeds and repayments, capital expenditures and reserve transfers and contributions. Amortization has been added to the segmented amounts.

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Regional District of Central Kootenay  
Notes to the Financial Statements

December 31, 2022

17. Segmented Information (continued)

2022

	General Government	Protective Services	Transportation Services	Recreation, Parks & Culture	Waste Disposal & Resource Recovery	Water, Utilities & Lighting	Planning, Development & Sustainability	Grants	Economic Development	Total
<b>Revenue</b>										
Taxation	\$ 3,916,426	\$ 8,243,165	\$ 1,827,609	\$ 14,565,564	\$ 5,041,597	\$ 523,805	\$ 1,142,505	\$ 211,441	\$ 718,358	\$ 36,190,470
User Fee	14,181	100,987	85,428	1,423,010	6,107,302	3,632,361	74,445	-	-	11,437,714
Grants and Donations	439,264	148,113	297,031	945,593	770,609	42,762	480,653	1,202,464	208,319	4,534,808
Gas Tax grant - Community Works	-	-	-	-	-	-	-	1,414,593	-	1,414,593
Committed funding - Columbia Basin Trust	-	-	-	-	-	-	-	1,549,265	-	1,549,265
Interest earnings	633,431	-	-	4,786	41,358	-	-	7,443	1,061	688,079
Actuarial earnings	784,306	-	-	-	-	-	-	-	-	784,306
Rental revenue	1,200	16,248	-	1,002,676	-	5,305	-	-	-	1,025,429
Permit Fees	1,082,269	-	-	-	-	-	-	-	-	1,082,269
Cost recoveries and contract revenue	345,521	141,070	-	909,850	181,749	397,192	72,310	165,128	-	2,212,820
Sale of materials	-	1,168	-	62,267	-	-	-	-	-	63,435
Gain on disposal of equipment	-	20,953	-	2,101	-	-	-	-	-	23,054
	<b>7,216,598</b>	<b>8,671,704</b>	<b>2,210,068</b>	<b>18,915,847</b>	<b>12,142,615</b>	<b>4,601,425</b>	<b>1,769,913</b>	<b>4,550,334</b>	<b>927,738</b>	<b>61,006,242</b>
<b>Expenditures</b>										
Legislative - directors' expenses	845,483	-	193	2,216	72,933	11,182	15,357	-	-	947,364
Administration services	886,771	346,991	2,595	594,253	151,447	123,619	35,692	2,511	3,678	2,147,557
Wages and employees benefits	6,215,259	2,620,672	13	7,380,335	3,489,313	1,051,640	1,049,872	-	89,343	21,896,447
Provision for landfill closure and post closure costs	-	-	-	-	(1,245,938)	-	-	-	-	(1,245,938)
Utilities	33,015	132,705	-	1,125,664	28,354	227,285	4,163	-	-	1,551,186
General - operations and maintenance	119,842	209,951	6,707	939,435	458,216	328,411	18,104	-	34,682	2,115,348
Vehicles - operations and maintenance	44,224	279,213	-	54,275	215,520	44,417	2,103	-	-	639,752
Equipment - operation and maintenance	127,109	197,463	-	120,322	12,188	12,889	-	-	-	469,971
Grants	43,500	185,901	139,130	3,273,974	28,647	-	82,840	1,012,008	406,637	5,172,637
Committed funding - Columbia Basin Trust	-	-	-	-	-	-	-	1,456,055	-	1,456,055
Gas Tax grant - Community Works	-	-	-	-	-	-	-	676,671	-	676,671
Services contracted out	194,393	2,369,810	2,056,036	828,451	6,075,656	260,590	562,173	59,531	409,565	12,816,205
Debt services charges - interest	5,586	80,330	-	766,688	429,548	115,709	-	-	-	1,397,861
Amortization	473,276	1,035,935	48,521	2,959,819	772,956	1,529,843	-	-	-	6,820,350
	<b>8,988,458</b>	<b>7,458,971</b>	<b>2,253,195</b>	<b>18,045,432</b>	<b>10,488,840</b>	<b>3,705,585</b>	<b>1,770,304</b>	<b>3,206,776</b>	<b>943,905</b>	<b>56,861,466</b>
Surplus (deficit)	\$ (1,771,860)	\$ 1,212,733	\$ (43,127)	\$ 870,415	\$ 1,653,775	\$ 895,840	\$ (391)	\$ 1,343,558	\$ (16,167)	\$ 4,144,776

**Regional District of Central Kootenay**  
**Notes to the Financial Statements**

December 31, 2022

17. Segmented Information (continued)

2021

	General Government	Protective Services	Transportation Services	Recreation, Parks & Culture	Waste Disposal & Resource Recovery	Water, Utilities & Lighting	Planning, Development & Sustainability	Grants	Economic Development	Total
<b>Revenue</b>										
Taxation	\$ 3,479,894	\$ 7,296,877	\$ 1,778,650	\$ 14,288,958	\$ 4,876,272	\$ 513,001	\$ 1,078,968	\$ 209,355	\$ 647,831	\$ 34,169,806
User Fee	16,622	120,389	81,819	580,208	6,074,769	3,290,873	88,967	-	-	10,253,647
Grants and Donations	1,228,773	435,544	291,553	2,026,591	210,001	153,986	7,202	2,137,780	881,838	7,373,268
Gas Tax Grant - Community Works	-	-	-	-	-	-	-	2,774,321	-	2,774,321
Committed funding - Columbia Basin Trust	-	-	-	-	-	-	-	1,368,182	-	1,368,182
Interest earnings	361,828	-	-	1,705	758	-	-	2,113	301	364,291
Actuarial earnings	706,051	-	-	-	-	-	-	-	-	706,051
Rental revenue	1,200	15,154	-	587,644	-	5,201	-	-	-	609,199
Permit fees	904,816	-	-	-	-	-	-	-	-	904,816
Cost recoveries and contract revenue	656,771	1,115,723	-	720,856	484,311	414,879	157,713	58,272	125,000	3,733,525
Sale of materials	-	3,199	-	30,692	-	-	-	-	-	33,891
Gain on disposal of equipment	(100,538)	16,088	-	-	232,647	4,002	-	-	-	152,199
	<b>7,255,417</b>	<b>9,002,974</b>	<b>2,152,022</b>	<b>18,236,654</b>	<b>11,878,758</b>	<b>4,381,942</b>	<b>1,332,850</b>	<b>6,550,023</b>	<b>1,654,970</b>	<b>62,445,610</b>
<b>Expenditures</b>										
Legislative - directors expenses	720,715	-	624	-	93,799	1,560	12,090	-	-	828,788
Administration services	852,474	313,580	1,801	519,575	183,279	135,422	49,200	2,840	5,466	2,063,637
Wages and employees benefits	6,841,936	2,773,956	43	5,856,880	3,242,484	1,303,067	955,624	-	85,818	21,059,808
Provision for Landfill closure and post closure costs	-	-	-	-	2,329,840	-	-	-	-	2,329,840
Utilities	31,231	120,258	-	861,764	24,035	217,972	4,006	-	-	1,259,266
General - operations and maintenance	157,444	261,191	-	741,817	442,198	244,171	15,198	53	32,068	1,894,140
Vehicles - operations and maintenance	53,587	271,528	-	19,363	166,110	49,893	1,199	-	107	561,787
Equipment - operation and maintenance	104,160	239,100	-	125,600	10,380	58,337	-	-	-	537,577
Grants	50,952	187,318	136,670	3,178,809	(2,250)	7,500	100,830	1,684,186	1,086,636	6,430,651
Committed funding - Columbia Basin Trust	-	-	-	-	-	-	-	1,333,579	-	1,333,579
Gas Tax grant - Community Works	-	-	-	-	-	-	-	814,265	-	814,265
Services contracted out	409,648	2,172,707	1,681,546	700,955	2,865,888	396,269	142,560	17,793	182,395	8,569,761
Debt services charges - interest	9,995	73,477	-	762,412	394,503	114,240	-	-	-	1,354,627
Amortization	441,021	932,284	48,521	2,930,777	670,938	1,482,030	-	-	-	6,505,571
	<b>9,673,163</b>	<b>7,345,399</b>	<b>1,869,205</b>	<b>15,697,952</b>	<b>10,421,204</b>	<b>4,010,461</b>	<b>1,280,707</b>	<b>3,852,716</b>	<b>1,392,490</b>	<b>55,543,297</b>
Surplus (deficit)	\$ (2,417,746)	\$ 1,657,575	\$ 282,817	\$ 2,538,702	\$ 1,457,554	\$ 371,481	\$ 52,143	\$ 2,697,307	\$ 262,480	\$ 6,902,313

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Regional District of Central Kootenay  
Schedule 1: COVID-19 Safe Restart Grant  
(Unaudited)

For the year ended December 31	2022
Balance, beginning of year	\$ 103,694
Expenses	
Administration and Information Technology	72,431
Balance, end of year	\$ 31,263

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Regional District of Central Kootenay

Schedule 2: Reserves

December 31, 2022

	2022	2021
Contingency, legal, project fund - Service 100	\$ 343	\$ 338
COVID Restart Funds - Service 100	31,263	102,705
Information Technology Equipment Reserve - Service 100	58,791	707
Liability Insurance Reserve - Service 100	5,204	224,575
Office Equipment Reserve - Service 100	2,229	2,196
Other projects - Service 100	1,109	1,093
Projects and Equipment - Service 100	193,693	91,586
Property Insurance Reserve - Service 100	28,207	27,794
Records conversion Reserve - Service 100	25,600	25,224
RSRV Climate Action - Service 100	133,902	181,572
Vehicle Deductible Reserve - Service 100	1,469	1,448
Vehicle Replacement - Service 100	352,441	237,871
Consolidated Emergency Services - Service A101	7,488	7,379
Election Cost Reserve - Service 101	67,558	66,567
Rural Admin Structure Protection Unit (SPU) Reserve - Service 101	10,074	-
Community Works Reserve - Service X102	9,677,589	9,335,746
GIS Reserve - Service 102	64,494	48,051
Building Legal Reserve - Service 103	50,243	49,506
Building Rehab Reserve - Service 103	287,283	283,070
Planning & Land Use - Service 104	10,381	10,229
Feasibility Studies Reserve - Service 106	133,466	139,430
Utilities Construction Crew Reserve - Service A113	68,611	111,944
Recycling Reserve - East Subregion - Service A116	4,030	-
Recycling Reserve - Central Subregion - Service A117	5,978	-
Recycling Reserve - West Subregion - Service A118	2,241	-
Organics Reserve - East Subregion - Service A119	4,702	-
Organics Reserve - Central & West Subregions - Service A120	7,394	-
Riondel Fire - Service 128	80,095	63,037
Wynndel Fire - Service 129	387,346	341,960
Canyon Lister Fire Reserve - Service 130	505,344	301,302
Creston Fire Contract - Service 131	49,213	48,491
Blewett Fire Contract Reserve - Service 133	144	142
North Shore Fire Reserve - Service 134	146,743	73,119
Ymir Fire Reserve - Service 136	491,313	457,785
Pass Creek Fire - Service 137	152	150
Subtotal	\$ 12,896,133	\$ 12,235,019

Regional District of Central Kootenay

Schedule 2: Reserves

December 31, 2022

	2022	2021
Carried forward	\$ 12,896,133	\$ 12,235,019
Tarrys Fire - Service 137	153,609	154,198
Robson Fire Reserve - Service 138	18,299	39,918
New Denver Fire - Service 140	996	982
Balfour Fire Reserve - Service 141	468,815	286,992
Crescent Valley Fire Building & Major Equipment - Service 142	106,223	72,404
Passmore Fire Building & Major Equipment - Service 142	26,254	46,643
Slocan Fire Building & Major Equipment - Service 142	77,639	92,014
Winlaw Fire Building & Major Equipment - Service 142	6	6
Beasley Fire - Service 144	264,297	131,855
Blewett Fire - Service 144	129,266	42,066
Ootischenia Fire Reserve - Service 145	76,736	6,124
Yahk-Kingsgate fire Reserve - Service 148	187,852	170,207
Area I and J Jaws Fund - Service 149	27,486	17,191
Jaws of Life - Kaslo - Service 150	686	676
Emergency 911 Capital Reserve Fund - Service 156	93,463	1,246
Emergency Planning - Creston and Areas A, B and C - Service 157	2,173	2,141
Emergency Planning - Salmo and Area G - Service 158	2,173	2,141
Emergency Planning - Nakusp and Area K - Service 159	2,173	2,141
Emergency Planning - Silvertown, Slocan, New Denver and Area H - Service 161	2,173	2,141
Emergency Planning - Kaslo and Area D - Service 162	2,173	2,141
Emergency Planning - Areas I and J - Service 163	2,173	2,141
Riondel Drainage Reserve - Service 165	51,216	48,319
Riondel Street Light Reserve - Service 166	3,663	3,113
Ymir Street Light Reserve - Service 167	19,471	18,617
South Slocan Street Light Reserve - Service 168	9,946	9,665
Brilliant Street Light Reserve - Service 169	23,653	23,271
Robson Street Light Reserve - Service 170	9,346	8,634
Edgewood Street Light Reserve - Service 171	1,671	1,647
Area I (Voykin Subdivision) Street Light Reserve - Service 172	689	337
Area H (Mt. Sentinel) Street Light Reserve - Service 173	751	360
Mosquito Control Area D Reserve - Service 184	13,168	12,975
East Refuse Landfill Liability Reserve - Service 186	1,010,180	995,368
East Waste Reserve - Service 186	189,569	388,155
Refuse East - Stabilization - Service 186	977,128	605,933
Subtotal	\$ 16,851,249	\$ 15,426,781



Regional District of Central Kootenay

Schedule 2: Reserves

December 31, 2022

	2022	2021
Carried forward	\$ 16,851,249	\$ 15,426,781
Central Septage Reserve - Service 187	50,764	50,020
Central Waste Reserve - Service 187	405,597	342,899
Refuse Central - Stabilization - Service 187	3,739	3,685
Refuse West - Stabilization - Service 188	1,982,268	1,387,839
West Waste Reserve - Service 188	3,224,422	2,610,010
West Rural Septage Reserve - Service 190	593,010	444,851
Creston Library - Service 193	406,677	331,227
Library - Kaslo & Defined Area D - Service 194	2,487	2,112
Library - Area J - Service 197	2,137	2,106
Library - Area I - Service 198	1,759	1,733
Parkland Dedication Area B Reserve - Service 201	22,667	-
Parkland Dedication Area C Reserve - Service 201	23,575	23,229
Parkland - Area G - Service 202	82,466	81,257
Parkland Dedication Area E Reserve - Service 202	46,446	45,765
Parkland Dedication Area A Reserve - Service 205	264	260
Recreation Area, Def E & F - Service 207	20,718	14,787
Riondel Recreation Facility - Service 209	138,362	136,333
North Shore Hall - Service 211	18,412	17,293
South Slocan School House - Service 214	60,442	59,555
Castlegar Complex - Service 222	782,146	678,866
Parkland Dedication Area J Reserve - Service 222	722	712
Sick Leave - Service 222	77,124	75,994
Creston Recreation Complex - Service 224	1,005,574	570,278
Nelson & District Facility - Master Plan - Service 226	24,436	24,078
Nelson Facility Reserve - Service 226	601,355	592,538
Castlegar Aquatic Reserve - Service 227	1,276,357	1,257,643
Krestova Park - Donations Reserve - Service S231	477,401	-
Transit Creston - Service 234	83,705	60,023
Transit Castlegar - Service 237	556,623	548,462
Transit North Shore - Service 238	76,878	75,751
Transit Slocan Valley - Service 238	158,559	156,234
Transit Kootwest - Service 239	240,970	226,463
Riondel Water Reserve - Service 241	248,246	155,714
Sanca Park Water Capital Utility - Service 242	63,392	42,173
Lister Water Capital Utility - Service 243	321,729	312,644
Subtotal	\$ 29,932,680	\$ 25,759,315

Regional District of Central Kootenay

Schedule 2: Reserves

December 31, 2022

	2022	2021
Carried forward	\$ 29,932,680	\$ 25,759,315
Ymir Water Utility - Service 244	109,495	101,612
South Slocan Water Capital Utility - Service 245	49,817	40,021
Macdonald Creek Water Capital Utility - Service 246	282,595	264,659
Lucas Road Water Capital Utility -Service 247	36,368	24,427
Duhamel Creek Water Capital Utility - Service 248	245,626	206,744
Denver Siding Water Capital Utility - Service 249	-	104,573
Erickson Water Capital Utility - Service 250	882,032	416,144
Arrow Creek Membrane - Service 251	709,981	401,770
Arrow Creek Water Capital Utility - Service 251	1,023,883	1,170,462
Burton Water Utility BC Hyrdro Reserve - Service 252	377,403	337,224
Edgewood Water Utility BC Hydro Reserve - Service 253	163,635	101,039
Fauquier Water Utility BC Hydro Reserve - Service 254	433,321	502,289
Balfour Water Utility - Service 255	407,709	140,632
West Robson Utility BC Hydro Reserve - Service 256	1,354,836	1,302,040
Def F - Woodland Heights - Service 257	26,855	50,996
Def E - Grandview - Service 258	77,388	73,867
Def D - Woodbury - Service 259	152,089	153,348
Def H - Rosebery - Service 260	88,644	87,216
Kaslo Fire Reserve - Service 280	194,830	162,193
Regional Parks Fund - Various Services	619,289	560,576
	<u>\$ 37,168,475</u>	<u>\$ 31,961,148</u>

Draft - For discussion purposes only



# Board Report

**Date of Report:** March 8<sup>th</sup>, 2023  
**Date & Type of Meeting:** April 20<sup>th</sup>, 2023  
**Author:** Tom Dool, Research Analyst  
**Subject:** Permissive Tax Exemption Policy  
**File:** 0590\10  
**Electoral Area/Municipality:** All Areas and Municipalities

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Board with considerations regarding proposed Regional District Permissive Tax Exemption Policy 100-01-20. The proposed policy provides the Board with a consistent and equitable approach to evaluation of applicants for the issuance of permissive tax exemptions. This report recommends that the Board adopt Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy, effective immediately.

## SECTION 2: BACKGROUND/ANALYSIS

At the February 17, 2022 General Open Board Meeting, the Board passed resolution 148/22

*That the Board direct staff to prepare a draft policy to establish eligibility criteria and processes for Board consideration of requests for permissive tax exemptions.*

This report and the proposed policy seeks to inform the Board of the requirements of the exemption process and to provide the Board with criteria for the evaluation of applicants for exemption.

There are two fundamental types of property tax exemption, statutory and permissive.

Statutory tax exemptions are issued by the Province to owners of specific classes of property. Property classes are assigned at the time of property assessment. The Regional District has no discretion in the matter. These exemptions are applied by the Surveyor of Taxes based on direction from BC Assessment.

Permissive tax exemptions are issued by local governments in order to foster or preserve development that is aligned with the priorities of those governments. There are four kinds of permissive tax exemption specified in the Local Government Act. Application of these exemptions is based on narrowly defined criteria. Permissive exemptions include

1. Property Tax Exemptions;
2. Riparian Property Tax Exemptions;
3. Heritage Property Tax Exemptions; and
4. Partnering Agreement Tax Exemptions.

The proposed policy is specific to Property Tax Exemptions. The implementation of any of the other three classes of tax exemption would require the Board approve of separate policies and bylaws for each class.

The Regional District Board approves a permissive tax exemption bylaw, in October, on an annual basis to grant Property Tax Exemptions to a select number of properties. The October deadline ensures exclusion from the following years tax roll. The proposed policy is being brought forward for Board consideration at this time to ensure a timely adoption of the 2023 permissive tax exemption bylaw.

While Permissive Tax Exemption Bylaw No. 2866, 2022 is compliant with the Local Government Act it should be noted that the Regional District has no policies or procedures to facilitate application for, or evaluation of property tax exemptions. As a result, the application of the permissive tax exemption bylaw may not be aligned with the intentions of the Board and direction set by other Regional District bylaws, policies, and guidelines.

Regional District Permissive Tax Exemption Policy 100-01-20 is intended to

1. Inform the public and the Board regarding eligibility criteria
2. Provide the applicants, the Board, and staff with a schedule of notice, application and approval
3. Provide a consistent evaluation criteria for staff to base recommendations on

### **Eligibility Criteria**

As per the Local Government Act, the authority to grant property tax exemptions allows the Board to support, where it deems appropriate, the development of, or ongoing programs by, individuals or organizations for

1. Athletic or recreational purposes;
2. Public worship or the expression of faith; and
3. Agricultural or Horticultural Societies

In addition, the Board may grant a property tax exemption if the property in question is

4. An interest held by a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;
5. An interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees; and
6. Land or improvements that
  - a) are owned or held by a municipality, regional district or other local authority, and
  - b) the board considers are used for a purpose of the local authority.

Examples of properties eligible for a permissive tax exemption, according to the criteria above include

- Facilities or land owned and held by an athletic or service organization for recreational use by the public;
- Places of worship;
- Agricultural or Horticultural Society halls or venues;
- Art galleries or museums owned by not for profit organization;
- Property owned or held by a public authority but not eligible for a statutory tax exemption;
- Property held for the provision of a partnering agreement with the a public authority; and
- Property owned by a local authority and used for the purposes of that local authority (e.g. property owned by Municipality X but located within the boundaries of Municipality Y).

**Permissive Tax Exemption Application and Approval Process**

According to past practices the property tax exemption bylaw is generally approved by the Board in October which allows for the exemptions to be submitted to provincial government and removed from the following years tax roll. There is no schedule for the submission or evaluations of requests. As a result, the process for inclusion in the bylaw is confusing and irregular.

Until the 2023 Permissive Tax Exemption Bylaw, the list of properties granted exemptions had remained largely unchanged for over a decade. While the current list of exempt properties may reflect the current Boards values the proposed policy will create a more robust approval process and ensure that the exemptions granted reflect the values of the current Board.

Permissive Tax Exemption Policy 100-01-20 proposes the following application and evaluation schedule.

- First Public Notice of Application – Advertised no later than June 1st
- Applications Available – No later than June 1st
- Second Public Notice of Application– Advertised no later than July 1st
- Applications Due – No later than August 1st
- Permissive Tax Exemption Bylaw Approval – Oct Board Meeting

**Evaluation Criteria**

The proposed policy recommends criteria to assist staff in the evaluation of applications and making recommendation to the Board. Criteria are intended to determine

1. Is the proposed land or facility use eligible for an exemption;
2. Is the organization or individual making application eligible for an exemption;
3. How does proposed exemption align with the goals and direction set by the Board; and
4. What are the implications for local government taxation and services.

To ensure that exemptions are being granted to organizations in good standing the proposed policy recommends that exemptions be applied for annually and subject to the evaluation criteria at the time of application.

**SECTION 3: DETAILED ANALYSIS**

**3.1 Financial Considerations – Cost and Resource Allocations:**

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov’t Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

As per the proposed policy staff recommendations regarding proposed exemptions should include taxation and local service implications.

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

As a General Power the Regional District is authorized to provide assistance for the purpose of benefiting the community or any aspect of the community under Section 263(1)(c) of the Local Government Act. As a limitation on that authority the Board may only provide a tax exemption in accordance with Division 4 Tax Rates and

Exemptions of Part 11 Regional Districts Financial Management. Div 4 Part 11 Sec 391 provides the criteria for exemption eligibility.

Local Government Act Section 391 states that on or before October 31, a board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from taxation for the next calendar year or, with the assent of the electors for a specified period of not longer than 10 years. The proposed policy addresses the term of the exemptions and recommends to the Board that any consideration regarding a term of longer than one year take into account the cost associated with an assent vote.

Exemptions may be limited to specified portions of the net taxable value of a property.

In the event that a property no longer meets the requirements for an exemption due to a change in ownership or land use the bylaw ceases to apply to that property and the property is liable to taxation effective from the time of change.

The proposed policy and associated bylaw applies to exemptions from both parcel and valuation taxes.

### **3.3 Environmental Considerations**

Property tax exemptions are not intended for use as a conservation measure. There are other forms of exemption such as a riparian area exemption that would allow the Board to exercise that authority.

### **3.4 Social Considerations:**

The Boards use of the property tax exemptions is intended to foster community development aligned with the values of the Board as they relate to

- Athletics & Recreation
- Faith & Worship
- Horticulture & Agriculture
- The optimized use of School Board owned facilities

### **3.5 Economic Considerations:**

The use of property tax exemptions is not intended to directly foster economic development nor can it be applied to for-profit or private entities.

### **3.6 Communication Considerations:**

As proposed in the policy the public should be notified annual of the criteria and timelines for property tax exemption application. The Board may consider directing staff to engage with potential applicants such as community halls in order to ensure appropriate use of the exemption.

### **3.7 Staffing/Departmental Workplan Considerations:**

The policy recommends that staff review property tax exemption applications and make recommendation to the board regarding inclusion on the Permissive Tax Exemption Bylaw.

### **3.8 Board Strategic Plan/Priorities Considerations:**

The proposed policy is intended to strengthen our relationships with our Community Partners by ensuring the judicious application of property tax exemptions.

## SECTION 4: OPTIONS & PROS / CONS

**Option 1.** That the Board adopt Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy, effective immediately.

### PROS

- Improved engagement with property tax exemption eligible organizations
- Consistent evaluation of applications
- Timely processing of applications

### CONS

- None

**Option 2.** That the Board provide comments to staff prior to the adoption of the proposed Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy at the May Board meeting.

### PROS

- Allows for further consideration of the proposed policy

### CONS

- No procedure to apply for permissive tax exemptions which may result in applications not be received in time.
- No criteria for permissive tax exemption approval which may result in approvals that are not aligned with Board objectives

**Option 3.** That Staff be directed to take no further action.

### PROS

- The Board is the familiar with the current process and properties granted an exemption

### CONS

- No procedure to apply for permissive tax exemptions which may result in applications not be received in time.
- No criteria for permissive tax exemption approval which may result in approvals that are not aligned with Board objectives

## SECTION 5: RECOMMENDATIONS

That the Board adopt Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy, effective immediately.

Respectfully submitted,

Tom Dool, Research Analyst

## CONCURRENCE

Corporate Officer – Digitally Approved by Mike Morrison

CAO - Digitally approved by Stuart Horn.

### ATTACHMENTS:

Attachment A – Regional District of Central Kootenay )

Attachment B – Regional District of Central Kootenay Permissive Tax Exemption Bylaw 2866, 2022





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**Chapter:** 100 – Board and Governance

**Section:** 01- Board

**Subject:** Permissive Tax Exemption

<b>Board Resolution:</b>	[Board resolution number]	<b>Established Date:</b>	[Date of policy]	<b>Revised Date:</b>	[Revised date of policy]
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## POLICY:

### PURPOSE:

This policy provides the Board with a consistent and equitable approach to evaluation of applicants for the issuance of permissive tax exemptions.

The Regional District Permissive Tax Exemption Policy provides clarity regarding the roles and responsibilities of those participating in the permissive tax exemption process. This policy provides a timeline for the application and evaluation of tax exemptions to ensure proposals receive adequate consideration. A set of evaluation criteria are included in this policy to ensure an equitable approach is applied to the evaluation of proposals.

### SCOPE:

This policy applies to property tax exemptions as specified in Section 391 of the *Local Government Act*.

This policy does not apply to:

- statutory tax exemptions applied by the Provincial Government;
- heritage exemptions specified in Section 392 of the *Local Government Act*;
- riparian exemptions specified in Section 394 of the *Local Government Act*; or
- partnership agreement exemptions specified in Section 396 of the *Local Government Act*.

### DEFINITIONS:

**Board** means the Board of the Regional District of Central Kootenay

**Corporate Officer** means the Corporate Officer of the Regional District of Central Kootenay

**Bylaw** means a Regional District Bylaw XXXX, 2023 exempting specified properties from both parcel and valuation taxes for a specified period of time based on the criteria and process described in this policy.

**Recreation** means an activity of leisure. Recreational activities are done for enjoyment, amusement, or pleasure. Application of this term is broad, inclusive and may expressed in many ways.



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**Service Organization** means a registered society in British Columbia required to comply with the Societies Act and their own constitution and bylaws.

## ROLES AND RESPONSIBILITIES:

### The Board

- Approval of staff recommendations regarding revisions, additions, or deletion to this policy.
- Approval of staff recommendations regarding amendment to the Permissive Tax Exemption Bylaw.
- Engagement with organizations in the community regarding application for property tax exemptions.

### The Corporate Officer

- Notify the public of the opportunity and requirements for property tax exemption application.
- Establish property tax exemption application and approval schedule.
- Establish a property tax exemption application and approval process.
- Establish property tax exemption application criteria.
- Prepare the Permissive Tax Exemption Bylaw for Board Consideration.

### Applicants

- The timely submission of completed application forms to the Corporate Officer.
- Understanding the qualifications required for submission.

## POLICY:

### **ELIGIBLE LAND USES AND INTERESTS**

To qualify for a property tax exemption the applicant must ensure that

- All properties and improvements must qualify for an exemption under the provisions of the *Local Government Act* Section 391.
- Properties, improvements, and proposed uses must be compliant with Regional District bylaws, policies, and regulation.
- The proposed use of the property or improvements must be aligned with the values of the community and the Regional District.
- The principal use of the property or improvements must not result in competition with for profit business.

The Board may grant property tax exemptions for specific land uses and interests. Exemptions may be granted for portions of property and improvements based on eligibility requirements.

**Community Recreation:** This may include, but is not limited to, community halls, cultural centers, playing fields, galleries, and other Recreation based spaces owned or leased by a Service Organization for the use and enjoyment of the public. To qualify for a Community Recreation Property Tax Exemption



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- The principal use of the property and or improvements must be Recreation;
- Use of the property must be available to the general public. This may take the form of organized classes, leagues, or events so long as the opportunity to organize these uses is inclusive and transparent; and
- The property and improvement must be owned or held by, or held in trust by the owner for, a Service Organization.

**Public Worship:** This may include churches, synagogues, mosques, temples, and other places of public worship owned or leased by a Service Organization for the purpose of worship open to the general public. To qualify for a Public Worship Property Tax Exemption

- The property or improvements must be owned or occupied by a Service Organization as a tenant or licensee;
- Worship must occur on the site on at least a monthly basis; and
- Worship must be open to the public.

**Agricultural and Horticultural Societies:** This may include those properties in excess of the 8.4ha immediately adjacent to an agricultural or horticultural society hall that may be exempted as per the Community Charter. To qualify for an Agricultural or Horticultural Societies Property Tax Exemption

- An Agricultural or Horticultural exemption is for property only;
- Only those parts of the property in excess of the area statutory exemption under section 15 (1) (j) of the *Taxation (Rural Area) Act* qualify for a property tax exemption; and
- The property must be owned by an Agricultural or Horticultural Society which qualifies as a Service Organization.

**Interests in School Board Buildings:** This may include interests held in School Board or Francophone School Board buildings. To qualify for a School Board Interests Property Tax Exemption

- The interest must be held by a Service Organization or Francophone School Board; and
- The interest must be owned by a BC School Board or a Francophone School Board.

**Local Authorities:** This may include land or improvements held by Improvement Districts, Commissions, Library Boards, Hospital Boards, or other Local Authorities. To qualify for a Local Authority Property Tax Exemption

- The land or improvements must be owned by a local authority.
- The land or improvements must be used for a purpose of the local authority.



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***POLICY COMPLIANCE & EXEMPTION RENEWAL***

Property tax exemptions may be revoked at the discretion of the Board by bylaw in accordance with the Local Government Act.

In the event that a property no longer meets the requirements for an exemption due to a change in ownership or land use the bylaw ceases to apply to that property and the property is liable to taxation effective from the time of change.

Unless directed by the Board all property tax exemptions must be applied for, and approved, annually. Failure to apply for a property tax exemption will result in an exclusion from the Regional District Permissive Tax Exemption Bylaw. The property is then liable to taxation effective the following year.



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## SCHEDULE A: APPLICATION SCHEDULE

### *SCHEDULE A - APPLICATION SCHEDULE*

The application schedule for a property tax exemption is as follows:

First Public Notice of Application – Advertised no later than June 1st

Applications Available – No later than June 1st

Second Public Notice of Application – Advertised no later than July 1<sup>st</sup>

Applications Due – No later than August 1<sup>st</sup>

Permissive Tax Exemption Approval – October Board Meeting

Submission of Permissive Tax Exemption Bylaw to the Province – by October 31<sup>st</sup>



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## **SCHEDULE B: APPLICATION FORMS**

The inputs below are the information required of the Property Tax Exemption Application Form. The Form itself will be made available for electronic distribution and submission or analogue submission. All relevant information must be submitted in order to be considered for an exemption.

### **Applicant Information**

Applicant Name:  
Applicant Phone Number:  
Applicant Email:  
Applicant Mailing Address:  
Applicant Relationship To Service Organization:

### **Service Organization Information**

Service Organization Name:  
Service Organizations Society Number:  
Service Organizations Phone Number:  
Service Organizations Email:  
Service Organizations Mailing Address:  
Minutes From Most Recent AGM Must Be Included:  
Most Recently Filed Financial Statement Must Be Included:

### **Property Information**

Property Address:  
Property PID:  
Title Number:  
Lease Must Be Included If Relevant:  
Current Land Use:  
Proposed Land Use (if different):  
Compliance with Building Bylaw: Yes/No  
Building Bylaw Comments:  
Compliant with Land Use Planning: Yes/No  
Land Use Planning Comments:

### **Exemption Information**

Property Tax Exemption Type

- Community Recreation
- Public Worship
- Agricultural or Horticultural Societies
- Interests In School Board Buildings
- Local Authorities

What proportion of improvements are proposed exempt  
What proportion of land is proposed exempt  
If proportions are proposed is a diagram included: Yes/No



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### **SCHEDULE C: EVALUATION CRITERIA**

The information detailed in Schedule B: Application Forms provided by the applicants shall be evaluated using the criteria below to inform the recommendation to include a property in the permissive tax exemption bylaw.

1. Is the proposed land or improvement use eligible for an exemption?
  - Ownership/Lease arrangement compliance (Yes/No)
  
2. Is the organization or individual making application eligible for an exemption?
  - Compliant with the Societies Act (Yes/No)
  - School Board
  - Local Authority
  
3. How does proposed exemption align with the goals and direction set by the Board?
  - Compliance with local regulations (Yes/No)
  - Aligned with Board and Community Values (Yes/No)
  
4. What are the implications for local government taxation and services.
  - Taxation Impact
  - Relationship to other services



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**RELATED LEGISLATION:**

The Local Government Act S277, S391-S396

The Community Charter Div 7

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## REGIONAL DISTRICT OF CENTRAL KOOTENAY

**Bylaw No. 2866**


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A Bylaw to provide for the exemption from taxation of certain lands used principally for public athletic or recreation purposes and lands used by the Regional District of Central Kootenay for local government purposes.

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WHEREAS the *Local Government Act* authorizes a regional district, by bylaw, to exempt property from taxation;

AND WHEREAS the *Local Government Act* authorizes a regional district Board to exempt from taxation land or improvements or both owned or held by or held in trust by the owner for an athletic or service organization and used principally for public athletic or recreation purposes;

AND WHEREAS the *Local Government Act* authorizes a regional district Board to exempt from taxation land or improvements owned or held by a municipality, another regional district or a greater board for local government purposes;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**1** The following described properties shall be exempt from taxation imposed under the *Local Government Act* to the extent indicated herein:

(1) Land and Improvements known as the **Balfour Golf Course** and legally described as follows:

Roll Number 707-00833.975  
 602 Queens Bay Road Balfour, BC  
 Lot A District Lot 184, Kootenay Land District Plan NEP83597 Except Plan EPP113093  
 P.I.D. #027-029-760

Roll Number 707-07798.110  
 220 Edward Street Balfour, BC  
 Lot 2, District Lot 4961, Kootenay Land District, Plan 7334 except Plan EPP68103  
 P.I.D. #011-179-236

Roll Number 707-07796.510  
 602 Queens Bay Road Balfour, BC  
 District Lot 4961, Kootenay District except parts included in Plans 2528 and 7334  
 P.I.D #012-926-965

Roll Number 07796.510  
 1261 Queens Bay Road, Queens Bay, BC  
 Lot 4961, Kootenay Land District Except Plan 2528 7334, Osprey Ridge Golf Course

P.I.D #012-926-965

- (2) Land and Improvements known as the **Salmo District Golf Course** and legally described as follows:

Roll Number 707-01349.500  
 1346 Airport Road Salmo, BC  
 Block 31, District Lot 273, Kootenay Land District, except part in Plan 2861 & R151 &  
 Block 32, District Lot 273, Kootenay Land District, except Plan R151 &  
 Lot 1, Plan NEP61804, District Lot 273, Kootenay Land District &  
 Lot A, Plan NEP61803, District Lot 273, Kootenay Land District  
 P.I.D. #016-683-536, #016-683-552, #024-195-944, #024-195-936

- (3) Land and Improvements known as the **Valley View Golf Course** and legally described as follows:

Roll Number 707-20316.110  
 6937 Highway 6 Winlaw, BC  
 Lot 7, 8 & 9, Plan 2887, District Lot 383, Kootenay Land District &  
 Lot 103, Plan 958, District Lot 383, Kootenay Land District  
 P.I.D. #015-216-420, #006-270-867, #006-270-891 & #015-976-327

- (4) Land and Improvements known as the **Castlegar & District Golf Course** and legally described as follows:

Roll Number 709-07595-325  
 1602 Aaron Road Castlegar, BC  
 Lot A, Plan 5069, District Lot 4598, Kootenay Land District, except Plan 15837  
 P.I.D. #010-364-498

- (5) Land and Improvements known as the **Nakusp Golf Course** and legally described as follows:

Roll Number 710-01655.000  
 649 Highway 6 Nakusp, BC  
 Lot 1, Plan 5565, District Lot 398, Kootenay Land District  
 P.I.D. #007-740-085

- (6) Land and Improvements known as the **Fauquier & District Golf Course** and legally described as follows:

Roll Number 710-02953.100  
 8034 Highway 6 Fauquier, BC  
 Lot 1, Plan NEP22479, District Lots 2591 & 9156, Kootenay Land District  
 P.I.D. #023-287-705

- (7) Land and Improvements known as the **Slocan Lake Golf Course** and legally described as follows:

Roll Number 710-01993.500  
 101 Golf Course Road New Denver, BC  
 Parcel A, District Lot 2106, Kootenay Land District (Explanatory Plan 34338I) &  
 Parcel A, District Lot 2108, Kootenay Land District, (Explanatory Plan 34338I) &  
 Parcel 1, District Lot 6529, Kootenay Land District (Reference Plan 95815I) of Parcel B,  
 (see 14647I)  
 P.I.D. #'s 013-752-332, #013-752-359, #013-752-413

- (8) Land and Improvements known as the **Creston Golf Course** and legally described as follows:

Roll Number 786-06716.000  
 1800 Mallory Road Creston, BC  
 District Lot 15874, Kootenay Land District &  
 District Lot 16402, Kootenay Land District  
 P.I.D. #014-837-897, #014-889-323

- (9) Land and Improvements known as the **Riondel Golf Course** and legally described as those portions of the following properties used exclusively for golf course purposes:

Roll Number 786-04694-000  
 1298 Galena Bay Wharf Road, Riondel BC  
 Sublot 25, Plan X31, District Lot 4595, Kootenay Land District, except (1) Parcel A  
 Reference Plan 23516A and (2) parts included in Plans 5803 and 8655.  
 P.I.D. #016-717-325

Roll Number 786-04825.045  
 1298 Galena Bay Wharf Road, Riondel BC  
 Lot 2 Plan 3045, District Lot 4595, Kootenay Land District except Plan 5461, 14087 and  
 NEP21303.  
 P.I.D. #008-022-313

- (10) Land and Improvements known as the **Nelson Golf & Recreation Society** and legally described as follows:

Roll Number 707-02008.125  
 1123 West Richards Street, Nelson BC  
 Lot A, Plan NEP67974, District Lot 304, Kootenay Land District  
 P.I.D. #024-934-399

- (11) Land and Improvements known as the **Beaver Valley Water Supply System** water filtration and treatment plant, water intake structure and weir on Kelly creek.

Roll Number 707-05544.000  
 999 Wildwood Road, Salmo BC  
 Lot 1, Plan 17591, District Lot 1236, Kootenay Land District  
 P.I.D. #008-229-741

- (12) Land and Improvements known as the **Boswell Historical Society** property to preserve and share history of Boswell and the surrounding districts along the East Shore of the South Kootenay Lake.

Roll Number 21-786-05506.000  
 12676 Highway 3A, Boswell, BC  
 Lot 1, Plan NEP4803, DL 5027, LD26  
 P.I.D. #014-787-806

- (13) Land and Improvements known as the **St. Michaels and All Angels Chapel and Performance Centre** to preserve the history of the Balfour community museum, chapel and public performance centre.

Roll Number 00806.100  
 8551 Busk Road, Balfour, BC  
 Lot 12, Block 2, Plan NEP380, District Lot 184, Kootenay Land District & Lot 13, Block 2  
 Plan NEP 380, District Lot 184, Kootenay Land District  
 P.I.D. #024-722-081

- (14) Land and Improvements known as the **South Kootenay Lake ArtConnect Society** property to support cultural programs, which include concerts, music, recitals, art events and contemplative practices.

Roll Number 21.786.01300000  
 16074 Crawford Creek Road, Crawford Bay, BC  
 Lot C, Plan NEP1253, District Lot 196, Kootenay Land District Assigned No 1.  
 P.I.D. #015-873-633

2 The tax exemption established by this Bylaw shall be for the taxation year 2023.

3 This Bylaw may be cited as “**Permissive Tax Exemption Bylaw No. 2866, 2022.**”

READ A FIRST TIME this 13th day of October, 2022.

READ A SECOND TIME this 13th day of October, 2022.

READ A THIRD TIME this 13th day of October, 2022.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 13th day of October, 2022.

Aimee Watson

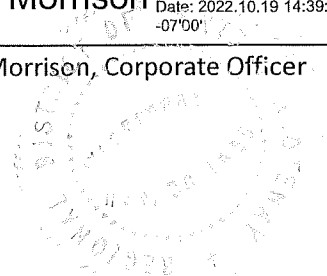
Digitally signed by Aimee Watson  
 DN: cn=Aimee Watson, o=Regional District of Central  
 Kootenay,  
 ou=CN=AWatson,OU=Director,OU=Users,OU=Board,OU=  
 TOP,DC=lakeelse,DC=rdsk,DC=bc,DC=ca,  
 email=a.watson@rdsk.bc.ca, c=CA  
 Date: 2022.10.19 11:16:29 -0700

Aimee Watson, Board Chair

Mike Morrison

Digitally signed by Mike Morrison  
 Date: 2022.10.19 14:39:57  
 -07'00'

Mike Morrison, Corporate Officer





# Board Report

**Date of Report:** 03-31-2023  
**Date & Type of Meeting:** 04 -16-2023 Regular Board Meeting  
**Author:** Mike Morrison, Manager of Corporate Administration / Corporate Officer  
**Subject:** Ymir Fire Hall Site License Agreement  
**File:** 06-2230-10  
**Electoral Area/Municipality:** Area G

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request Board approval to enter into a site license agreement with the Columbia Basin Broadband Corporation (CBBC) purpose of providing a Point of Presence for connection to the CBBC fiber optic network .

## SECTION 2: BACKGROUND/ANALYSIS

In 2021 the RDCK committed \$400,000 to the Trail-Nelson Fibre Transport Infrastructure Project undertaken by CBBC to expand broadband internet access in this underserved corridor. With this project nearing completion the RDCK has been approached by CBBC to enter into an agreement for the planned Point of Presence (PoP) at the Ymir Fire Hall. The PoP is effectively a junction point in the fibre line where local services can connect. It provides a dedicated connection for the RDCK network as well a location for internet service providers (serving residential and commercial customers) to connect.

The RDCK has a long standing working relationship with CBBC and has established PoPs at several RDCK properties:

- Kitchener community hall property
- Creston and District Community Complex
- Crescent Valley Fire Hall
- Passmore Fire Hall
- Winlaw Fire Hall
- Slocan Fire Hall

Each PoP is covered under a separate agreement between CBBC and RDCK based on a standard site license agreement template . The Ymir agreement follows this template.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The agreement provides \$125 per month revenue to the fire hall and will be recorded in the Ymir Fire Protection Service.

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

None at this time

### **3.3 Environmental Considerations**

None at this time

### **3.4 Social Considerations:**

This project will enhance internet connectivity in the Ymir local area and enhance functioning of the Ymir fire department

### **3.5 Economic Considerations:**

Improved local broadband connectivity typically enhances local economic development

### **3.6 Communication Considerations:**

This initiative indicates RDCK willingness to partner with external agencies to develop essential community infrastructure

### **3.7 Staffing/Departmental Workplan Considerations:**

RDCK participation in this initiative involves RDCK administration, fire services and IT staff.

### **3.8 Board Strategic Plan/Priorities Considerations:**

This initiative aligns with the 'To Strengthen our Relationships with our Community Partners' strategic objective

## **SECTION 4: OPTIONS & PROS / CONS**

**Option 1** – *That the Board approve the RDCK enter into a site license agreement with the Columbia Basin Broadband Corporation for the purpose of developing a Point of Presence at the Ymir fire hall for a twenty year period commencing May 1, 2023 , and that the Chair and Corporate Officer be authorized to sign the necessary documents.*

**Option 2** – *That staff be directed to negotiate with the Columbia Basin Broadband Corporation regarding the following changes to the site license agreement... (to be directed by the board)*

**Option 3** – *That staff be directed to take no further action on negotiating a site license agreement with the Columbia Basin Broadband Corporation for the purpose of developing a broadband Point of Presence at the Ymir fire hall.*

## **SECTION 5: RECOMMENDATION**

*That the Board approve the RDCK enter into a site license agreement with the Columbia Basin Broadband Corporation for the purpose of developing a Point of Presence at the Ymir fire hall for a twenty year period commencing May 1, 2023 , and that the Chair and Corporate Officer be authorized to sign the necessary documents.*

Respectfully submitted,

Mike Morrison, Manager of Corporate Administration / Corporate Officer

## CONCURRENCE

Regional Fire Chief – Digitally approved by Nora Hannon

IT Manager – Digitally approved by David Oosthuizen

Chief Administrative Officer – Digitally approved by Stuart Horn

## ATTACHMENTS:

Attachment A – Site License Agreement between RDCK and Columbia Basin Broadband Corporation

## SITE LICENSE AGREEMENT

This Agreement is dated for reference on May 1, 2023.

### BETWEEN:

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

(the Licensor)

### AND:

**COLUMBIA BASIN BROADBAND CORPORATION**

(the Licensee)

### PREAMBLE:

- (a) The Licensor owns certain lands in Ymir, British Columbia (PID# 005-516-498) to which it wishes to grant access to the Licensee; and
- (b) The Licensor has agreed to grant to the Licensee the limited right to enter into such lands to install, operate, maintain, repair and replace the Licensee's Equipment on the terms and conditions set out in this Site License Agreement.

**NOW THEREFORE**, for one (\$1.00) dollar, paid by the Licensee to the Licensor, receipt and sufficiency of which is confirmed by the Licensor, and in consideration of the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the Licensor and the Licensee agree as follows:

## 1. DEFINITIONS AND INTERPRETATION

### 1.1 Definitions

In this Agreement, unless the context requires otherwise, the following terms shall have the following meanings:

**Agreement** means this Site License Agreement and all of the attached Schedules and all subsequent changes, modifications and amendments to this Agreement.

**Antennae Systems** means all masts, towers and antennae-supporting structures that the Licensee installs on the Licensor's Premises in accordance with the terms of this Agreement and any applicable laws.

**Auxiliary Equipment** includes but is not limited to UPS, air-conditioning units and such other equipment as the Licensee may require from time to time for the provision of its Services and that is approved for installation by the Licensor.

**Business Day** means a day other than a Saturday, a Sunday or a statutory or civic holiday in the Province of British Columbia.

**Commencement Date** is that date that is described in Schedule A.



**Demarcation Point** is the physical point where the Licensor's Equipment is connected by the Licensee's Connecting Equipment to the Licensee's Equipment.

**Detailed Drawings** means drawings and/or plans, including any as-built plans, that depict how and where the Licensee's Equipment will be installed within the Licensor's Premises as described in Schedule C.

**Emergency** means an unexpected event that prevents the Licensee from using its Licensed Equipment and which requires immediate resolution so that the Licensee can continue providing its Services.

**Internet Service Provider** or "ISP" is a person or entity that offers internet connectivity to the public by connecting the ISP's Equipment to the Licensee's Equipment.

**ISP's Electronic Equipment** means any electronic, optronic, optical, radio equipment or wireless devices that the ISP uses in order to provide Internet connectivity to its customers through the Licensee

**ISP's Equipment** means such physical equipment including the ISP's Electronic Equipment, towers, masts, supporting cables, power cables and UPS devices that the ISP may require in order to connect its customers to the Internet via the Licensee's Connecting Equipment.

**Lands** means real property that is owned or leased by the Licensor and to which it wishes to grant a license of occupation to the Licensee under the terms of this Agreement.

**Licensee's Cabinet** means the secured enclosure, as depicted in Schedule C, within which the Licensee places some or all of the Licensee's Equipment and that is designed to meet all of the Licensee's requirements associated with the Licensee's use and occupation of the Licensor's Premises.

**Licensee's Connecting Equipment** means any and all of the Licensee's cabling, jumper cables, conduits and connecting hardware as depicted in Schedule C.

**Licensee's Electronic Equipment** includes but is not limited to all electronic, optronic, optical, radio equipment or wireless devices, including any similar devices that the Licensee may require from time to time to provide the Services.

**Licensee's Equipment** means, collectively, any and all Antennae Systems, Auxiliary Equipment, Licensee's Connecting Equipment, Licensee's Cabinet and the Licensee's Electronic Equipment.

**Licensor's Equipment** means the Licensor's electronic, optronic and/or optical equipment, and any similar devices, including all cabling and connecting hardware as depicted in Schedule C.

**Licensor's Premises** is a physical location that is depicted in Schedule B (buildings and/or Lands) where the Licensor authorizes the Licensee to install the Licensee's Equipment.

**Notice** means any notice, request, consent or other communication provided, required or permitted under this Agreement as contemplated in section 9.1 of this Agreement.

**Renewal Term** means the period after the Term for which this Agreement may be renewed and extended as described in section 3.3 of this Agreement.

**Services** means the operation of the Licensee's fibre optic network for and on behalf of the Licensee and all of its customers.

**Term** means such duration of this Agreement as provided for in Schedule A.

**Uninterruptible Power Supply** or **UPS** is a device that provides a steady source of electrical energy to the Licensee's Equipment when the electrical power is interrupted.

## 1.2 Interpretation

For the purposes of this Agreement, except as otherwise expressly provided, the following shall apply:

- (a) Words importing the singular include the plural and vice versa, and words importing gender include all genders and firms or corporations where applicable.
- (b) Should any provision of this Agreement be unenforceable at law, it shall be considered separate and severable from the remaining provisions of this Agreement, which shall continue in force and shall be binding as though such provision had not been included.
- (c) The headings inserted in this Agreement are for convenience of reference only and in no way define, limit or enlarge the scope or meaning of any of the provisions of this Agreement.
- (d) This Agreement shall be interpreted and governed by the laws of the Province of British Columbia.

## 1.3 Schedules

The following Schedules are attached to and form part of this Agreement:

Schedule A	-	Commencement Date and Term
Schedule B	-	Licensor's Premises
Schedule C	-	Detailed Drawings
Schedule D	-	Additional Provisions

## 2. LICENSE OF OCCUPATION

### 2.1 License:

The Licensor hereby grants to the Licensee a term specific, non-exclusive license of occupation to:

- (a) enter onto the Licensor's Premises to install, operate, maintain, repair and replace the Licensee's Equipment at the Licensee's sole expense and risk; and
- (b) access the Licensor's Equipment to connect the same to the Licensee's Equipment as may be agreed upon from time to time by the parties hereto.

## **2.2 Nature of Interest**

The rights granted to the Licensee under this Agreement are those of a license of occupation only, and shall not constitute a partnership, joint venture, lease or any other form of tenancy arrangement as between the parties.

## **3. TERM**

### **3.1 Term**

Notwithstanding the date of its execution, this Agreement shall come into effect on the Commencement Date and, subject to the provisions of this Agreement, shall remain in effect for the Term unless otherwise terminated by either of the parties.

### **3.2 Additional Provisions**

The parties may, from time to time, include additional provisions such provisions to be appended in Schedule D.

### **3.3 Option to Renew**

Provided that the Licensee is not in default under this Agreement, the Licensee shall have three (3) options to renew and extend this Agreement each for one (1) year (each of which is a "Renewal Term"), upon the Licensee providing at least one (1) month's written notice to the Licensor. Each Renewal Term shall be on the same terms and conditions as contained in this Agreement.

### **3.4 Over-holding**

If the Licensee remains in occupation of the Licensor's Premises following the expiration of the Term or a Renewal Term, such continued occupation by the Licensee shall not have the effect of renewing or extending this Agreement for any period of time and the Licensee shall be deemed to be occupying the Licensor's Premises as an over-holding licensee and may be removed from the Licensor's Premises at the discretion of the Licensor at the Licensee's sole cost and expense.

## **4. USE**

### **4.1 Use of Licensor's Premises**

The Licensee shall use the Licensor's Premises for the purpose of the installing, operating, maintaining, repairing and replacing the Licensee's Equipment and providing its Services as required by the Licensee from time to time.

### **4.2 ISP connection to Licensee's Equipment**

The Licensor acknowledges and agrees that the Licensee may, from time to time during the Term, require one or more ISPs to install and connect the ISP's Equipment to the Licensee's Equipment (at such connection points as may be designated by the Licensee in its sole and absolute discretion) as well as operate, maintain, repair and replace the same during the Term of the license.

The Licensee agrees to preserve and protect the rights of the Licensor with respect to any work performed on the Licensor's premises and must;

- (a) Enter into written Agreements with the ISP's requiring them to perform work in accordance with and subject to the terms and conditions of the Site License Agreement; and
- (b) Be as fully responsible to the Licensor for acts and omissions of the ISP's and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Licensee.

The Licensee therefore shall incorporate all terms and conditions of the Site License Agreement into all Agreements entered into with ISP's, insofar as they are applicable. Nothing contained in the Site License Agreement will create any contractual obligations between any ISP and the Licensor.

#### **4.3 Licensee's Cabinet**

To ensure and further the security of the Services, and to protect the Licensee's Equipment, the Licensee will provide and install the Licensee's Cabinet for the sole and exclusive use of the Licensee except as the Licensee may decide, in its sole and absolute discretion, from time to time. No other person shall be provided or afforded access to the Licensee's Cabinet without the express written consent of the Licensee which may be withheld without reason.

#### **4.4 Condition of the Licensor's Premises**

The Licensee acknowledges that the Licensor is providing to the Licensee access to the Licensor's Premises on an "as is/where is" basis and that there are no guarantees that the same are fit for the Licensee's purposes, in whole or in part, provided however that the Licensor will not make any changes to the Licensor's Premises that could affect the Licensee's Equipment or the Services without first providing thirty (30) days' notice in writing of the proposed changes to the Licensee.

#### **4.5 Damage to Licensee's Equipment**

The Licensor will take all reasonable measures to ensure that the Licensee's Equipment is not in any way damaged during the Term and will fully reimburse the Licensee for any and all physical damages to the Licensee's Equipment caused by or attributable to the Licensor or its agents, servants, employees, or contractors.

#### **4.6 Damage to Licensor's Property**

The Licensee will take all reasonable measures to ensure that the Licensor's Equipment and Property is not in any way damaged during the Term and will fully reimburse the Licensor for any and all physical or environmental damages to the Licensor's Equipment caused by or attributable to the Licensor or its agents, servants, employees, or contractors.

#### **4.7 Title**

The Licensor acknowledges and agrees that title to and ownership of the Licensee's Equipment shall remain with the Licensee at all times notwithstanding that the Licensee's Equipment may

be affixed to a part of the Licensor's Premises during the Term. The Licensor further expressly agrees that the Licensee's Equipment shall not become a fixture notwithstanding any attachment to the Licensor's Premises.

## **5. ACCESS AND ELECTRIC UTILITIES**

### **5.1 Access**

Except as otherwise provided for in Schedule D, upon or before the execution of this Agreement, the Licensor shall provide to the Licensee, and its authorized representatives, such keys, access codes and/or FOBs as the Licensee, and its authorized representatives, may require in order to access the Licensor's Premises and the Licensee's Equipment seven (7) days a week, twenty-four (24) hours per day for the purpose of installing, operating, maintaining, repairing and removing the Licensee's Equipment and providing the Services. The Licensee, and its authorized representatives, shall further have such access to the driveways, walkways, entrances, and exits associated with the Licensor's Premises as required by the Licensee and its authorized representatives to access the Licensee's Equipment. The Licensor acknowledges that the nature of the Licensee's Equipment and the Services requires uninterrupted access for servicing purposes and in Emergency situations.

### **5.2 Electrical Power**

The Licensee will be responsible for arranging connection to the electric power distribution system, inclusive of installing an electrical power meter, as well as the monthly payment of power use through a Licensee account with the local electric power provider.

### **5.3 Nuisance**

The Licensee shall not use or permit the Licensee's Equipment, or any part of the Licensor's Premises to be used in such a manner as to annoy, disturb or cause nuisance to the Licensor or any other occupiers of the Licensor's Premises, or in a manner that may constitute a contravention of law.

### **5.4 Compliance with Laws**

The Licensee shall comply at all times with all applicable laws, regulations, by-laws, rules, orders and ordinances of all federal, provincial and municipal governmental authorities inclusive of any and all permits that are required to build or maintain the Licensee's Equipment.

## **6. INSTALLATION, MAINTENANCE AND REPAIRS**

### **6.1 Approval of Plans**

Prior to installing the Licensee's Equipment, the Licensor may require the Licensee to prepare and submit Detailed Drawings of the Licensee's proposed installation for approval in writing by the Licensor. In the event that there is a material difference between the Detailed Drawings and the actual installation, the Licensee will provide to the Licensor a copy of "as-built" drawings.

### **6.2 Installation**

Upon receipt of the Licensor's written approval pursuant to section 6.1 the Licensee, at its sole expense and risk, shall be entitled to commence the installation of the Licensee's Equipment. All

installations shall be performed in a responsible and workmanlike manner and in accordance with all applicable laws, regulations, by-laws, orders, rules and ordinances of all federal, provincial and municipal governmental authorities. Prior to commencement of installation activities, the Licensor will ensure the premises are free and clear of clutter, unused equipment and other encumbrances that would impede the installation of the Licensee's equipment described in this document. The Licensee shall be responsible for any pre-construction location of existing underground utilities or site works. If relocation of utilities or site works is required, subject to Licensor approval of the relocation, the Licensee shall bear the full cost of the required works. The Licensee bears full responsibility for ensuring their site works reside entirely within the legal boundaries of the Licensor's property. The Licensee understands and accepts that the Licensor has made no warranties regarding the property boundaries.

### **6.3 Repairs and Maintenance**

The Licensee, at its own cost and expense, shall keep the Licensee's Equipment in a safe and properly maintained condition.

## **7. TERMINATION**

### **7.1 Termination by Licensee**

The Licensee may, on one (1) year's notice in writing to the Licensor, terminate this Agreement where the Licensee no longer requires access to the Licensor's Premises.

### **7.2 Termination by the Licensor**

The Licensor shall have the right to terminate this Agreement upon written notice to the Licensee where the Licensee defaults in the observance or performance of any of the Licensee's obligations under this Agreement and such default continues for more than one hundred and twenty (120) days after receipt of written notice of such default by the Licensor to the Licensee. Where such default cannot reasonably be cured within such one hundred and twenty (120) day period, the period for curing such default shall be extended for the minimum period of time reasonably required to effect such cure, provided that the Licensee promptly commences such cure with reasonable diligence.

### **7.3 Surrender**

Upon the expiration or earlier termination of this Agreement, the Licensee shall remove the Licensee's Equipment from the Licensor's Premises and shall be responsible for repairing any damage caused by such removal, except damage caused by ordinary wear and tear.

## **8. INSURANCE, LIMITATION OF LIABILITY AND INDEMNITY**

### **8.1 Insurance**

The Licensee shall provide the RDCK with a certificate of insurance upon execution of this Agreement in a form acceptable to the Chief Financial Officer of the Regional District and shall, during the Term of this Agreement, take out and maintain the following insurance coverage:

- 8.1.1 comprehensive commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Facility by the Licensee in the

amount of not less than of \$5,000,000 per Dollars per occurrence with a maximum deductible of \$10,000;

8.1.2 Such insurance will:

8.1.2.1 name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;

8.1.2.2 include the Licensee's Blanket contractual liability;

8.1.2.3 include a Cross Liability clause;

8.1.2.4 occurrence property damage included as an endorsement to the Commercial General Liability insurance;

8.1.2.5 include a Waiver of Subrogation clause in favor of the RDCK whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the RDCK for any property loss or damage claim(s);

8.1.2.6 be primary in respect to the operation of the named insured pursuant to the contract with the RDCK. Any insurance or self-insurance maintained by the RDCK will be in excess of such insurance policy (policies) and will not contribute to it;

8.1.2.7 require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Licensee does not provide or maintain in force the insurance required by this Agreement, the Licensee agrees that the RDCK may take out the necessary insurance and the Licensee shall pay to the RDCK the amount of the premium immediately on demand.

8.1.3 The RDCK may, at its discretion, notify the Licensee that the terms, amounts and types of insurance required to be obtained by the Licensee hereunder be changed.

## **8.2 Additional Insurance**

It shall be the sole responsibility of the Licensee to determine what additional insurance coverage, if any, including but not limited to Workers' Compensation and participants' insurance, is necessary or advisable for the protection of the Licensee or is required by the Licensee to fulfil its obligations under this Agreement. Such additional insurance shall be maintained and provided at the sole expense of the Licensee. The Licensee shall be responsible for obtaining whatever additional insurance it deems necessary in respect of the property of the Licensee located in the Facility.

### **8.3 Limitation of Liability**

Except as expressly provided in this Agreement, neither Party, or any of their respective directors, officers, employees, contractors, landlords or agents, will be liable to the other Party for any special, incidental, indirect, punitive or consequential damages in connection with or arising from the performance of their respective obligations under this Agreement. This limitation on damages will not apply in the event of an intentional or willful breach by a Party of its obligations hereunder.

### **8.4 Indemnity**

The Licensor must indemnify and save harmless the Licensee, their employees and agents (each a "CBBC Indemnified Person") from any losses, claims, damages, actions, causes of action, costs and expenses that a CBBC Indemnified Person may sustain, incur, suffer or be put to at any time, either before or after this contract ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Licensor or by any of the Licensor's agents, employees, officers, directors, or subcontractors related to this Agreement, except Liability arising out of any independent negligent act by the Licensee. The Licensee is entitled to enforce the indemnity obligations of CBBC Indemnified Persons on their behalf.

The Licensee must indemnify and save harmless the Licensor, their employees and agents (each a "Regional District of Central Kootenay Indemnified Person") from any losses, claims, damages, actions, causes of action, costs and expenses that a Regional District of Central Kootenay Indemnified Person may sustain, incur, suffer or be put to at any time, either before or after this contract ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Licensee or by any of the Licensee's agents, employees, officers, directors, or subcontractors related to this Agreement, except liability arising out of any independent negligent act by the Licensor. The Licensor is entitled to enforce the indemnity obligations of Regional District of Central Kootenay Indemnified Persons on their behalf.



## **9. NOTICES**

### **9.1 Notices**

Any Notice pursuant to this Agreement shall be sufficiently given if in writing and personally served, or sent by email or registered mail, and addressed or sent as specified below:

If to the Licensor:

Attention: Mike Morrison, Manager of Corporate Administration  
Address: Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4  
Telephone: (250) 352-8168  
E-mail contact: mmorrison@rdck.bc.ca

If to the Licensee:

Attention: Columbia Basin Broadband Corporation  
Address: 300-445 13<sup>th</sup> Ave, Castlegar BC, V1N 1G1  
Telephone: 1.800.505.8998  
E-mail contact: cbbcaccounts@ourtrust.org

### **9.2 Receipt**

Where a Notice is delivered personally it shall be deemed to have been received the same Business Day, or if the day on which the Notice was sent is not a Business Day the Notice shall be deemed to have been received on the next Business Day. Where a Notice is sent by registered mail it shall be deemed to have been received three (3) Business Days after the date of mailing. In no event should any Notice be sent by mail during any period of interrupted or threatened interruption of postal service. Where notice is delivered by facsimile, it shall be deemed to have been received on the next Business Day provided that the person sending the facsimile has receipt verifying that the facsimile was transmitted to the intended recipient.

### **9.3 Change of Address**

Either party may change its address or particulars for purposes of the receipt of any Notices in connection with this Agreement by giving notice in the same manner as provided in this Section 9.

## **10. MISCELLANEOUS**

### **10.1 Entire Agreement**

As of the Commencement Date this Agreement cancels, replaces and supersedes all existing agreements and understandings, written or oral, between the parties relating to the subject matter of this Agreement. The whole contract between the parties is contained in this Agreement and no preliminary proposals, written or oral, form any part of this Agreement. This Agreement may not be amended or modified except by mutual agreement of the parties in writing.

**10.2 Waiver**

No failure by either to exercise any right under this Agreement or to insist upon full compliance by the other party with its obligations under this Agreement will constitute a waiver of any provision of this Agreement. No waiver shall be effective unless made in writing by an authorized officer of the party.

**10.3 Successors and Assigns**

This Agreement shall not be assigned by either party, in whole or in part, without the express written consent of the other party which consent shall not be unreasonably withheld or unduly delayed. This Agreement shall be binding upon and shall enure to the benefit of the parties and their respective successors and permitted assigns.

**IN WITNESS WHEREOF** the parties have executed this Agreement by the hands of their respective officers duly authorized in that behalf.

**Regional District of Central Kootenay**

**Columbia Basin Broadband Corporation**

Signed by:

Signed by:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Schedule A**

### **Term**

For the purposes of this Agreement, the following terms shall apply:

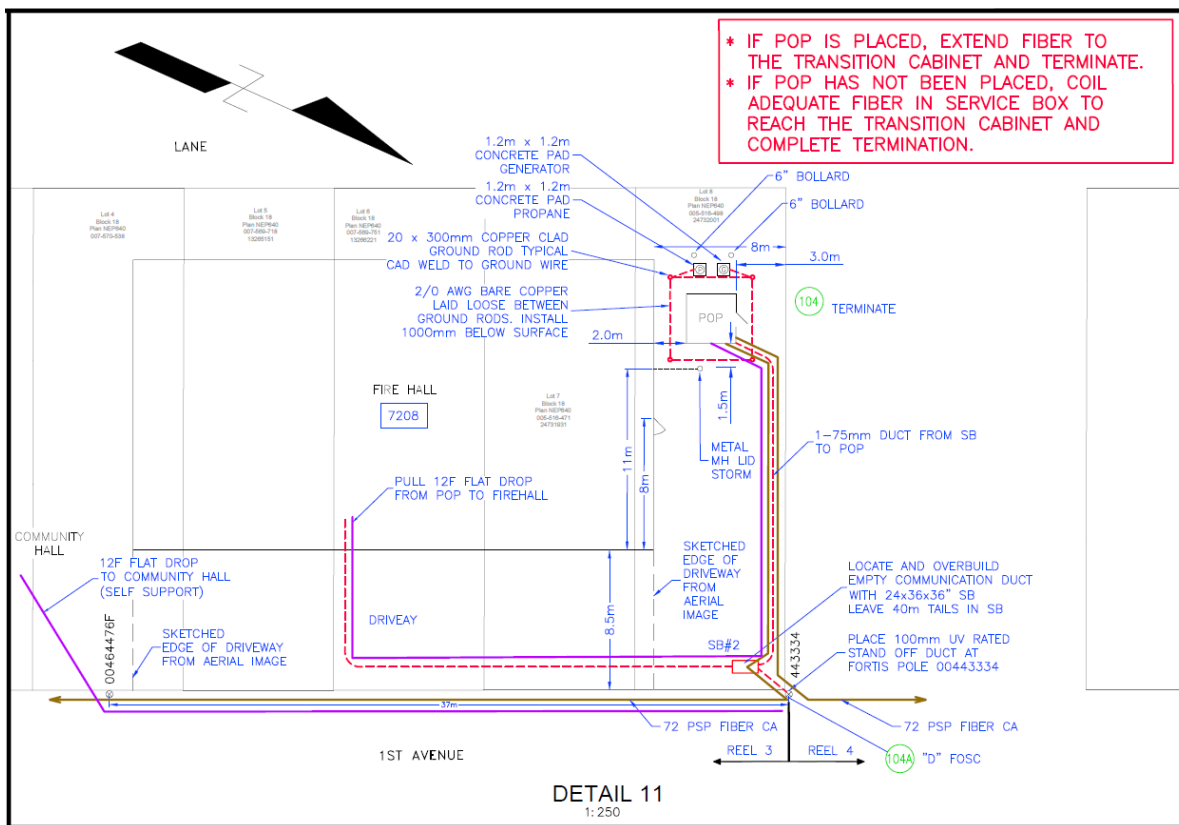
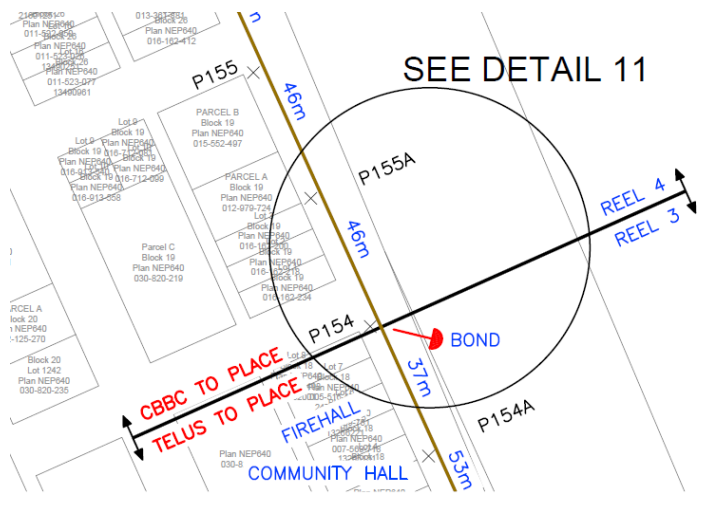
- (a) The Commencement Date is May 1, 2023; and
- (b) The Term of the Agreement is for twenty (20) years starting the Commencement Date and expiring on the last Business Day before the twentieth anniversary thereof unless otherwise renewed.

**Schedule B**  
**Licensor's Premises**



PID 005-516-498, 7208 First Avenue, Ymir BC  
Plan NEP640, Lot 8, Block 18 Regional District of Central Kootenay

### Schedule C Detailed Drawings



\* IF POP IS PLACED, EXTEND FIBER TO THE TRANSITION CABINET AND TERMINATE.  
 \* IF POP HAS NOT BEEN PLACED, COIL ADEQUATE FIBER IN SERVICE BOX TO REACH THE TRANSITION CABINET AND COMPLETE TERMINATION.

DETAIL 11  
1:250

## Schedule D

### Additional Provisions

#### License of Occupation Fee

For and in consideration for the Licensee's use and occupation of the Licensor's Premises, the Licensee shall pay an occupation fee on the following terms and conditions:

- Fee(s) payable: \$125 per /month, paid annually upon receipt of an invoice to cbbcaccounts@ourtrust.org from the Licensor.
- The occupation fee may increase annually by an amount equal to the percentage increase of the published Consumer Price Index for British Columbia aggregated for the twelve months prior to the contract anniversary date.

#### Access

Notwithstanding Section 5.1 of this Agreement, where the Licensee requires access to the Licensor's Premises, the following provisions will apply:

- The Licensee acknowledges that the Licensor has no obligation to ensure that the access is free and clear of snow or debris as a result of inclement weather and that any requirement to remove said snow or debris will be up to the Licensee.
- This Agreement does not allow for the Licensee access to existing Licensor buildings and /or structures.

#### In the event the Licensor sells the property

In the event that the Licensor sells the property, the Licensor and Licensee agree to negotiate the transfer of this contract with the perspective buyer as part of the purchase.



# Board Report

**Date of Report:** 03-28-2023  
**Date & Type of Meeting:** 04 -16-2023 Regular Board Meeting  
**Author:** Mike Morrison, Manager of Corporate Administration / Corporate Officer  
**Subject:** Ootischnia Community Society Playground Lease  
**File:** 06-2230-20  
**Electoral Area/Municipality:** Area J

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request Board approval to enter into a lease agreement with the Ootischnia Community Society for a portion of the RDCK property upon which the Ootischnia fire hall is located for the purpose of developing a community park/ playground.

## SECTION 2: BACKGROUND/ANALYSIS

The idea of using a portion of the fire hall property for the purpose of a community playground has been in development for several years. The Ootischnia Community Society (OCS) led this initiative and sought input from the Regional Parks Manager, the local Fire Chief, and the Regional Fire Chief. Rick Smith, the Area J Director at that time, was aware of and supportive of the project.

The initial consultations between OCS and RDCK staff led to a consensus that the project was feasible, would not interfere with fire department operations, and was worthwhile to pursue. It was determined that this project not be developed within the regional parks system, and that a lease of a portion of the property to the Society was the preferred approach to enable the project to proceed. In September 2021 the Board adopted the following resolution:

691/21

*That staff be directed to negotiate a Lease Agreement with the Ootischnia Community Society for the Society's use of a portion of the RDCK's Ootischnia Fire Hall property for the purpose of developing and operating a community park.*

Subsequently the corporate administration group was assigned the task of negotiating and developing the agreement with the OCS. This work is now complete and the agreement is ready for Board approval. The details of the projects are covered in Schedules A and B in the attached agreement.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

None at this time. The agreement does not provide revenue to the fire service. Capital costs for development of the park/playground will be borne by the OCS.

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

RDCK planning staff have confirmed that the park/playground is a permitted use in the Institutional zone that applies to this property. At the recommendation of the RDCK regional parks manager the agreement requires any playground equipment installed at the site must conform to Canadian Standards Association requirements.

### **3.3 Environmental Considerations**

None at this time

### **3.4 Social Considerations:**

This project will create a public space for local residents to gather for healthy recreation and community connection.

### **3.5 Economic Considerations:**

The addition of community amenities such as this park / playground enhance the attractiveness of the local community as a preferred residential destination.

### **3.6 Communication Considerations:**

This initiative indicates RDCK willingness to find creative solutions to meet community recreational needs and to maximize community benefit of RDCK-owned property

### **3.7 Staffing/Departmental Workplan Considerations:**

The construction plans and ongoing management plan provided by the OCS will be reviewed and approved by the Regional Parks Manager. Day to day issues that may arise from park operations will be addressed first by the local fire chief, and escalated if necessary.

### **3.8 Board Strategic Plan/Priorities Considerations:**

This initiative aligns with the 'To Strengthen our Relationships with our Community Partners' strategic objective

## **SECTION 4: OPTIONS & PROS / CONS**

**Option 1** – *That the Board approve the RDCK enter into a lease agreement with the Ootischenia Community Society for the purpose of developing a community park/playground at the Ootischenia fire hall for a ten year period commencing May 1, 2023 , and that the Chair and Corporate Officer be authorized to sign the necessary documents.*

**Option 2** – *That staff be directed to negotiate with the Ootischenia Community Society regarding the following changes to the lease agreement... (to be directed by the board)*

**Option 3** – *That staff be directed to take no further action on negotiating a lease agreement with the Ootischenia Community Society for the purpose of developing a community park/playground at the Ootischenia fire hall.*

## **SECTION 5: RECOMMENDATION**



*That the Board approve the RDCK enter into a lease agreement with the Ootischenia Community Society for the purpose of developing a community park/playground at the Ootischenia fire hall for a ten year period commencing May 1, 2023 , and that the Chair and Corporate Officer be authorized to sign the necessary documents.*

Respectfully submitted,

Mike Morrison, Manager of Corporate Administration / Corporate Officer

## **CONCURRENCE**

Regional Fire Chief – Digitally approved by Nora Hannon

Parks Manager – (Digitally approved by Carry Gaynor

CAO - Digitally approved by Stuart Horn

## **ATTACHMENTS:**

Attachment A – Lease Agreement between RDCK and Ootischenia Community Society


**Regional District of Central Kootenay**

Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4

**Phone:** (250) 352-6665 or 1-800-268-7325

**Fax:** (250) 352-9300

**E-mail:** [rdck@rdck.bc.ca](mailto:rdck@rdck.bc.ca)

**LEASE AGREEMENT**

**File #: 2022-202**

**GL Code:** 42040 / OPR288-100

THIS LEASE AGREEMENT executed in duplicate and dated for reference the:

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

(hereinafter called the "RDCK")

A Regional District established under the *Local Government Act* at the following address:

Box 590, 202 Lakeside Drive

Nelson, B.C., V1L 5R4

Telephone: 250 352 6665

Email: [info@rdck.bc.ca](mailto:info@rdck.bc.ca)

**AND**

**OOTISCHENIA COMMUNITY SOCIETY**

(hereinafter called the "Tenant")

A Society incorporated under the *Society Act* of the Province of B.C. at the following address:

Telephone:

Email:

**WHEREAS:**

- A. The *Local Government Act* authorises the RDCK to lease any real property held or owned by the RDCK;
- B. The RDCK being the registered owner and operator of lands legally described as that portion of LOT A DISTRICT LOT 4598 KOOTENAY DISTRICT PLAN EPP78088 which is commonly known as the Ootischenia Fire Hall property located at 119 Ootischenia Road, Castlegar, British Columbia, a portion of which is identified as 'Ootischenia Community Society Playground' shown outlined on the attached Schedule A (the "Lease Area");
- C. The RDCK offers to lease to the Tenant the Lease Area as shown in Schedule A, for the sum of One (\$1.00) Canadian Dollar, and the Tenant, by execution of this Agreement accepts the offer, subject to the terms and conditions set out in this Agreement.

NOW THEREFORE THIS AGREEMENT is evidence that in consideration of the mutual promises contained in this Lease and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which each party acknowledges), the parties covenant and agree as follows:

**ARTICLE 1 – DEFINITIONS AND INTERPRETATION**

1.1 In this Lease, words and phrases shall be defined as follows:

- (a) "Commencement Date" has the meaning defined in section 2.1 of this Lease;
- (b) "Lease Area" means that part of the Premises outlined in Schedule A attached to and forming a part of this Lease:

- (c) **“Leasehold Improvement”** means any improvements made by the Tenant to the Leased Area;
- (d) **“Major Repair”** means any major repairs, capital costs or replacements of the Lease Area exceeding \$5,000 in value individually or \$10,000 cumulatively in any year of the Term required by reasonable wear and tear and damage by fire, lightning and tempest or other casualty against which the RDCK is insured.
- (e) **“Rent”** has the meaning defined in section 3.1 of this Lease;
- (f) **“Term”** means the period from the Commencement Date until the Termination Date as defined in section 2.1 of this Lease; and
- (g) **“Termination Date”** has the meaning defined in section 2.1 of this Lease.

- 1.2 **Interpretation** – Wherever the singular or masculine or neutral is used in this Lease, the same shall be construed as meaning the plural, the feminine or body corporate where the context so requires.
- 1.3 **References to Tenant** – Any reference to the “Tenant” includes, where the context allows, subtenants and occupants of the Tenant and employees, agents, licensees and invitees of the Tenant and all others over whom the Tenant may reasonably be expected to exercise control and any default in observing or performing the Tenant’s obligation by such person, will be deemed to be defaults of the Tenant.
- 1.4 **Captions** – The captions appearing in this Lease have been inserted for reference and as a matter of convenience and do not define, limit or enlarge the scope or meaning of this Lease.
- 1.5 **Schedules** – The following schedules are attached to and form part of this Lease:
- (a) Schedule A – Lease Area and Common Areas
  - (b) Schedule B – Terms and conditions for use of Lease Area
  - (c) Schedule C- Ootischenia Community Society Playground Management Plan

## ARTICLE 2 – DEMISE AND TERM

- 2.1 **Demise and Term** – RDCK hereby demises and leases to the Tenant the Lease Area for a term of ten (10) years commencing May 1, 2023 (the **“Commencement Date”**) to April 30, 2032 or such earlier or later date as may be determined by the mutual agreement of the parties or in accordance with this Lease (the **“Termination Date”**), to have and to hold for the Term as the Tenant, and the Tenant does hereby accept the demise and lease of the Lease Area, all subject to the covenants, conditions and agreements herein contained;
- 2.2 **Quiet Enjoyment** – Subject to this Lease, the Tenant may peaceably hold and enjoy the Lease Area during the Term without interruption or disturbance by RDCK or any person lawfully claiming under RDCK, unless mutually agreed to by the Tenant and the RDCK, subject to the terms of this Lease Agreement;

## ARTICLE 3 – RENT

- 3.1 **Rent** – The Tenant shall pay to the RDCK rent in the amount of \$1.00 per year, to be paid in advance of the Term (the **“Rent”**).

- (a) ~~Rent to be paid in full by cheque, money order, or bank draft made out to the: "Regional District of Central Kootenay".~~
- (b) ~~Payment by the date specified shall be directed to the RDCK office in Nelson.~~
- (c) ~~A signed/stamped receipt will be issued from the RDCK in either case.~~

- 3.2 **Interest on Amounts in Arrears** – ~~The Tenant will pay to RDCK, interest at a rate equal to three percent per year above the prime commercial lending rate per year charged by the Royal Bank of Canada at its main branch in Vancouver, at the start of each month, calculated and compounded monthly, upon all Rent or other expenses required to be paid under this Lease, from the due date for payment until paid. This stipulation for interest will not prejudice any other right or remedy of RDCK under this Lease or at law or at equity.~~
- 3.3 **Lease Area Accepted "As Is"** – The Tenant accepts the Lease Area "as is" and acknowledges that RDCK has made no representations or warranties respecting the Lease Area.
- 3.4 **Net Lease** – Except as otherwise provided in this Lease, it is the intention of both parties that this is a "Net Lease" and that all expenses, costs and payments incurred in respect of the Lease Area and any other improvement to the Lease Area or anything affecting the Lease Area shall be borne by the Tenant, in addition to the Tenant's obligation to pay Rent and otherwise abide by the terms of this Lease and the Contract.
- 3.5 **Taxes and Fees** – The Tenant shall pay to RDCK all taxes, charges, levies and other fees, including Goods and Services Tax, or any replacement tax, which may be payable in respect of this Lease.
- 3.6 **Utilities and Janitorial** – The Tenant will be responsible for maintaining the Lease Area in a clean and safe condition.

#### ARTICLE 4 – USE OF LEASE AREA

- 4.1 **Assigning and Subletting** – Except as expressly permitted in this Lease, the Tenant shall not assign this Lease in whole or in part and shall not sublet all or any part of the Lease Area without the Tenant obtaining the prior written consent of RDCK in each instance with such consent not to be unreasonably withheld. In requesting RDCK's consent to an assignment, sublease, or license of the Lease Area, the Tenant must provide RDCK with all information requested by RDCK. The Tenant must, if required by RDCK, enter into sub-leases, assignment agreements or licenses of the Lease Area on terms required by RDCK, including requirements for insurance and indemnities. No assignment by the Tenant will release the Tenant from its obligation to observe or perform the Tenant's obligations under this Lease.
- 4.2 **Use of Lease Area** – The Tenant covenants and agrees that:
- (a) the Tenant will use the Lease Area only for the purpose of a Community Playground , and in accordance with the schedules, terms and conditions described herein and in Schedule B;
  - (b) the Lease Area will not be used for any other purposes unless the Tenant obtains the prior written approval of RDCK.
  - (c) the Lease Area will be operated in accordance with Schedule C- Ootischenia Community Society Playground Management Plan

**ARTICLE 5 – TENANT’S REPRESENTATIONS AND UNDERTAKINGS**

- 5.1 **Legal Status** – The Tenant warrants, represents and agrees that:
- (a) it has taken all necessary or desirable actions, steps and other proceedings to approve or authorize, validly and effectively, the entering into, and the execution, delivery and performance of this Agreement;
  - (b) the Tenant is duly incorporated and validly existing under its jurisdiction of incorporation, is in good standing under the legislation governing it, and has made all filings required under such legislation; and if acting under a formal society should provide reference of their standing under the Societies Act.
  - (c) it has the power and capacity to enter into and carry out the transaction provided for in this Agreement.
- 5.2 **Construction** – The Tenant may, if the Tenant is not then in default under this Lease and with the prior written consent of RDCK, undertake minor improvements, construction or renovations of the Lease Area. In giving its consent, RDCK may impose any conditions, including, without limitation, location requirements, use restrictions, financial restrictions, insurance requirements and security obligations. There is no obligation by RDCK to pay for the Leasehold Improvements. The Tenant acknowledges that all improvements to the Lease Area, past and present, are to remain affixed to the Lands.
- 5.3 **Reverter** – The Tenant acknowledges that in the event the Lease is terminated subject to sections 2.1 and 7.4, all improvements on the Lease Area, past and present, shall become the property of RDCK.
- 5.4 **Permits Required** – The Tenant acknowledges that prior to undertaking any improvements, construction or renovations of the Lease Area, the Tenant may be obtain a building permit, where applicable, and comply with all other bylaw requirements imposed by RDCK on construction and development within its boundaries.
- 5.5 **Compliance with Laws** – The Tenant will at all times during the Term and any Renewal Term use and occupy the Lease Area and Common Areas in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or municipal laws or statutes or bylaws relating to environmental matters, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.
- 5.6 **Zoning** – Without limiting section 5.5, the Tenant acknowledges that the Tenant must not use the Lease Area or permit a use in breach of RDCK’s applicable zoning bylaws.
- 5.7 **No Nuisance** – The Tenant will make reasonable efforts to not, at any time during the Term or any Renewal Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in or upon the Lease Area or Common Areas or any part thereof any noisy, noxious or offensive art, trade, business, occupation, or event and, the Tenant will not carry on, or suffer or permit to be carried on, any act, matter or thing which will or may constitute a nuisance or an unreasonable annoyance to RDCK, to any occupant of Lease Area or Common Areas and Lease Area in the vicinity of the Lease Area or Common Areas or to the public generally.
- 5.8 **Liens and Judgments** – The Tenant will not permit any liens, judgments or other charges to be registered against the Lands except those charges permitted in writing by RDCK. Unless otherwise agreed in writing, if any lien, judgment or other charge is registered, the Tenant will obtain its discharge within 30 days of the said registration.

- 5.9 **Filing Notice of Interest** – Throughout the Term, RDCK is entitled to file a Notice of Interest pursuant to the *Builders Lien Act, SBC 1997, c. 45* as amended or re-enacted, in the appropriate Land Title Office against title to the Lands.
- 5.10 **Repairs and Maintenance** – Except for Major Repairs, throughout the Term:
- (a) at its own expense, the Tenant shall repair and maintain and keep the Lease Area in a state of good repair as a prudent owner would do;
  - (b) RDCK will not be obliged to repair, maintain, replace or alter the Lease Area or Leasehold Improvements during the Term thereto:
    - (i) unless required due to the acts, omissions or negligence of RDCK or other leaseholders or as determined necessary by RDCK; or
    - (ii) save and except for such services and utilities as RDCK may be required to provide strictly in its capacity as a local government and not in its capacity as a landlord;
  - (c) subject to section 5.11, the Tenant hereby assumes the full and sole responsibility of the condition, operation, maintenance, repair, replacement and management of the Lease Area and Leasehold Improvements during the Term; and
  - (d) all repairs will be in all respects to a standard equal to or greater the original work and material in the improvements, and will meet the lawful requirement of all statutory authorities.
  - (e) the Tenant must inform and receive prior approval from the RDCK prior to making any improvements.
- 5.11 **Repair According to Notice** – Without restricting the generality of section 5.10, the Tenant will do all repairs and maintenance that it is obliged to do pursuant to section 5.10 promptly upon notice from RDCK. If the Tenant does not perform all repairs and maintenance promptly upon notice from RDCK, RDCK reserves the right to enter the Lease Area to restore the Leasehold Improvements back to the state of good repair. The Tenant will pay to RDCK, on demand, RDCK's cost of so doing.
- 5.12 **Public Safety** – The Tenant shall take all reasonable precautions to ensure the safety of persons using the Lease Area and Common Areas.
- 5.13 **Waste** – The Tenant will not commit, suffer, or permit any willful or voluntary waste, spoil or destruction of the Lease Area.
- 5.14 **Right to Inspect** – The Tenant shall permit RDCK to enter the Lease Area at all reasonable times to determine if the Tenant is complying with all its promises under this Lease.
- 5.15 **Worksafe BC Coverage** – If required by law, the Tenant will, at its cost, carry and pay for full workers' Worksafe BC coverage in respect of all workers, employees and other persons engaged in any work or service, non-payment of which would create a lien claim on the Lease Area or the leasehold interest.
- 5.16 **Environmental Contamination** – The Tenant will at all times and in all respects comply with and abide by the requirements of all applicable Federal, Provincial or Municipal statutes, bylaws, regulations, orders and guidelines, which deal with environmental protection and safety and any contaminant, pollutant, dangerous substance, liquid waste, industrial waste, hauled liquid waste, and hazardous material or

hazardous substance. Without limiting the foregoing, the Tenant will comply with the following provisions:

- (a) the Tenant will comply with any and all duties, obligations or liabilities under any relevant law in respect of the Lease Area and Common Areas, including but not limited to any costs, expenses or liabilities for any remedial action for any pollution of the Lease Area caused by the Tenant during the Term;
- (b) the Tenant must provide RDCK with immediate notice of any condition on the Lease Area or that may result in any fines, penalties, orders, proceedings, investigations, litigation or enforcement proceedings, made or threatened by any third parties or governmental agencies upon becoming aware of such condition; and
- (c) the Tenant must provide RDCK with immediate notice in writing, upon the Tenant becoming aware of any contamination of the Lease Area.

5.17 **Amendment to Articles or Bylaws** – The Tenant will provide RDCK with not less than 30 days written notice of any planned amendment to the Tenant’s articles or bylaws and its status as a corporation under the *Business Corporations Act* or the *Societies Act*.

## ARTICLE 6 – INSURANCE AND INDEMNITY

6.1 **Insurance** – The parties agree as follows:

- (a) ~~RDCK shall be responsible for and pay for all fire and other property damage insurance in respect of the Lease Area;~~
- (b) subject to subsection (a), the Tenant is responsible for insuring the Lease Area and the contents of them and all other improvements, including fixtures, appurtenances, contents, equipment, installations and electrical distribution system, based upon full insurable values, with “all risks” coverage on the replacement cost basis, flood and earthquake endorsements, and a maximum deductible of \$5,000 for any one loss;
- (c) The Tenant must deliver to the RDCK an executed copy of a Certificate of Insurance in a form satisfactory to the RDCK confirming that the Tenant has taken out and is maintaining comprehensive general liability insurance and all risk tenant’s legal liability insurance (the “**Insurance Policies**”) including without limitation, coverage for the indemnity provided herein, on terms satisfactory to the RDCK. The Insurance Policies shall name the RDCK as additional insured. The Insurance Policies shall be written on a comprehensive basis with inclusive limits of not less than \$5,000,000.00 per occurrence, or such higher limits as the RDCK may require from time to time. The Insurance Policies shall include a clause providing that the insurer will give to the RDCK 30 day’s prior written notice in the event of cancellation or material change in the terms of the Insurance Policies. If the Insurance Policies expire during the Term, the Tenant shall renew the Insurance Policies prior to the expiry date and provide a Certificate of Insurance confirming such renewal to the RDCK. In the event the Tenant shall fail to take out and maintain such liability insurance at all times during the Term as provided in this section, the RDCK shall be entitled to take out and maintain equivalent insurance at the cost of the Tenant, or at the option of the RDCK, shall be entitled to terminate this Agreement in which event all rights of the Tenant to use the Facility shall immediately cease.

- (d) on or before the Commencement Date and at other times upon demand by RDCK, the Tenant shall deliver to RDCK certified copies of the policies of insurance required to be maintained by the Tenant under this Lease;
- (e) RDCK may, from time to time, notify the Tenant of RDCK's desire to change the amount of insurance required by this Lease and upon receiving such notification from RDCK, the Tenant will:
  - (i) within 30 days of receiving such a notice, cause the amounts to be changed and deliver to RDCK a letter from its insurer certifying the change in the amount of insurance; or
  - (ii) alternatively, within 30 days of receiving such notice, advise RDCK in writing that it objects to a change in the insurance required and the reasons for its objection and upon such objection, the parties shall use their best efforts to resolve the issue(s) underlying the objection;
- (f) the Tenant shall ensure that all policies of insurance pursuant to this Lease are:
  - (i) placed with insurers licensed in British Columbia;
  - (ii) are written in the name of the Tenant and RDCK with loss payable to them as their respective interests may appear;
  - (iii) contain a cross liability clause and a waiver of subrogation clause in favour of RDCK;
  - (iv) primary and does not require the sharing of any loss by any insurer that insures RDCK;
  - (v) contain a clause to the effect that any release from liability entered into by RDCK prior to any loss shall not affect the right of Tenant or RDCK to recover; and
  - (vi) endorsed to provide RDCK with 30 days advance notice in writing of cancellation or material change;
- (g) all policies may provide that the amount payable in the event of any loss will be reduced by a deductible, in a maximum amount of \$5,000. The Tenant will be solely responsible for any and all insurance deductible;
- (h) if the Tenant at any time fails to maintain any insurance it is required to maintain, then RDCK may obtain and maintain such insurance in such amounts and with such deductible amounts and for such periods of time as RDCK reasonably deems advisable. The Tenant will pay to RDCK, on demand, RDCK's cost of so doing; and
- (i) any disputes between the parties with respect to insurance under this section 6.1 shall be resolved by application of the dispute resolution provisions under section 7.9.
- (j) the Tenant will not do or permit anything to be done whereby any of the RDCK's policy of insurance on the Lease Area or any part policy of insurance on the Lease Area or any part thereof may become void or voidable or whereby the premium thereon may be increased.

6.2 Notwithstanding the provision of any insurance coverage by the RDCK, the Tenant shall indemnify and save harmless the RDCK, its elected officials, employees, successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as "**Claims**"), that the RDCK may sustain, incur, suffer or be put to at any time



either before or after the expiration or termination of this Agreement, that arise out of wrongful acts, errors, omissions or negligent acts of the Licensee or its sub- Licensee(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by wrongful acts, errors, omissions or the negligent acts of the RDCK;

- 6.4 **Survival of Indemnity and Release** – The indemnity and release contained in this Lease will survive the expiration or earlier termination of the Term.

## ARTICLE 7 – DEFAULT AND DISPUTE RESOLUTION

- 7.1 **Notice of Default** – If the Tenant defaults in the payment of any money payable under this Lease or fails to observe, comply with or perform any of its covenants, conditions, agreements or obligation under this Lease, RDCK may deliver to the Tenant a notice of default (in the manner required herein for giving notices) stipulating that the default must be rectified or cured within 30 days of the notice if the default is non-payment of Rent and within 60 days of the notice for other defaults, but less or no notice is required to be given by RDCK in emergency or urgent circumstances, as determined by RDCK in its sole discretion, acting reasonably, or where the Tenant has failed to keep the Lease Area insured or where the Lease Area remains vacant or unoccupied or not used for the purposes herein permitted for 30 consecutive days or more.
- 7.2 **RDCK’s Right to Perform** – If the Tenant fails to rectify or cure a default within the time and in the manner specified in section 7.1 and if the default is one that can be rectified or cured by RDCK, RDCK may, without further notice to the Tenant, take all steps considered in its sole discretion necessary to rectify or cure the default and all costs of doing so, including the cost of retaining professional advisors, shall be payable immediately by the Tenant as additional Rent. Nothing in this Lease obligates RDCK to rectify or cure any default of the Tenant but should RDCK choose to do so, RDCK shall not be liable to the Tenant for any act or omission in the course of rectifying or curing or attempting to rectify or cure any default.
- 7.3 **Distress** – If the Rent payable by the Tenant under this Agreement is in arrears, RDCK or a person authorized in writing by RDCK may enter upon the Lease Area and seize any goods or chattels and may sell the same.
- 7.4 **Provisos** – Provided always and it is hereby agreed that RDCK may, without further notice to the Tenant, terminate this Lease and re-enter and take possession of the Lease Area if:
- (a) the Rent or any other amount due to RDCK hereunder is unpaid for 30 days after notice pursuant to section 7.1; or
  - (b) the Tenant fails to observe, comply with or perform any of its covenants, agreements or obligations herein and the failure is not rectified or cured by the Tenant within the time specified in section 7.1.

The Tenant will make no claim for compensation, in damages or otherwise, upon the lawful termination of this Lease under this section. If RDCK terminates this Lease, RDCK retains the right to proceed at law against the Tenant for all of the Rent and other loss or damage and costs.

- 7.5 **Costs** – If the Tenant defaults on this Lease, the Tenant will pay to RDCK RDCK’s full costs including legal costs arising from the default, whether before action or otherwise and, at the option of RDCK, upon a solicitor and client basis.

- 7.6 **Remedies Cumulative** – RDCK’s remedies in this Lease are cumulative and are in addition to any remedies of RDCK at law or in equity.
- 7.7 **Dissolution** – If an order is made, a resolution passed or a petition filed for the liquidation or winding up of the Tenant or of a receiver or receiver-manager is appointed to administer or carry on the Tenant’s business or if the Tenant fails to maintain itself in good standing as a corporation under the *Business Corporations Act*, as a society under the *Societies Act* or other enabling legislation as applicable, then at the option of RDCK, the Rent and all outstanding levies and charges shall become immediately due and payable and this Lease shall immediately become forfeited and void and RDCK may re-enter and take possession of the Lease Area.
- 7.8 **Bankruptcy** – If this Lease is at any time seized or taken in execution or in attachment by any creditor of the Tenant, or if the Tenant should become insolvent or make any assignment for the benefit of creditors, or commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankrupt petition is filed or presented against the Tenant or the Tenant consents to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging the Tenant to be bankrupt under any law relating to bankruptcy and insolvency, then at the option of RDCK, the Rent and all outstanding levies and charges shall become immediately due and payable and this Lease shall immediately become forfeited and void and RDCK may re-enter and take possession of the Lease Area.
- 7.9 **Dispute Resolution** – If the parties to this Lease are unable to agree on the interpretation or application of any provision in the Agreement, or are unable to resolve any other issue relating to this Lease, the parties agree to the following process in the order it is set out:
- (a) The party initiating the process will send written notice to the other party;
  - (b) The parties will promptly, diligently and in good faith take all reasonable measures to negotiate an acceptable resolution to the disagreement or dispute;
  - (c) If the parties are unable to negotiate a resolution within 30 days of the date the written notice was sent advising of the dispute, the parties may request the assistance of a skilled mediator agreed to by the parties within 30 days written notice of a request to appoint a mediator by any party, failing which the mediator will be appointed by the B.C. International Commercial Arbitration Centre (“**BCICAC**”), and unless the parties agree otherwise, this mediation will follow BCICAC rules and will terminate 30 days after the appointment of the mediator.
- 7.10 **Cost Sharing for Mediator Process** – Unless otherwise agreed by the parties or ordered by an arbitrator, each party will pay an equal share of the costs for the mediator process.
- 7.11 **Termination** – Either party to this Agreement retains the option of terminating the activity authorized by this Agreement upon sixty (60) days’ written notice.

## ARTICLE 8 – GENERAL

- 8.1 **Notice** – Any notice, document or communication required or permitted to be given hereunder shall be in writing and shall be deemed to be satisfactory if and deemed to have occurred when:
- (a) Sent by facsimile transmission, email, or when delivered by hand, on the date of receipt; or
  - (b) Mailed by prepaid registered mail, on the date received or on the fifth day after receipt of mailing by any Canada post office, whichever is earlier, PROVIDED the notice is sent to the party at the

address and facsimile number provided herein or to whatever other address or facsimile number RDCK and Tenant may from time to time advise by written notice. If normal mail service is interrupted by strike, slowdown, force majeure or other cause, then the party sending the notice, document or communication shall fax or deliver such notice, document or communication in order to ensure its prompt receipt.

- 8.2 **Holding Over** – If the Tenant should hold over after the expiration of the Term and RDCK should accept rent, the new tenancy thereby created shall be a tenancy from month to month and not a tenancy from year to year, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy from month to month with Rent payable in an amount equal to 102.7% of the Rent payable at the expiration of the Term or Renewal Term, as the case may be.
- 8.3 **Legal Costs** – Each of RDCK and the Tenant is responsible for its own legal costs in relation to the preparation and negotiation of this Lease.
- 8.4 **Own Cost** – The Tenant shall perform all of its obligations, covenants and agreements under this Lease solely at its own cost.
- 8.5 **Law to the Contrary** – Subject to section 8.2, this Lease shall inure to the benefit of and be binding on the parties notwithstanding any rule of law or equity to the contrary.
- 8.6 **Severance** – If a court of competent jurisdiction holds any portion of this Lease invalid, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Lease.
- 8.7 **Governing Law** – This Lease shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 8.8 **No Waiver** – Waiver by RDCK of any default by the Tenant shall not be deemed to be a waiver of any subsequent default. A waiver is effective only if it is in writing.
- 8.9 **References** – Every reference to each party is deemed to include the heirs, executors, administrators, successors, directors, employees, members, servants, agents, officers, and invitees of such party where the context so permits or requires,
- 8.10 **Amendment** – The Lease may not be modified or amended except by an instrument in writing signed by RDCK and the Tenant.
- 8.11 **Remedies Not Exclusive** – No remedy conferred upon or reserved to RDCK is exclusive of any other remedy herein or provided by law, but all such remedies shall be cumulative and may be exercised in any order or concurrently.
- 8.12 **No Joint Venture** – Nothing in this Lease shall constitute the Tenant as the agent, joint venture or partner of RDCK or give the Tenant any authority or power to bind RDCK in any way.
- 8.13 **Charges on Title** – The Tenant shall abide and observe all requirements and restrictions on the title to Lot 2 registered prior to the Commencement Date.
- 8.14 **Other Disposition** – RDCK reserves the right to grant rights of way, easements, covenants and other dispositions of the Lease Area or any part of it in a manner consistent with this Lease and the Tenant shall execute any such document if requested by RDCK. RDCK shall make reasonable efforts to ensure that the activities of the Tenant are not impeded as a result of any grant under this section 8.14. For greater

certainty, but without limiting the generality of the foregoing, a right of way, easement, covenant or other disposition is not inconsistent with this Lease if it does not charge the Lease Area.

- 8.15 **Powers Preserved** – Nothing in this Lease affects the right of RDCK to exercise its power within its jurisdiction.
- 8.16 **Authority** – The Tenant represents and warrants to RDCK that it has full authority to enter into this Lease and to carry out the actions contemplated herein, that all resolutions and other preconditions to validity have been validly adopted, and that those signing this Lease on its behalf are authorized to bind the Tenant by their signatures.
- 8.17 **Entire Lease** – The provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to the subject matter hereof.
- 8.18 **Time of Essence** – Time is of the essence of this Lease.
- 8.19 **Further Assurances** – The parties shall execute and do all such further deeds, acts, things and assurances as may be reasonably required to carry out the intent of this Lease.
- 8.20 **Covenants and Conditions** – All of the provisions of this Lease shall be deemed and construed to be conditions as well as covenants as though the words specifically expressing or importing covenants and conditions were used in each separate section.
- 8.21 **No Abatement** – The Tenant is not entitled to any abatement, reduction, or deduction from the Rent.
- 8.22 **Estoppel Certificate** – The Tenant will, upon request, execute and deliver a certificate certifying the current status of this Lease.
- 8.23 **Registration** – This Lease is not in registerable form; however, the parties may by mutual consent register a copy of the Lease in the Land Title Office and subject to their mutual agreement, shall execute all necessary actions to effect registration at the cost of the Tenant.
- 8.24 **Inurement** – This Lease shall inure to the benefit of and be binding upon the parties hereto and their respective successors.
- 8.25 **No Derogation** – Nothing contained or implied in this Lease will impair or affect RDCK's rights and powers in the exercise of its functions pursuant to the *Local Government Act* or any other enactment, and all such powers and right may be fully exercised in relation to the Lease Area as if this Lease had not been entered into between the Tenant and RDCK. The Tenant acknowledges that fulfillment of the condition precedent set out in this Lease may require that the Board of the RDCK adopt bylaws or issue permits and that the passage of said resolutions or adoption of said bylaws or issuance of said permits by the Board of the RDCK are within its sole absolute discretion which is not any manner subject to the provisions hereof.

8.26 **RDCK's Conditions** – This Lease and RDCK's obligations hereunder shall be subject to the approval of RDCK's municipal council and RDCK's compliance with all requirements under the *Community Charter*, the *Local Government Act*, or any other enactment.

As evidence of their agreement to be bound by the above terms, RDCK and the Tenant each have executed this Lease on the respective dates written below:

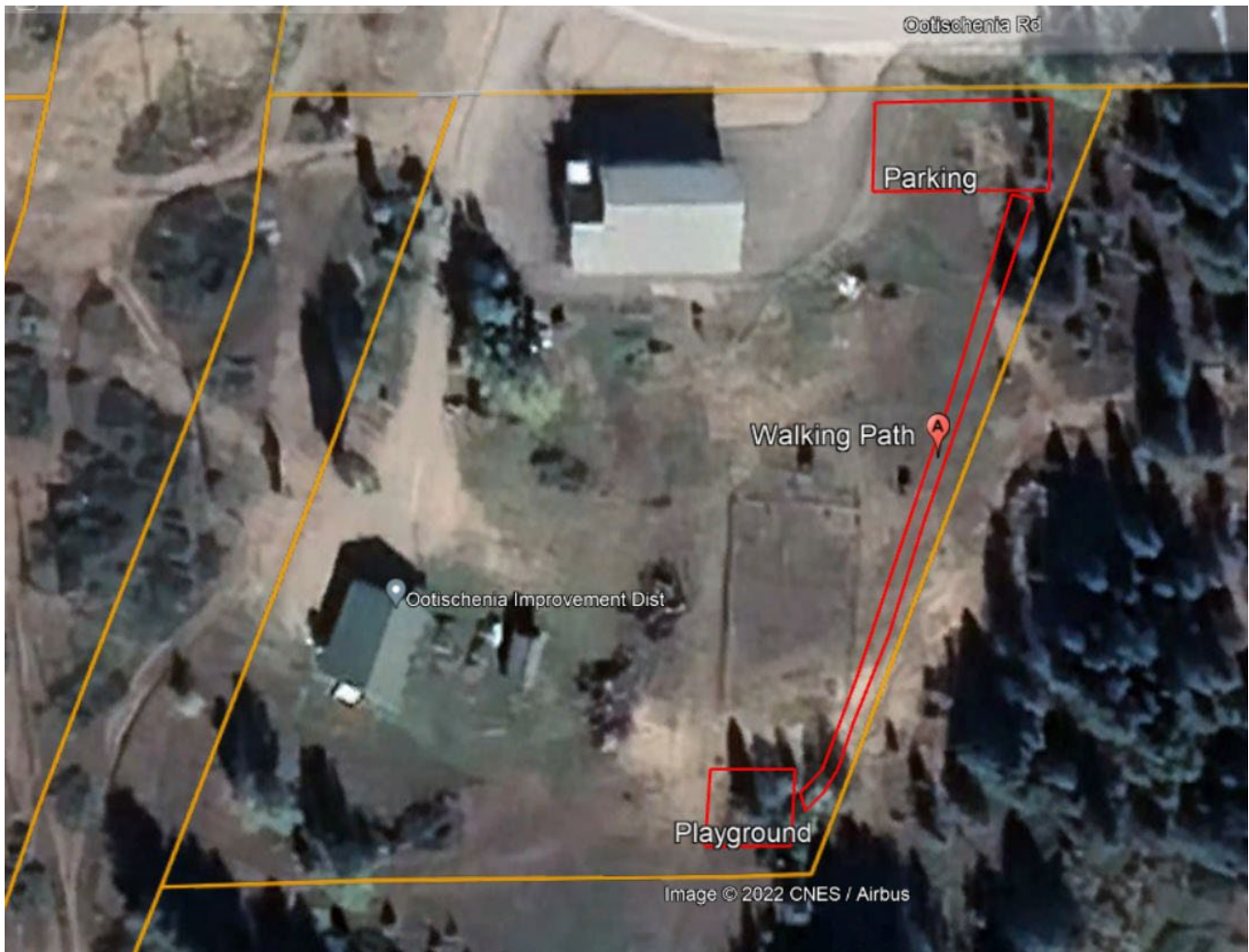
**REGIONAL DISTRICT OF CENTRAL KOOTENAY** )  
 by its authorized signatories: )  
 )  
 )  
 \_\_\_\_\_ )  
 Name: )  
 )  
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 \_\_\_\_\_ )  
 Name: )  
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 \_\_\_\_\_ )  
 Date )  
 )

**OOTISCHENIA COMMUNITY SOCIETY** )  
 by its authorized signatories: )  
 )  
 )  
 \_\_\_\_\_ )  
 Name: )  
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 Name: )  
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 Date )  
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## SCHEDULE A

LEASE AREA AND COMMON AREAS

- D. The Lease Area to be exclusively leased are lands legally described as that portion of, LOT A DISTRICT LOT 4598 KOOTENAY DISTRICT PLAN EPP78088 which is commonly known as the Ootischenia Fire Hall property located at 119 Ootischenia Road , Castlegar, British Columbia, a portion of which is identified as 'the Ootischenia Coommunity Society Playground' shown outlined in red on the attached map (the "Lease Area");





**SCHEDULE B**  
**TERMS AND CONDITIONS FOR USE OF LEASE AREA**

During the Term:

1. The Tenant agrees and understands that the primary use of the RDCK property is for the operation of a fire department, which may from time to time limit the Tenant's quiet enjoyment of the property. The RDCK reserves the right, as it may deem necessary from time to time, to deny the Tenant access to the Lease Area temporarily to conduct fire department training exercises or other operations.
2. The Tenant shall use the Lease Area only for the normal development and operation of community playground and related amenities.
3. Permitted operating hours of the community playground are:
  - September 21 to March 21 - 8:00 am to 4:30 pm daily.
  - March 22 to September 20 -7:00 am to 8:30 pm daily
 No after hours or overnight use of the Lease Area is permitted. Tenant must install signage identifying playground operating hours and monitor site to ensure adherence to public hours of operation.

4. The Tenant will notify:

**Nora Hannon**

*Regional Fire Chief*

**Phone:** 250.352.8198 (Office)

**Cell:** 250.551.0917

**Email:** nhannon@rdck.bc.ca

of any damage to the property by act of nature or otherwise, any illegal acts found to be occurring or have occurred on any portion of the leased property, any proposed capital works or need for major capital maintenance or other relevant circumstance that might arise in the Lease Area (locked or otherwise) so that such circumstances may be dealt with as promptly as possible.

5. The Tenant agrees to pay all utilities including sewer, garbage, heat, power, telephone and all applicable fees, rates, charges and levies of any nature and kind whatsoever, properly payable in respect to its use and occupation of the Leased Area.
6. The Tenant must inform the RDCK of its schedule for use of the Lease Area. Any large events beyond the normal operations of a community playground require prior approval from the RDCK.
7. The Tenant shall develop a management plan for the Lease Area which shall include but is not limited to provisions for the following :
  - A regular course of inspections and maintenance for the Lease Area , including inspections of the playground by a certified playground inspector
  - Signage, notification , and emergency contact information
  - Waste disposal
  - Snow removal
  - Vegetation management
  - Site fencing and access controls
  - Lighting
  - Reasonable rules required to ensure the safety and enjoyment of community playground users

- Regular monitoring to ensure site users adhere to posted hours of operation and other rules.
- Other items requested by the RDCK

The management plan shall be submitted for review and approval of the RDCK, with such approval at the RDCK's sole discretion. The RDCK may require that the management plan be updated on a periodic basis.

8. All playground installations must be CSA (Canadian Standard Association) approved and follow guidelines provided by the Canadian Playground Safety Institute for ongoing inspection of the playground by a certified playground inspector
9. The Tenant agrees to keep the Lease Area in a tidy and sanitary condition and to promptly clean up any mess or breakage caused by the Tenant and/or their clients/visitors. Likewise, the Tenant agrees to clean up any mess, litter or damage caused by the Tenant and/or their clients/visitors to the Lease Area. To the satisfaction of the RDCK.
10. The Tenant agrees to remove from the Lease Area all their goods and chattels and any accumulated waste/litter within six (6) months of termination of this Agreement. In the event that this clause is not complied with, the RDCK or its agents, may arrange to have removed and stored any such un-removed goods and chattels and wastes at the Tenant's expense; and the RDCK shall not be liable for any damage to, or loss of, said goods and chattels or wastes during such removal, storage or both.
11. The Tenant agrees that use of tobacco, vaping products, alcohol and recreational drugs is prohibited on the Lease Area and will install signage informing users of these prohibitions.
12. The Tenant will require that any dogs on the Lease Area will be on a leash at all times and will install signage informing users of this prohibition.
13. The Tenant may use or access RDCK property beyond the boundaries of the Lease Area only with advance written permission of the RDCK. The Tenant's operations must not encroach upon or interfere with the operation of the Ootischenia Fire Dept. in any way.
14. The Tenant Agrees to allow the RDCK and/or their representatives to enter the lands and examine the condition thereof and to make any such recommendations to the Tenant as the RDCK considers appropriate.
15. Signage at the playground shall indicate, at minimum, that the playground is
  - (a) not part of the RDCK Regional Parks system
  - (b) operated by the Ootischenia Community Society
  - (c) provide operational and emergency contact information for the Ootischenia Community Society



**SCHEDULE C**  
**OOTISCHENIA COMMUNITY SOCIETY PLAYGROUND MANAGEMENT PLAN**



March 16, 2023

Ref: 271994

Aimee Watson, Chair  
Regional District of Central Kootenay  
PO Box 590  
Nelson BC V1L 5R4

Dear Chair Watson:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Regional Districts are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

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- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Stormwater management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by existing provincial programs;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above note capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that Regional District of Central Kootenay is the recipient of a \$4,025,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all regional districts.

This formula is based on four components: a flat funding amount, a "total population" amount, a "rural population" amount and a "rural population growth" amount. The flat amount is \$500,000. The "total population" amount is \$17 per capita in the entire regional district. The "rural population" amount is \$30 per capita in the rural areas of the regional district.

.../3

This approach recognizes that servicing rural residents (unincorporated areas) is generally more expensive on a per capita basis than residents from urban (incorporated areas) due to economies of scale. The “rural population growth” amount is \$1,000 per capita population growth in the rural areas between 2016 and 2021.

As a condition of this funding, the grant must be allocated to an appropriate regional district service by the end of this calendar year. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 377 (1)(a) of the *Local Government Act*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.


Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province’s contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage:  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Stuart Horn, Chief Administrative Officer, Regional District of Central Kootenay  
Yev Malloff, Chief Financial Officer, Regional District of Central Kootenay

**Attachment with Example Calculation for a Regional District with 65,000 People, 30,000 in Rural Areas**

If the Regional District rural population (unincorporated areas) grew by 2,000 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	500,000	\$500,000
Total Population	= 65,000 x 17	\$1,105,000
Rural Population	= 30,000 x 30	\$900,000
Rural Population Growth	= 2,000 x 1,000	\$2,000,000
Total Grant		\$4,505,000





<b>GROWING COMMUNITY FUND (GCF) Frequently Asked Questions (FAQ's) - Regional Districts</b>	
<b>Program Description</b>	
<b>Question</b>	<b>Answer</b>
What is the purpose of the Growing Community Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	For all regional districts, allocations are the sum of: <ul style="list-style-type: none"> <li>• A flat funding amount of \$500,000;</li> <li>• A funding amount based on the regional districts <u>overall</u> population;</li> <li>• A funding amount based on the regional district's <u>rural</u> population; and</li> <li>• A funding amount based on the growth of the regional district's <u>rural</u> population between 2016-2021.</li> </ul> See more detail in the Appendix.
Why is there additional funding for residents in rural (unincorporated) areas?	The additional funding recognizes that rural regions face a particular challenge in the form of relatively high costs of service delivery due to a number of factors: <ul style="list-style-type: none"> <li>• Lower density population</li> <li>• Larger distances that have to be travel by service users and providers</li> <li>• Small number of people in any location that preclude economies of scale.</li> </ul>
Why is growth of residents in the unincorporated areas used as one of the measures?	The growth within municipalities is already captured within the municipal grant allocations. The growth of the population in rural (unincorporated areas) is required to capture all areas of population growth within the province.
What is the source of the population data?	The source of the population data is from the BC population estimates (as of January 27, 2023).  BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Be cause of these reasons the



	federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).
<b>Use of Funds</b>	
<b>Question</b>	<b>Answer</b>
What are the eligible use of funds?	<p>Eligible infrastructure projects are as follows:</p> <ul style="list-style-type: none"> <li>• Public drinking water supply, treatment facilities and water distribution;</li> <li>• Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs.</li> <li>• Childcare facilities;</li> <li>• Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities,</li> <li>• Wastewater conveyance and treatment facilities;</li> <li>• Storm water management;</li> <li>• Solid waste management infrastructure;</li> <li>• Public safety/emergency management equipment and facilities not funded by senior level government;</li> <li>• Local road improvements and upgrades;</li> <li>• Sidewalks, curbing and lighting;</li> <li>• Active transportation amenities not funded by senior level government;</li> <li>• Improvements that facilitate transit service</li> <li>• Natural hazard mitigation;</li> <li>• Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and</li> <li>• Recreation related amenities.</li> </ul>
Can the funds only be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering, and acquiring land (where it is wholly required



	for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: <ul style="list-style-type: none"> <li>• municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service.</li> <li>• First Nations infrastructure when it is a shared service or there is a service relationship.</li> </ul>
Can we claim staff time on projects?	Permitted in limited situations. Specifically for non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable an incremental additional expenditures for local governments and not to replace existing capital commitments.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs.





What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Community Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .
<b>Allocation of Funds</b>	
<b>Question</b>	<b>Answer</b>
Can the GCF funding be allocated to electoral areas based on the Provincial formula used to determine the grant amounts for each Regional District?	No. The grant calculation for each Regional District took into consideration a base amount and several other key variables. The GCF was intended to assist the board in addressing regional priorities for actual infrastructure and other eligible costs. It is not meant to be reallocated back to electoral areas based on the Ministry allocation formula
Will the Province specify to Regional Boards how to allocate the GCF funding?	No. It is the Regional Boards responsibility to determine the regional priorities and ensure that all the GCF funding is allocated to eligible regional services prior to the end of the 2023 calendar year. However, if requested, the ministry staff can assist regional staff on possible methods of allocation. That said, the final decision will rest with the Board.
How will these grants impact DCCs and other development finance charges?	The intent of the Growing Community Fund grant is to support the delivery of projects that are incremental to currently planned infrastructure. As such, the projects may not be part of the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should be used to adjust other development finance charges.



<b>Timing</b>	
<b>Question</b>	<b>Answer</b>
When will the grants be disbursed?	This GCF will be directly transferred to local governments by March 31, 2023.
What is the timeline over which these grant funds must be expended?	The Provincial Government requests that the funds be expended within five years of receipt.
<b>Reporting</b>	
<b>Question</b>	<b>Answer</b>
What are the reporting requirements?	<p>The RD must provide an initial separate report (schedule) outlining how the funds were allocated to eligible costs for various services. This report would be a schedule to the 2023 annual audited financial statements. (as required under S.377(1)(a) of the <i>Local Government Act</i>). Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required.</p> <p>The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance framework for capital projects.</p> <p>Templates for reporting will be posted on line at a later date</p>
Are Regional Districts required to annually report on GCF?	Yes. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 377 (1)(a) of the <i>Local Government Act</i> . Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.



Will the schedule to the annual audited financial statements be left to the discretion of the Regional District? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the Regional District. The Ministry retains the right to request additional information from Regional Districts as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
<b>Reserve Funds</b>	
<b>Questions</b>	<b>Answers</b>
Do Regional Districts need to segregate GCF funding from other funding sources?	No. GCF funds need only be transferred to existing (or new) capital reserve funds that have been established for each of the services that will be allocated GCF funding.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

Appendix: Detailed Calculation of Grants

**Example Calculation for a Regional District with 65,000 People, 30,000 in Rural Areas**

If the Regional District rural population (unincorporated areas) grew by 2,000 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	500,000	\$500,000
Total Population	= 65,000 x 17	\$1,105,000
Rural Population	= 30,000 x 30	\$900,000
Rural Population Growth	= 2,000 x 1,000	\$2,000,000



Total Grant		\$4,505,000
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<b>GROWING COMMUNITY FUND (GCF) Frequently Asked Questions (FAQ's) - Municipalities</b>	
<b>Program Description</b>	
<b>Question</b>	<b>Answer</b>
What is the purpose of the Growing Community Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	For all municipalities, allocations are the sum of: <ul style="list-style-type: none"> <li>• A flat amount of \$500,000;</li> <li>• A pro-rated funding amount based on an "adjusted population" basis;</li> <li>• A growth-based funding amount determined by total population increase between 2016-2021.</li> </ul> See more detail in the Appendix.
What is the "adjusted population" method?	The <b>adjusted population method</b> ensures that smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars.  This method groups municipalities by size categories (from "Very Small" - less than 2,000 people to "Very Large" - over 150,000). As a municipality's population increases it is incrementally adjusted downward by an "adjustment factor"



<p>What is the source of the population data?</p>	<p>The source of the population data is from the BC population estimates (as of January 27, 2023).</p> <p>BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Because of these reasons the federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).</p>
<b>Use of Funds</b>	
<b>Question</b>	<b>Answer</b>
<p>What are the eligible use of funds?</p>	<p>Eligible infrastructure projects are as follows:</p> <ul style="list-style-type: none"> <li>• Public drinking water supply, treatment facilities and water distribution;</li> <li>• Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs.</li> <li>• Childcare facilities;</li> <li>• Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities,</li> <li>• Wastewater conveyance and treatment facilities;</li> <li>• Storm water management;</li> <li>• Solid waste management infrastructure;</li> <li>• Public safety/emergency management equipment and facilities not funded by senior level government;</li> <li>• Local road improvements and upgrades;</li> <li>• Sidewalks, curbing and lighting;</li> </ul>



	<ul style="list-style-type: none"> <li>• Active transportation amenities not funded by senior level government;</li> <li>• Improvements that facilitate transit service;</li> <li>• Natural hazard mitigation;</li> <li>• Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and</li> <li>• Recreation related amenities.</li> </ul>
Can the funds only be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share.
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: <ul style="list-style-type: none"> <li>• municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service.</li> <li>• First Nations infrastructure when it is a shared service or there is a service relationship.</li> </ul>
Can municipalities use these funds to support a regional response to an issue (i.e. municipal funds paid directly to a regional district)	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a



	regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can we claim staff time on projects?	Permitted in limited situations. Specifically for non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable an incremental additional expenditures for local governments and not to replace existing capital commitments.
Can a municipality use GCF for a contribution to a regional project that they will not own?	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs.
What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Community Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .
How will these grants impact DCCs and other development finance charges?	The intent of the Growing Community Fund grant is to support the delivery of projects that are





	<p>incremental to currently planned infrastructure. As such, the projects may not be part of the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should be used to adjust other development finance charges.</p>
<b>Timing</b>	
<b>Question</b>	<b>Answer</b>
When will the grants be disbursed?	This GCF will be directly transferred to local governments by March 31, 2023.
What is the timeline over which these grant funds must be expended?	The Provincial Government requests that the funds will be expended within approximately five years of receipt.
<b>Reporting</b>	
<b>Question</b>	<b>Answer</b>
What are the GCF reporting requirements for municipalities?	<p>The municipality must annually report on:</p> <ul style="list-style-type: none"> <li>• The amounts and uses of money expended from the GCF reserve fund over the calendar year, and</li> <li>• The balance of the reserve fund at the end of the calendar year.</li> </ul> <p>Municipalities must provide a separate report (schedule) to their annual audited financial statements. (as required under S.167 of the <i>Community Charter</i>) until the GCF funding is fully expended (drawn down to zero).</p> <p>Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance framework for capital projects.</p>



	Templates for reporting will be posted on line at a later date
Will the schedule to the annual audited financial statements be left to the discretion of the municipality? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the municipality. The Ministry retains the right to request additional information from municipalities as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
<b>Reserve Funds</b>	
<b>Question</b>	<b>Answer</b>
Do municipalities need to segregate GCF funding from other funding sources?	Yes. The municipality must place its GCF grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the <i>Community Charter</i> ). This fund must be separate from other existing reserve funds. That said, the municipality may transfer other money into the GCF reserve fund but may not transfer money from this fund to other reserve funds or into general surplus.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

Appendix: Detailed Calculation of Grants

**Example Calculation for a Municipality with 15,000 People**

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%



3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

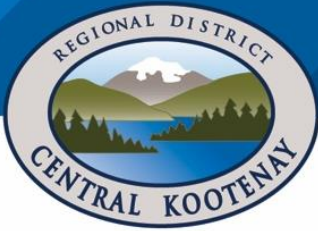
To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% =  $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% =  $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% =  $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% =  $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ( $=2,000 + 2,400 + 3,000 + 2,000$ ).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	= $9,400 \times \$365$	\$3,431,000
Population Growth	= $4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000



# Board Report

<b>Date of Report:</b>	April 12, 2023
<b>Date &amp; Type of Meeting:</b>	April 20, 2023, Open Regular Board Meeting
<b>Author:</b>	Yev Malloff, General Manager Finance, IT & Economic Development / CFO
<b>Subject:</b>	Growing Communities Fund Grant
<b>File:</b>	01-0510-20
<b>Electoral Area/Municipality:</b>	All

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report to provide information to the board on the provincial government's Growing Communities Fund (GCF) and to request board direction for staff to produce a prioritized list of eligible projects for potential funding from the GCF.

## SECTION 2: BACKGROUND/ANALYSIS

The provincial government recently announced the Growing Communities Fund (GCF) to support local governments with the funding of infrastructure and amenities. The RDCK has been received \$4,025,000 of funding which has now been deposited into a high interest account. The interest earnings will also become part of the available funding for eligible projects.

Attached to this report are the letter received from the province, a frequently asked questions document or Regional Districts and a frequently asked questions document for municipalities.

Eligible projects include:

- Public drinking water supply, treatment facilities and water distribution:
- Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs.
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities,
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;

- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation related amenities

Also eligible for funding are one-off costs including: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

Contributions to third party projects are not permitted with the exception of municipal contributions to infrastructure owned by regional districts and First Nations infrastructure where there is a shared service relationship.

The funds are intended to address regional priorities for actual infrastructure and other eligible costs. They are not meant to be reallocated back to electoral areas based on the Ministry allocation formula.

**It is the Boards responsibility to determine the regional priorities and ensure that all the GCF funding is allocated to eligible regional services prior to the end of the 2023 calendar year.**

The funds are required to be spent within five years and the RDCK will be required to track and report on the use of the funds.

Further information is available in the attached documents.

<b>SECTION 3: DETAILED ANALYSIS</b>			
<b>3.1 Financial Considerations – Cost and Resource Allocations:</b>			
<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov’t Approvals Required:</b>
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Staff is seeking direction from the board to produce a prioritized list of eligible projects, including criteria, for consideration by the board at future board meetings.

The board should also consider whether the option exists for municipalities to contribute a portion of their GCF allocation to RDCK owned infrastructure including recreation facilities and waste & resource recovery infrastructure.

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

As per attached documents supplied by the provincial government.

### **3.3 Environmental Considerations**

Depending on approved projects

### **3.4 Social Considerations:**

Depending on approved projects

### **3.5 Economic Considerations:**

Depending on approved projects

### **3.6 Communication Considerations:**

The RDCK may be required to make joint announcements with the provincial government on eligible projects.

### **3.7 Staffing/Departmental Workplan Considerations:**

This will depend on the projects approved by the board for funding. Most projects will require project management and other staffing resources to plan, procure, construct and complete.

### **3.8 Board Strategic Plan/Priorities Considerations:**

To Manage our Assets and Operations in a Fiscally Responsible Manner

## **SECTION 4: OPTIONS & PROS / CONS**

**Option 1:** Direct staff to produce a prioritized list of projects

Pros:

- Will enable informed decision making by the board for the selection of eligible projects to receive GCF funding

Cons:

- Impact on staff resources and workplans

**Option 2:** Another option as selected by the Board.

## **SECTION 5: RECOMMENDATIONS**

That the Board direct staff to produce a prioritized list of projects eligible for Growing Communities Funds, including criteria to be used, for consideration by the Board at future board meetings.

Respectfully submitted,

Yev Malloff, General Manager Finance, IT & Economic Development / CFO

## **CONCURRENCE**

Stuart Horn, Chief Administrative Officer

Approved



# Board Report

<b>Date of Report:</b>	April 05, 2023
<b>Date &amp; Type of Meeting:</b>	April 20, 2023 Open Regular Board Meeting
<b>Author:</b>	AJ Evenson, Senior Project Manager
<b>Subject:</b>	Asset Management Planning and Implementation – Contract Award
<b>File:</b>	\\files\RDCK\01\0600\20\2023 Projects\2023 Asset Mgmt RFP
<b>Electoral Area/Municipality:</b>	Various

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request that the contract for Asset Management Planning and Implementation be awarded to Roth IAMS Ltd and that the source of funding for the contract be approved.

## SECTION 2: BACKGROUND/ANALYSIS

In the fall of 2022 several RDCK staff members completed an organization-wide asset management survey for UBCM. Completion of the survey is a requirement for fulfilling reporting commitments set out in the CCBF Community Works Fund Agreement between BC local governments and UBCM, and a pre-condition to approvals under the 2022 Strategic Priorities Fund Agreement.

Relative to the AssetSMART2.0 assessment tool used on the survey, the RDCK consistently ranked as a level 1 or 2 (out of 5) in the majority of categories. This confirms that the RDCK does not have a fully developed and functional organization-wide approach to asset management. This may impact the RDCK's ability to successfully apply for and receive future grant funding as the majority of funding from provincial and federal governments requires proof of a functional organization-wide approach to asset management.

In response to the survey, the RDCK issued a Request for Proposal in early January 2023 for a study of the existing policies, procedures, plans, facility condition assessments, spreadsheets and other documentation relating to asset management within the RDCK and provide the following:

1. Review the RDCK's Asset Management Policy, Facility Condition Assessments (FCA's) and Utilities Program Economics Asset Management Spreadsheets. Following the review the Contractor shall offer recommendations to the RDCK regarding:
  - a) Make recommendations for an RDCK-wide comprehensive asset management strategy and plan which will result in "levelling-up" in as many of the 21 categories of the AssetSmart2.0 as practically and financially possible.
  - b) Make recommendations for implementation, tracking and reporting, metrics and asset management best practices within the RDCK.
  - c) Make recommendations regarding how to integrate the recommendations in a) above and the data contained in the FCA's into service level 5 and 10 years financial plans.





Staff analyzed RDCK services that require asset management planning and are recommending the following allocation for the project cost for option A above, should the Board choose that option.

Service Number	Service Description	Allocation	Note
S100	General Admin	3%	
S101 / OVR172-103	Rural Admin Fire Services OH	12%	For equal allocation to each firehall
A100	Environmental Services	25%	For allocation to waste and water services
S222	Castlegar Complex – Arena	10%	
S224	Creston Complex	20%	
S226	Nelson Complex	20%	
S227	Castlegar Complex - Pool	10%	
		100%	

The allocation above is based on historical purchase costs and replacement values for infrastructure in each service and takes into account the work already done on asset management for water and other services.

It is also important to note that costs for asset management will continue to occur on a regular basis going forward relating to software, staffing and updating asset records. It is advisable to set up a long-term source of stable funding to ensure the long-term sustainability of asset management within the RDCK. In order for the RDCK to successfully apply for and receive future grant funding, proof of a functional organization-wide approach to asset management is required, as asset management is a pre-condition to the majority of funding from provincial and federal government grants including Community Works.

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

n/a

### 3.3 Environmental Considerations

n/a

### 3.4 Social Considerations:

n/a

### 3.5 Economic Considerations:

n/a

### 3.6 Communication Considerations:

n/a

### 3.7 Staffing/Departmental Workplan Considerations:

This project is in the work plan for project management staff.

### 3.8 Board Strategic Plan/Priorities Considerations:

- To Excel in Governance and Service Delivery
- To Manage our Assets and Operations in a Fiscally Responsible Manner

## SECTION 4: OPTIONS & PROS / CONS

**Option 1:** That the Board direct staff to award the contract for Asset Management Planning and Implementation to Roth IAMS Ltd;

Pros:

- Work can start in a timely manner and the majority of the deliverables will be completed in time for inclusion in the 2024 budgeting process.
- Enables the 2021 asset management MAMP grant to be fully expended by June 30, 2023. The MAMP grant funded project is dependant on some key deliverables from the Roth IAMS scope of work (software analysis and recommendations).

Cons:

- No predefined source of funding for the work.

**Option 2:** That the Board direct staff not to award the contract and delay the scope of work until late 2023 or 2024.

Pros:

- May result in greater clarity on which funding source is most appropriate and provide sufficient time to establish the long-term funding solution.

Cons:

- Deliverables from the consultant won't be received in time for inclusion into the 2024 budgeting process.
- The 2021 asset management FCM-MAMP grant will not be fully expended by June 30, 2023 as this grant funded project is dependant on some key deliverables from the Roth IAMS scope of work (software analysis and recommendations). The RDCK will work with FCM-MAMP to extend the grant for an appropriate timeframe where possible.

If the Board elects to proceed with option 1 above, then one of the funding options below must be chosen:

A) Split the project costs among RDCK services as per the allocation recommended by staff in Section 3 above

Pros:

- Services contribute based on their requirements for asset management planning.

Cons:

- A financial plan amendment is required
- Will lead to increased taxation for the affected services in 2024 through the reduction in surpluses or the increase in deficits in 2023.

Resolution: That the Board direct staff to amend the 2023 financial plan and allocate the costs of the Asset Management Planning and Implementation project as per the table below:

Service Number	Service Description	Allocation	Note
S100	General Admin	3%	
S101 / OVR172-103	Rural Admin Fire Services OH	12%	For equal allocation to each firehall
A100	Environmental Services	25%	For allocation to waste and water services

S222	Castlegar Complex – Arena	10%	
S224	Creston Complex	20%	
S226	Nelson Complex	20%	
S227	Castlegar Complex - Pool	10%	
		100%	

B) Fund the project entirely from the RDCK Growing Communities Fund (GCF)

Pros:

- There are sufficient funds available in the GCF, and as the scope of work is related to services managed by the RDCK, this source of funding makes sense.
- The GCF is intended to fund infrastructure projects and asset management planning can be viewed as an eligible project as a part of feasibility and development work on RDCK infrastructure and amenities.

Cons:

- Funding the project from the GCF may impact other Board priorities for use of the GCF funds.

Resolution: That the Board direct staff to fund the Asset Management Planning and Implementation project from the Growing Community Fund allocated to the RDCK

## SECTION 5: RECOMMENDATIONS

That the Board award the contract for Asset Management Planning and Implementation to Roth IAMS Ltd; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of **\$99,345.00 plus GST**; AND FURTHER, that the Board direct staff to fund the Asset Management Planning and Implementation project from the Growing Community Fund allocated to the RDCK.

Respectfully submitted,  
AJ Evenson, Senior Project Manager

## CONCURRENCE

General Manager of Environmental Services, Uli Wolf	Approved
General Manager of Finance, Yev Malloff	Approved
Chief Administrative Officer, Stuart Horn	Approved



# Board Report

**Date of Report:** April 11, 2023  
**Date & Type of Meeting:** April 20, 2023 Board Meeting  
**Author:** Tristan Fehst, Regional Deputy Fire Chief  
**Subject:** Ymir Fire Department Water Tender Replacement  
**File:** 14/7750  
**Electoral Area/Municipality:** Area G

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek direction from the Board for staff to proceed with the purchase of a used 2012 Danko Freightliner Commercial Water Tender fire apparatus for the Ymir Fire Department with proceeds for the purchase coming from S136 – Fire Protection Area G (Ymir) Capital Reserves.

## SECTION 2: BACKGROUND/ANALYSIS

A Water Tender is a required firefighting apparatus used to provide water supply for firefighting operations. The current Tender owned and operated by the Ymir Fire Department has passed the acceptable lifespan as set out by the Fire Underwriters Survey (FUS), which could have potential negative insurance implications for residents. Staff previously posted a request for proposal that which resulted in the procurement of 4 Rosenbauer Water Tenders from Rocky Mountain Phoenix which were delivered to the RDCK in September of 2022. Since then staff have used Canoe Procurement to obtain quotes from approved manufacturers for the replacement of the Ymir Water Tender. Rising costs of materials, supply chain issues, and a weakening Canadian dollar have contributed to significant price increases of \$150,000 plus per apparatus. Additionally, supply for these apparatus is low while demand is high leading to apparatus build times upwards of 2 years. Due to the circumstance currently facing the Ymir Fire Department, while still exploring options for purchasing new, staff has focused on purchasing used apparatus. Staff have put in significant time and effort into finding a suitable apparatus from vendors across North America and as such have found one that meets our requirements both functionally and within budget. Additionally, the desired apparatus can be delivered within 1-2 months in contrast to 1-2 years if purchasing new.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov’t Approvals Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The purchase of a water tender has been included in the adopted 2023 Financial Plan for S136, with funds coming from Capital Reserves.

Impact on S136 Fire Protection Area G (Ymir):

Price quote provided by Rocky Mountain Phoenix who will broker the purchase including importation from the US, testing of components, and the provision of a 6-month warranty.  
2012

2012 Danko Freightliner Commercial Water Tender

Price: \$336,000  
G.S.T: \$16,800  
P.S.T: \$23,520

Total w/ GST but including PST: \$376,320  
Total w/o GST: \$359,520

Approximate Additional Costs include:

Red Vinyl Wrap: \$5000  
Radios: \$2000  
Suction Hoses: \$4000  
Folding Porta Tank: \$3500

Total: \$390,820 including G.S.T & P.S.T

Proceeds for the purchase coming from S136 Fire Protection Area G (Ymir) Capital Reserves: \$374,020.

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

RDCK Purchasing Policy

Fire Underwriters Survey, NFPA and ULC standards for apparatus replacement.

### **3.3 Environmental Considerations**

#### **3.4 Social Considerations:**

Continued provision of service protecting life safety and reducing economic loss.

#### **3.5 Economic Considerations:**

The purchase of a water tender will have an impact on taxation reserves within Area G, S136.

#### **3.6 Communication Considerations:**

The Ymir Fire Chief was consulted in the decision making process.

#### **3.7 Staffing/Departmental Workplan Considerations:**

N/A

#### **3.8 Board Strategic Plan/Priorities Considerations:**

5.2(c) Manage taxation by responding to residents' needs and appropriately prioritizing projects.

## SECTION 4: OPTIONS & PROS / CONS

Option 1: That the Board approve the purchase of the used apparatus using S136 Fire Protection Area G (Ymir) Reserve funds.

Pros:

- Significant cost savings over purchasing new
- Compliance with Fire Underwriters Survey
- Updated firefighting apparatus versus current apparatus
- Prompt delivery and placement into service of apparatus

Cons:

- Buying used contributes to a lower long-term lifespan of apparatus as per FUS standards.
- Buying used does come with inherent risk of potential issues, the risks of which are reduced by using a 3<sup>rd</sup> party broker to perform testing and provide warranty.

Option 2: That the Board reject the purchase.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to proceed with the purchase of a used 2012 Danko Freightliner Commercial Water Tender from Rocky Mountain Phoenix for the purchase price of \$376,320 including PST and GST, for the Ymir Fire Department with total expenditures not to exceed \$375,000 excluding GST with proceeds coming from S136 Fire Protection Area G (Ymir)

Respectfully submitted,  
Tristan Fehst, Regional Deputy Fire Chief

## CONCURRENCE

Chief Administrative Officer – Stuart Horn	Approved
Chief Financial Officer – Yev Malloff	Approved
Regional Fire Chief – Nora Hannon	Approved
Regional Deputy Fire Chief – Tristan Fehst	Approved

### ATTACHMENTS:

Attachment A – Apparatus Spec Sheet  
Attachment B – Final Quote

## 2012 DANKO FREIGHTLINER COMMERCIAL TANKER



- M2 Freightliner Chassis
  - Seating for 3;
  - Cummins ISC 350 HP Diesel Engine
    - Allison Automatic Transmission
  - Waterous PB18 3030LE 400 GPM Pump
    - 2000 Gallon Polypropylene Tank
- Driver's Side Discharges: (1) 2.5"    ○ Rear Discharges: (2) 1.75"
  - Crosslays/Speedlays: (2) 1.75
    - Air Conditioning
  - Engine Hours: 308    ○ Mileage: 7,700
  - Length: 25' 7"    ○ Truck Height: 9' 5"
    - GVWR: 40,600
    - Wheelbase: 190"

○ Additional equipment not included with purchase unless otherwise listed.



















April 5, 2023

RDCK  
103-333 Victoria St  
Nelson BC, V1L4K3

Attention: Tristan Fehst : Regional Deputy Fire Chief

Dear Tristan

Rocky Mountain Phoenix would like to thank you for the opportunity to provide you a quote on the RDCK Emergency fire apparatus requirements. We are pleased to offer as follows:

**One, 2012 Danco / Freightliner 2000 us Gal water Tender SN#1FVACYBS\$CDBL5527**

CND BASIC PRICE	\$ 336,000.00
G.S.T. EXTRA 5%	\$ 16,800.00
P.S.T. EXTRA 7%	\$ 23,520.00
	=====
F.O.B. Red Deer.	\$ 376,320.00

**APPARATUS SPECIFICATIONS**

Danko Fire Body.

- M2 Freightliner Chassis.
- 2 - Door Commercial.
- Length: 25' 7".
- Truck Height: 9' 5".
- Wheelbase: 190".
- GVWR: 40,600.
- Seating for 3.
- Mileage: 7,700, May differ at time of delivery.
- Engine Hours: 308, Mar differ at time of delivery.
- Cummins ISC 350 HP Diesel Engine.
- Allison Automatic Transmission.
- Air Conditioning.
- LED Lighting Package.

Waterous PB18 3030LE 400 GPM Pump.

- 2000 Gallon Polypropylene Tank.
- Driver's Side Discharges: (1) 2.5"
- Crosslays/Speedlays: Crosslays: (2) 1.75.
- Rear Discharges: (2) 1.75".



EMERGENCY VEHICLES, EQUIPMENT & SERVICE

### OPTIONS FOR YOUR CONSIDERATION

- Graphics will be quoted upon receipt and viewing the truck, please forward any graphics, logo and or striping requirements to us as well as a digitized picture of any logos.

### TERMS

- Purchase prices are valid for 30 days or upon an issued purchase order.
- Truck will be available for delivery mid early May of 2023
- 10% down due upon receipt of order.
- Remaining balance due delivery.
- PDI included.
- RIV
- MVI included.
- Chassis B Service
- Pump Service.
- 6 months warranty on fire package.

### DELIVERY

- Delivery is FOB Red Deer.
- We can quote delivery upon receipt of the truck or it can be picked up in Red Deer Alberta.

### *YOUR SERVICE CENTRE AND AREA REPRESENTATIVE ARE:*

ROCKY MOUNTAIN PHOENIX  
103-2285 Queen Street  
Abbotsford, BC  
V2T 6T3  
1-888-815-0500

MIKE ROGERS  
Specialty Vehicles  
Abbotsford, BC  
604-226-8707  
mrogers@rockymountainphoenix.com

Rocky Mountain Phoenix has service and repair facilities with fully qualified emergency vehicle technicians, a mobile service fleet, parts, and personal protective equipment available for ongoing support, maintenance, and repair of all of your apparatus, SCBA, and equipment needs.

We look forward to serving you and your community. Should you have any questions, please call me at 1-604-226-8707

Yours truly,

ROCKY MOUNTAIN PHOENIX

Mike Rogers Specialty Vehicles and Used





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Friends of Kootenay Lake Stewardship Society	<b>Date of Application:</b> 03/01/2023
<b>Contact Name:</b> Kayla Tillapaugh	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Mailing: PO Box 681 Office: 619B Front Street, Nelson, BC, V1L 4B6 Nelson British Columbia V1L 5R4	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 777-2744	<b>Email:</b> info@friendsofkootenaylake.ca

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Annual Kootenay Lake Summit connects hundreds of people from numerous communities to learn about and discuss the stewardship of Kootenay Lake. The spring 2023 Summit is tentatively planned for May 25 and will feature 3-4 speakers and a discussion period on the topic of land use. This will be the first in-person Summit since 2019, giving lake users the chance to reconnect with others and engage in discussion. The Summit will inspire, educate, and motivate individuals to protect Kootenay Lake. Funds will support staff wages for planning and implementing the event, venue rental, honorariums for guest speakers, advertisements, and event supplies.

### Grant Application:

Total Grant Requested: \$1,500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
--------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Columbia Basin Trust: \$1,500 (C)

Previous Discretionary Grants Received – Year and Amount: 2022: \$1,000 podcast; 2021: \$1,000 podcast, \$3,200 cleanups

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-01 14:50:52

---

Signature

Kayla Tillapaugh

---

Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 1,500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> East Shore Kootenay Lake Community Health Society (ESKLCHS)	<b>Date of Application:</b> 03/13/2023
<b>Contact Name:</b> Anne Clarotto	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality: East Shore Kootenay ...
<b>Mailing Address:</b> 11110 3A HWY  Sanca BC V0B 1A2	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 223-8510	<b>Email:</b> eshealthsociety@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 East Shore Kootenay Lake Community Health Society has been an active supporter and promoter of health related programs on the East Shore for many years. The society is hosting a Health Fair at Crawford Bay School June 17, 2023. This fair will showcase the many health related programs available to residents on East Shore Kootenay Lake. In addition to raising awareness and providing information on the health resources, this fair will also highlight volunteer opportunities and encourage young residents to investigate careers opportunities in health related vocations. Funds from this grant will be spent on venue rental, advertising, and snacks and beverages. The breakdown is as follows: Crawford Bay School Gym - \$400...

**Grant Application:**

Total Grant Requested: \$800.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" 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: 2021: \$2500	
By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.	
 Signed at: 2023-03-13 13:26:31 _____ Signature	Anne Clarotto _____ Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 800.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Community Futures Central Kootenay on behalf of Kootenay Cannabis Council	<b>Date of Application:</b> 03/16/2023
<b>Contact Name:</b> Andrea Wilkey	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 201-514 Vernon Street  Nelson BC V1L 4E7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-1933	<b>Email:</b> awilkey@futures.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Kootenay Cannabis Council supports the development of the legal cannabis sector by assembling people from all aspects of the cannabis industry, including government representatives, economic development practitioners, cannabis industry leaders, academics, and non-governmental organizations. Together, the Council works to drive change and create a thriving regional cannabis sector by strengthening business development and employment opportunities and reducing stigma and misconceptions. Currently, the cannabis industry is experiencing growing pains and financial distress. Cannabis businesses are often excluded from spaces where businesses get support. This includes not being able to access agricultural programs, even though many of the cannabis producers are farmers....

**Grant Application:**

<b>Total Grant Requested:</b> \$ 1500	<b>Which funding criterial objective does this project meet?</b> <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 In 2022, \$15,000 from ETSI-BC; eight RDCK Directors contributed \$14,400 from Community Development Grant pool. Of this, Hans ...

**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:  
 2023-03-16 16:22:07  
 \_\_\_\_\_  
 Signature

Andrea Wilkey  
 \_\_\_\_\_  
 Print Name

**Authorization**

<b>Signature of Area Director</b> Signed by director	<b>Total Grant Approved \$</b> 1,500.00
<b>Board Approved Date:</b>	<b>Resolution #</b>



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> KRSS Parent Prom Committee	<b>Date of Application:</b> 03/14/2023
<b>Contact Name:</b> Renee Bayley	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: Area A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 404 - 11 Ave South  Creston BC V0B 1G3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 431-8167	<b>Email:</b> renee6bayley@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.*

KRSS Parent Prom Committee is excited to organize and host another fantastic prom celebration for our hard working grade 12 graduates. This year we are including graduates from Crawford Bay school and Homelinks. We have booked the Creston Room again this year at the Creston and District Community Complex. Funds secured through the Discretionary Grant will go towards covering the cost of the room rental. Prom is booked for Saturday, June 10th, 2023. Unfortunately, the cost for booking the room has risen, so we are asking each area for \$500 to help cover this cost. Total cost for this year's room rental will be \$1,690.35

**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
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Requesting Discretionary Grant Funding from Area A, B and C for \$500/each.

~~Other funding sources include the Creston and District Community Complex and a \$500 from Area A, B and C was granted to us last year for the cost of...~~

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-14 13:33:17

---

Signature

Renee Bayley

---

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Columbia Brewery Dash for Trash	<b>Date of Application:</b> 03/23/2023
<b>Contact Name:</b> Melanie Joy	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality: Creston
<b>Mailing Address:</b> 1220 Erickson Road  Creston British Columbia V0B 1G3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 402-1228	<b>Email:</b> melanie.joy@labatt.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 Columbia Brewery will be hosting the 10th Annual Dash for Trash community clean up Sunday, June 4, 2023 (The day before World Environment Day). We usually have approximately 300-400 participants in the event to help clean up our community. This grant will be used to purchase supplies, shirts, and food for the event.

### Grant Application:

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: We put out a sponsorship form for groups with four levels of sponsorship. I am attaching an example of the form for your ...

Previous Discretionary Grants Received – Year and Amount: \$1,000- 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:  
2023-03-23 17:43:42

---

Signature

Melanie Joy

---

Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 1,000.00
--	----------------------------------

Board Approved Date:	Resolution #
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# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> KRSS Parent Prom Committee	<b>Date of Application:</b> 03/13/2023
<b>Contact Name:</b> Renee Bayley	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: Area B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 223 - 18 Ave South  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 431-8167	<b>Email:</b> renee6bayley@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.*

Kootenay River Secondary School Parent Prom Committee is excited to organize and host another fantastic prom celebration for our hard working grade 12 graduates. We have booked the Creston Room at the Creston and District Community Complex again for this year's prom, which is being held on Saturday, June 10th, 2023. Funds secured through the Discretionary Grant will go toward covering the cost of the room rental. Unfortunately, the cost for booking the room has risen so we are asking for \$500 from each area to help cover this cost. Total cost for this year's room rental will be \$1,690.35

**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:**  
Requesting Discretionary Grant Funding from RDCK Areas A,B,C and Creston Town for \$500 each.

We will also be participating in other fundraising endeavors such as bottle drives and hotdog stands.  
**Previous Discretionary Grants Received – Year and Amount:** \$300 from Area A, B and C was granted to us last year for the cost of ...

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-13 19:25:05

---

Signature

Renee Bayley

---

Print Name

**Authorization**

Signature of Area Director    Signed by Director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley Minor Hockey Association	<b>Date of Application:</b> 03/09/2023
<b>Contact Name:</b> Velle Weitman	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 222 23 Ave N  CRESTON BC V0B 1G5	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-6857	<b>Email:</b> velvetstrings@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 Creston Bruins U-18 Hockey Team (Midget Team) has been invited to Provincial Championships in Clearwater, British Columbia from March 18th-22nd, 2023. This is a once-in-a-lifetime opportunity for these players and families! We would love to have your support if you would be willing to make a small donation to our team. We are raising money for the team, through an online 50/50 Raffle, hotdog sales, and bottle drive. Monies earned for our team will be used for expenses like accommodations, fuel costs, and team meals. This group of players are truly excited to represent the East Kootenays, The Town of Creston and surrounding areas and we are very proud of the work they have put in over the last 3 years. We thank you for your consideration.

Sincerely,  
Velle Weitman

### Grant Application:

<b>Total Grant Requested:</b> \$ 500.00	<b>Which funding criterial objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> Bottle Drive: \$1300 Hotdog sale: \$500...	
<b>Previous Discretionary Grants Received – Year and Amount:</b> Unknown	

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

**Signed at:**  
2023-03-09 11:24:33

---

Signature

Velle Weitman

---

Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> KRSS Parent Prom Committee	<b>Date of Application:</b> 03/13/2023
<b>Contact Name:</b> Renee Bayley	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: Area C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 404 - 11 Ave South  Creston BC V0B 1G3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 431-8167	<b>Email:</b> renee6bayley@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.*

Kootenay River Secondary School Parent Prom Committee is excited to organize and host another fantastic prom celebration for our hard working grade 12 graduates. We have booked the Creston Room at the Creston and District Community Complex again for this year's prom, which is being held on Saturday, June 10th, 2023. Funds secured through the Discretionary Grant will go towards covering the cost of the room rental. Unfortunately, the cost for booking the room has risen so we are asking for \$500 from each area to help cover this cost. Total cost for this year's room rental will be \$1,690.35

**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:**  
Requesting Discretionary Grant Funding from Area A, B, C, and the town of Creston for \$500/each.

Other fundraising endeavors will include a bottle drive and hot dog sales  
**Previous Discretionary Grants Received – Year and Amount:** \$300 from Area A, B and C was granted to us last year for the cost of ...

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-13 19:36:33  
\_\_\_\_\_  
Signature

Renee Bayley  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Columbia Brewery Dash for Trash	<b>Date of Application:</b> 03/23/2023
<b>Contact Name:</b> Melanie Joy	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality: Creston
<b>Mailing Address:</b> 1220 Erickson Road  Creston British Columbia V0B 1G3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 402-1228	<b>Email:</b> melanie.joy@labatt.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 Columbia Brewery will be hosting the 10th annual Dash for Trash community clean up on June 4, 2023 (the day before World Environment Day). We usually have approximately 350-400 participants in the event to help clean up our community. This grant will be used to purchase supplies, shirts, and food for the event.

### Grant Application:


Total Grant Requested: \$ 1000.00

Which funding criterial objective does this project meet?  
 Social     Economic     Cultural

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
We send out sponsor letters to the community. There are 4 levels of sponsorship- \$1,000 Platinum, \$500 Gold, \$200 Silver, and ...

Previous Discretionary Grants Received – Year and Amount: \$1,000 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:  
2023-03-23 17:34:19

---

Signature

Melanie Joy

---

Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 1,000.00
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Board Approved Date:	Resolution #
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# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nelson Reflections Artistic Swimming	<b>Date of Application:</b> 03/15/2023
<b>Contact Name:</b> Erin Fitchett	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality: Nelson
<b>Mailing Address:</b> 6505 Hwy 3A  Nelson BC V1L 6S7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 354-8118	<b>Email:</b> nelsonreflections@shaw.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

We are travelling to Markham ON to compete in the National Qualifiers on our journey to make it to Nationals in May. We got Silver at the Provincials to earn the spot to go to Qualifiers

**Grant Application:**

Total Grant Requested: \$ 250	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Discretionary Grants Received – Year and Amount: N/A

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-15 09:25:22

---

Signature

Erin Fitchett

---

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 250.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nelson Reflections Artistic Swimming	<b>Date of Application:</b> 03/15/2023
<b>Contact Name:</b> Erin Fitchett	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality: Nelson
<b>Mailing Address:</b> 6505 Hwy 3A  Nelson BC V1L 6S7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 354-8118	<b>Email:</b> nelsonreflections@shaw.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

We are travelling to Markham ON to compete in the National Qualifiers on our journey to make it to Nationals in May. We got Silver at the Provincials to earn the spot to go to Qualifiers

**Grant Application:**

Total Grant Requested: \$ 750	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:

Previous Discretionary Grants Received – Year and Amount: N/A

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-15 09:27:27  
Signature

Erin Fitchett  
Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 750.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nelson Minor Hockey Association	<b>Date of Application:</b> 03/10/2023
<b>Contact Name:</b> Kare Cathro	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 1193  Kaslo British Columbia V0G 1M0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 353-2234	<b>Email:</b> kareholmberg@yahoo.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 Nelson Minor Hockey U15 Rep team won the West Kootenay Banner this year and is going to the Provincial Championships in Port Alberni in March 18th-23rd. The team of 19 players requires funding for travel to and from Port Alberni, accommodations and food for 5 days, and tournament costs. The funds will be used to offset family's cost of travel, accommodations, team meals and tournament costs, estimated to be \$2,300 per player, or \$43,000 for the team.

### 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:  
NMHA grant for Provincial Championships \$1,553.85

Donations \$ 600...

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.

*K. Cathro*    Signed at:  
2023-03-13 15:42:38  
\_\_\_\_\_  
Signature

Kare Cathro  
\_\_\_\_\_  
Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 1,500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Salmo and District Healthcare Auxiliary Society	<b>Date of Application:</b> 02/27/2023
<b>Contact Name:</b> Kathy Manning	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: Area G <input type="checkbox"/> Municipality: Salmo
<b>Mailing Address:</b> Box 842  Salmo BC V0G 1Z0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 357-9395	<b>Email:</b> kathyman@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 Salmo and District Healthcare Auxiliary Society operates the thrift store in Salmo. The society would like to renovate the shoe display area to make it more useful and safer. The design of the current display does not accommodate shoes with heels very well and they fall over and off the unit. Also the current display unit used for children's shoe has expanded metal mesh on the surface which is sharp and creates a safety hazard. We propose to replace the existing units with wall standards and solid melamine shelves providing more flexibility in display and a safer and cleaner display.

**Grant Application:**

Total Grant Requested: \$800.00	Which funding criterial objective does this project meet? <input 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: We are not seeking any other funding for this project.	
Previous Discretionary Grants Received – Year and Amount: 2019 \$1500	
By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.	
Signed at: 2023-02-27 11:31:36 _____ Signature	Kathy Manning _____ Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 800.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Community Futures Central Kootenay on behalf of Kootenay Cannabis Council	<b>Date of Application:</b> 03/16/2023
<b>Contact Name:</b> Andrea Wilkey	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 201-514 Vernon Street  Nelson BC V1L 4E7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-1933	<b>Email:</b> awilkey@futures.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Kootenay Cannabis Council supports the development of the legal cannabis sector by assembling people from all aspects of the cannabis industry, including government representatives, economic development practitioners, cannabis industry leaders, academics, and non-governmental organizations. Together, the Council works to drive change and create a thriving regional cannabis sector by strengthening business development and employment opportunities and reducing stigma and misconceptions. Currently, the cannabis industry is experiencing growing pains and financial distress. Cannabis businesses are often excluded from spaces where businesses get support. This includes not being able to access agricultural programs, even though many of the cannabis producers are farmers....

**Grant Application:**

<b>Total Grant Requested:</b> \$ 2500	<b>Which funding criterial objective does this project meet?</b> <input 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:**  
 In 2022, \$15,000 from ETSI-BC; eight RDCK Directors contributed \$14,400 from Community Development Grant pool. Of this, Hans ...

**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:  
 2023-03-16 16:23:12  
 \_\_\_\_\_  
 Signature

Andrea Wilkey  
 \_\_\_\_\_  
 Print Name

**Authorization**

<b>Signature of Area Director</b> Signed by director	<b>Total Grant Approved</b> \$ 2,500.00
<b>Board Approved Date:</b>	<b>Resolution #</b>



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Slocan Valley Outriders Association	<b>Date of Application:</b> 03/27/2023
<b>Contact Name:</b> Shannon Hicks	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 81  Slocan BC V0G 2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 355-2318	<b>Email:</b> shandali@columbiawireless.ca

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

Personalized clinic to meet participants & their horses needs. All levels of horsemanship including ground work, obedience, confidence building, colt starting and riding.

### Grant Application:

Total Grant Requested: \$ 500.00	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: 8 participants paying \$300.00 each	
Previous Discretionary Grants Received – Year and Amount: unsure	

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-26 14:31:27

Shannon Hicks

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.*

<b>Organization/Society Name:</b> Glade Recreation Commission	<b>Date of Application:</b> 03/25/2023
<b>Contact Name:</b> Jennifer Gregor	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality: Castlegar
<b>Mailing Address:</b> 1007 Moraine Road  Castlegar BC V1N 4R5	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-9378	<b>Email:</b> glade.recreation@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.*

Glade annual Easter Event  
Bike Parade/contest  
Tea and Bake sale  
EGGHUNT and Toss  
Raffles  
Funds raised help pay for the event and prizes.

**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
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
No other sources

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.

Signed at:  
2023-03-25 20:30:00

---

Signature

Jennifer Gregor

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Community Memorial Church Society #S3052	<b>Date of Application:</b> 02/15/2023
<b>Contact Name:</b> Ken Wyllie	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality: Robson BC ...
<b>Mailing Address:</b> Box 21 2935 Waldie Avenue Robson BC VOG 1X0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (236) 808-1075	<b>Email:</b> wyllielaw@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

This Community Cemetary has been in operation almost 100 years. It serves not only residents of Robson & Castlegar, but also contains the Memorial installed by BC HYDRO acknowledging the graves of Deer Park/Renata residents flooded by the Kennleyside Dam reservoir. Over time, many of the grave markers (approximately 125) have settled and become overgrown or settled below ground level, to the point that some are so recessed to be at risk of disappearing, as well as creating significant difficulty with Cemetary maintenance.

**Grant Application:**

Total Grant Requested: \$7500.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: The Cemetary Committee conduct an annual newsletter fund drive which receives donations of about \$2500 on average which ...	
Previous Discretionary Grants Received – Year and Amount: 2018/\$25,000; 2019/\$5100; 2021/\$8200; 2022/\$10000	

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-02-15 14:59:33

Ken Wyllie

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 7,500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nelson Minor Hockey Association	<b>Date of Application:</b> 03/14/2023
<b>Contact Name:</b> Kare Cathro	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality: Castlegar
<b>Mailing Address:</b> Box 1193  Kaslo British Columbia V0G 1M0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 353-2234	<b>Email:</b> kareholmberg@yahoo.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 Nelson Minor Hockey U15 Rep team won the West Kootenay Banner this year and is going to the Provincial Championships in Port Alberni in March 18th-23rd. The team of 19 players (8 players from the Castlegar area) requires funding for travel to and from Port Alberni, accommodations and food for 5 days, and tournament costs. The funds will be used to offset families cost of travel, accommodations, team meals and tournament costs, estimated to be \$2,300 per player, or \$43,000 for the team.

### Grant Application:

Total Grant Requested: \$ 250	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
NMHA grant for Provincial Championships \$1,553.85

Donations \$ 600...

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.

*KCathro* Signed at:  
2023-03-14 12:36:21  
\_\_\_\_\_  
Signature

Kare Cathro  
\_\_\_\_\_  
Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 250.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Robson Fire Department Social Club	<b>Date of Application:</b> 03/21/2023
<b>Contact Name:</b> Wes Greep	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 3037 Waldie Road  Robson B.C. v0g1x0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-6065	<b>Email:</b> wgreep@rdck.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Funding provided by the Director in discretion, is used to host a number of public events, retirement milestones and other socially important events within the community including fire smart visits .

**Grant Application:**

Total Grant Requested: \$ 4000.00	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:  
The Robson Fire Department Social Club, receives limited funding from the Robson Fie Department and donations from the ...

Previous Discretionary Grants Received – Year and Amount: 2022 \$4300.00

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-21 21:43:35

Wes Greep

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 4,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> East Shore Kootenay Lake Community Health Society	<b>Date of Application:</b> 03/10/2023
<b>Contact Name:</b> Peggy Skelton	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: "A" <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 39 14756 birch Road Gray Creek BC V0B 1S0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 227-2262	<b>Email:</b> skelton.peggy@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 East Shore Kootenay Lake Community Health Society has been involved in advocating for the health services for the East Shore for numerous years. Sadly, we have seen a decline in services coming to the East Shore in recent years, and recruitment and retention of all health professionals is increasingly difficult. Access to even basic primary care is difficult for the year-round residents, and of course, for the seasonal residents. The seasonal residents almost double the population of the East Shore during the peak tourist season. Despite best efforts, team-based care, although the best practice in providing health care continues to be a challenge. This impacts our ability to recruit physicians as they want to be able to provide team-based care as well as other professionals who want to feel part of a team to provide high quality care. We need more services to provide primary health services to the residents of the East Shore, as well as increasing our ...

**Grant Application:**

Total Grant Requested: \$ 5000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: none	
Previous Community Development Grants Received – Year and Amount: 2500.00 in March 2021	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-10 17:22:40  
\_\_\_\_\_  
Signature

Peggy Skelton  
\_\_\_\_\_  
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.*

<b>Organization/Society Name:</b> Lardeau Valley Community Club	<b>Date of Application:</b> 03/21/2023
<b>Contact Name:</b> Amanda Cutting	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality: Meadow Creek
<b>Mailing Address:</b> 13429 Hwy 31 PO Box 108 Meadow Creek British Columbia V0G 1N0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 366-4236	<b>Email:</b> treasurer@lardeauvalleycommunityclub.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..)*

Food security is difficult enough on a fixed income and the rising cost of food is not helping. Community Grub Hub is a pilot project being done by the EA/CSW class @ Selkirk College. The purpose is to provide pre-cooked meals with nutritious ingredients to seniors. The hope for the school group is that a local NPO will take on the program, or a modified version of it, and continue it on a permanent basis. The funds will be used to help purchase food items and cover gas costs for delivery.

**Grant Application:**

Total Grant Requested: \$ 750	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: Nelson Safeway - \$1,000 in gift cards Kootenay Co-op - \$100 in gift cards	
Previous Community Development Grants Received – Year and Amount: 2202 - \$9,500; 2021 - \$10,000; 2020 - \$5,000	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-21 12:25:16

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Signature

Amanda Cutting

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 750.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Kaslo Logger Sports	<b>Date of Application:</b> 03/25/2023
<b>Contact Name:</b> Rachel Burns	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 177  Slocan BC V0G 2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 355-2300	<b>Email:</b> sponsorship.kasloggersports@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..)*

It is once again time for the Kaslo Logger Sports Committee to begin organizing its world-class Logger Sports Competition - to be held in the beautiful town of Kaslo, BC, during the annual May Days long weekend festivities. This traditional Logger Sports Competition has become a must-see destination event for over 47 years. Each year the success and reputation of the event grows, drawing about seventy competitors and over two thousand spectators from all over the world.  
This year, during the two-day competition, we will host five Canadian Championships: Novice Double Buck; Intermediate Underhand Chop; Open Unlimited Hotsaw; Ladies Axe Throw; and Ladies Choker Race. The Kaslo show is the first competition to kick off the Canlog season. We also feature the Sponsor's Axe Throw and Stock Saw competition to showcase our sponsor's skills in the arena. ...

**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"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
The 2023 Sponsorship letters have just been mailed/emailed, so we have not yet received any sponsorship.  
Pending Grant applications submitted for this year: Village of Kaslo \$500; CBT \$500

**Previous Community Development Grants Received – Year and Amount:**  
2022 - \$500; 2021 - \$500; 2020 - \$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.

*Deb Corbett* Signed at:  
2023-03-25 15:16:47

Deb Corbett, accts.kasloggersports@gmail.com

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director

Total Grant Approved \$ 500.00

Board Approved Date:

Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nelson Public Library	<b>Date of Application:</b> 03/21/2023
<b>Contact Name:</b> Tracey Therrien	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 602 Stanley Street  Nelson British Columbia V1L 1N4	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-8256	<b>Email:</b> ttherrien@nelson.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..)

- \$7,000 Student Library Memberships
- \$3,000 Universal access to computer lab, mobile printing, and wifi
- \$3,000 Universal access to training and programs
- \$1,000 Library Membership subsidy for low income adult/senior
- \$6,000 Monthly outreach: 2 library staff to deliver children and senior services.

**Grant Application:**

Total Grant Requested: \$ 20,000	Which funding criterial objective does this project meet? <input checked="" 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: \$15,800

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-21 10:42:33

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Signature

Tracey Therrien

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 16,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nelson and District Museum, Archives, Art Gallery and Historical Society	<b>Date of Application:</b> 03/08/2023
<b>Contact Name:</b> Astrid Heyerdahl	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 502 Vernon Street  Nelson BC V1L 4E7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-8200	<b>Email:</b> director@nelsonmuseum.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..)

This project supports archives and collection management for Area F objects and archival holdings, and supports educational programming for Area F residents.

### Grant Application:

Total Grant Requested: \$ 2500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: City of Nelson operational grant, BC Arts Council operational funding	
Previous Community Development Grants Received – Year and Amount: several in past years - 2022, 2021 and earlier	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-08 11:43:30

Astrid Heyerdahl

Signature

Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 2,500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Kootenay Climbing Association	<b>Date of Application:</b> 03/15/2023
<b>Contact Name:</b> Cam Shute	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 820 10th Street  Nelson BC V1L 3C7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 505-2827	<b>Email:</b> cshute@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 current Cube is a 111-square metre (1,200-square foot) space inside Selkirk College's Mary Hall in Nelson, British Columbia. It was built in 2014, after several years of planning and fundraising by the Kootenay Climbing Association (KCA), a registered non-profit society which continues to operate the Cube today. In addition to its bouldering and climbing walls, the Cube also runs after-school youth lessons and programs, a youth competition team, summer camps, and hosts community climbing events like "Beats and Boulders," where a DJ provides the musical accompaniment for an evening of climbing and socializing. The current Cube's capacity is 30 climbers. In recent years, during both rainy weather and smoky skies, the Cube regularly exceeds its capacity and has to turn climbers away. Regardless of the weather, every youth program fills, and typically with a waitlist....

**Grant Application:**

Total Grant Requested: \$ 2000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 CBT - Community Development program - \$8500

Community fundraising - \$12000

Previous Community Development Grants Received – Year and Amount:

n/a

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-15 12:16:31

Cam Shute

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director

Total Grant Approved \$ 2,000.00

Board Approved Date:

Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Silvery Slocan Historical Society	<b>Date of Application:</b> 03/20/2023
<b>Contact Name:</b> Henning von Krogh	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality: New Denver
<b>Mailing Address:</b> Box 301 202-6th Ave New Denver BC V0G 1S0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 812-2196	<b>Email:</b> mrgrtscaia@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 Silvery Slocan Museum represents a history of settlement from Summit Lake to Enterprise Creek. The Red Mountain Environmental Archival Project represents an activist history spanning the 1980s and 1990s. Archiving this history contributes to the appreciation of the complex social, political, economic, and cultural layers which exist in the Slocan Valley. It will also provide public recognition of the contribution of individuals and causes related to environmentalism within the history of our communities. Public recognition of this project at the museum builds awareness of the importance of inclusivity and diversity as a value in recording our shared social, cultural, and economic history.

**Grant Application:**

Total Grant Requested: \$ 2500.00	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:

- IN KIND
- Organizing, research, coordinating, transporting materials, consulting with archivists:

o Sally Hammond 30 hrs X \$25/hr = \$750

Previous Community Development Grants Received – Year and Amount:

2018, 1200.00

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
 2023-03-20 18:11:15  
 \_\_\_\_\_  
 Signature

Henning von Krogh  
 \_\_\_\_\_  
 Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 2,500.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar and District Chamber of Commerce	<b>Date of Application:</b> 03/27/2023
<b>Contact Name:</b> Tammy Verigin-Burk	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: Area I <input type="checkbox"/> Municipality: Castlegar
<b>Mailing Address:</b> Unit A 1810 8th Avenue  Castlegar B.C. V1N 2W6	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-9669	<b>Email:</b> cdcoed@castlegar.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..)*

To obtain thorough and current real data on the whole Castlegar and District (RDCK Areas I and J) Business Community (550+ businesses) that will identify sectors, diverse groups, detailed information on businesses (needs, issues) for the purpose of creation and implementation of effective strategies to support business diversification, expansion, sustainability and growth. Data will be inputted in to the Executive Pulse. BCEDA will be contracted to assist in development of BRE survey and Executive Pulse collection tool, training and support for this project. Strategies and subsequent workshops will be developed and implemented based on perceived urgency/need.

Prior work that has been done has been the development of a five year economic development strategy (attached). This strategy...

**Grant Application:**

Total Grant Requested: \$ 2,500	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
ETSI-BC \$30,000  
Castlegar and District Chamber of Commerce/Destination Castlegar \$10,000

City of Castlegar \$10,000 (pending)  
**Previous Community Development Grants Received – Year and Amount:**

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-27 12:05:17

Tammy Verigin-Burk

Signature

Print Name

**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.*

<b>Organization/Society Name:</b> Community Futures Central Kootenay on behalf of Kootenay Cannabis ...	<b>Date of Application:</b> 03/23/2023
<b>Contact Name:</b> Andrea Wilkey	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 201-514 Vernon Street  Nelson BC V1L 4E7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-1933	<b>Email:</b> awilkey@futures.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Kootenay Cannabis Council supports the development of the legal cannabis sector by assembling people from all aspects of the cannabis industry, including government representatives, economic development practitioners, cannabis industry leaders, academics, and non-governmental organizations.

Together, the Council works to drive change and create a thriving regional cannabis sector by strengthening business development and employment opportunities and reducing stigma and misconceptions.

Currently, the cannabis industry is experiencing growing pains and financial distress. Cannabis businesses are often excluded from spaces where businesses get support. This includes not being able to access agricultural programs, even though many of the cannabis producers ...

**Grant Application:**

Total Grant Requested: \$ 2500	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 In 2021, \$15,000 from ETSI-BC; 8 RDCK Directors contributed \$14,400 from Community Development Grant pool. Of this, Andy Davidoff contributed \$1000 on behalf of Area I. Additionally, in fall 2021, Aimee Watson contributed \$3,000.

**Previous Community Development Grants Received – Year and Amount:**

2021, received \$17,400

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.

*AWilkey* Signed at:  
2023-03-23 17:40:35

Andrea Wilkey

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 2,500.00
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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.*

<b>Organization/Society Name:</b> Castlegar and District Chamber of Commerce	<b>Date of Application:</b> 03/27/2023
<b>Contact Name:</b> Tammy Verigin-Burk	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: Area J <input type="checkbox"/> Municipality: Castlegar
<b>Mailing Address:</b> Unit A 1810 8th Avenue  Castlegar B.C. V1N 2W6	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-9669	<b>Email:</b> cdcoed@castlegar.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..)*

To obtain thorough and current real data on the whole Castlegar and District (RDCK Areas I and J) Business Community (550+ businesses) that will identify sectors, diverse groups, detailed information on businesses (needs, issues) for the purpose of creation and implementation of effective strategies to support business diversification, expansion, sustainability and growth. Data will be inputted in to the Executive Pulse. BCEDA will be contracted to assist in development of BRE survey and Executive Pulse collection tool, training and support for this project. Strategies and subsequent workshops will be developed and implemented based on perceived urgency/need.

Prior work that has been done has been the development of a five year economic development strategy (attached). This strategy...

**Grant Application:**

<b>Total Grant Requested:</b> \$ 2,500	<b>Which funding criterial objective does this project meet?</b> <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> ETSI-BC \$30,000 Castlegar and District Chamber of Commerce/Destination Castlegar \$10,000 City of Castlegar \$10,000 (pending)	
<b>Previous Community Development Grants Received – Year and Amount:</b>	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-27 12:13:46

Tammy Verigin-Burk

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 2,500.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Kootenay Gallery of Art, History and Science	<b>Date of Application:</b> 02/04/2023
<b>Contact Name:</b> Joleen Kinakin	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: RDCK Area J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 120 Heritage Way  Castlegar BC V1N 4M5	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-3337	<b>Email:</b> Kootenaygallery@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 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 Kootenay Gallery is organizing a fundraiser, soup for the Cultured Soul, to be held on March 25, 2023. This event is held in support of our Gallery Relocation Project and is an exciting collaboration between the gallery, local restaurants, businesses and regional artists. We have 6 local chefs who will be supporting us with their gourmet soups, 15 - 20 local potters crafting soup bowls, and we are expecting 225 participants at our event.

Similar to last year, we will be offering this event through an in-home delivery format. Participants will receive a selection of soups to taste, bread, wine, chocolates, recipe booklet, tea towel, and a hand-crafted pottery bowl all carefully nestled in a wooden crate. Each crate will be personally delivered on March 25th to the host home for their enjoyment. All funds raised will be in support of our Gallery Relocation project.

**Grant Application:**

Total Grant Requested: \$ 2250.00	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:  
RDCK Area I - \$1500 (verbally confirmed)  
RDCK Area J - \$2250 (verbally confirmed)

Previous Community Development Grants Received – Year and Amount:  
2022 - \$1000 (area I) & \$2000 (area J) for this event

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-02-04 16:17:40

Joleen Kinakin

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 2,250.00
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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.*

<b>Organization/Society Name:</b> Deer Park Recreation Society	<b>Date of Application:</b> 03/08/2023
<b>Contact Name:</b> Doris Latta	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 7630 Broadwater Road  Castlegar BC V1N 4V8	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-8429	<b>Email:</b> d.latta@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 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 funds will be used for operating expenses for the fire hall and the fire trucks. This will pay for insurance for the trucks and the hall, propane for heating the hall.  
It will also pay for MVI's and big repairs to the trucks.

**Grant Application:**

Total Grant Requested: \$ 20000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:	

Previous Community Development Grants Received – Year and Amount:  
2021 - 15000.00

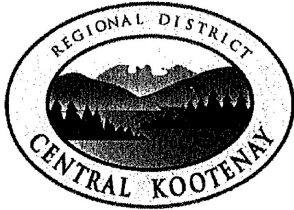
By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-03-08 16:00:01  
\_\_\_\_\_  
Signature

Doris Latta  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 20,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.	
<b>Organization/Society Name:</b> The Nakusp and District Chamber of Commerce (Nakusp Visitor Centre)	<b>Date of Application:</b> 03/21/2023
<b>Contact Name:</b> Sandra Dempsey-Koch	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> PO Box 387  Nakusp British Columbia V0G 1R1	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (403) 559-9324	<b>Email:</b> sdkpc@live.com

<b>Project/Service Description</b>
<p>Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) <i>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..)</i></p> <p>The Nakusp and District Chamber of Commerce operates the Nakusp Visitor Centre which is a vital source of information for community members, business and visitors. Our operations are currently part-time however with fund raising events that have been performed in the past we are able to service our community, business and visitors on an increased basis. To continue to meet the needs of the community, businesses and visitors we are having three fundraising events in 2023 to support the operations of the Visitor Centre. All three of these events are geared towards bringing the community and businesses together for social development. These events are a Community Connexion Expo (community meets businesses at the Nakusp Arena); Halloween haunted house (everyone is welcome with volunteers from the school; community and businesses) and a golf tournament (community and businesses).</p>

<b>Grant Application</b>	
Total Grant Requested: \$ 5,000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
No other funding sources

Previous Community Development Grants Received – Year and Amount:  
None

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at: 2023-03-21 12:51:09	Sandra Dempsey-Koch
Signature	Print Name

<b>Signature of Area Director</b> 	<b>Total Grant Approved \$</b>
<b>Board Approved Date:</b>	<b>Resolution #</b>

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2814

---

A Bylaw to repeal and replace the RDCK Municipal Ticketing Information System Bylaw No. 2423, 2014

---

WHEREAS The Regional District may implement a fine system bylaw.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

### APPLICATION

- 1 (1) The bylaws listed in Column 1 of Schedule A to this Bylaw may be enforced by means of a ticket in the form prescribed for the purpose as described in Section 264 of the *Community Charter*.
- (2) The persons appointed to the job positions or titles listed in Column 2 of Schedule A to this Bylaw are designated as bylaw enforcement officers pursuant to Section 264 of the *Community Charter* for the purpose of enforcing the bylaws listed in Column 1 of Schedule A. In addition employees or agents of any party with whom the Regional District contracts for bylaw enforcement services are designated as bylaw enforcement officers pursuant to section 264(1)(b) of the *Community Charter* for the purposes of enforcing the bylaws listed in Column 1 of Schedule A.
- (3) The words or expression of the designated bylaw set forth in Column 1 of Schedules B to this Bylaw identifies the offence committed under the bylaw section number appearing in Column 2.
- (4) The amount appearing in Column 3 of Schedules B to this Bylaw are fines set pursuant to Section 265(1) of the *Community Charter* for the corresponding offences designated in Column 1.
- (5) Pursuant to Section 265(2) of the *Community Charter*, if a fine amount established by this bylaw is not paid on or before the 30<sup>th</sup> day from the date on which the notice is served, the fine amount shall be increased by fifty percent.

### REPEAL

- 2 **“Regional District of Central Kootenay Municipal Ticketing Information Bylaw No.2423, 2014”**, and amendments thereto are hereby repealed.





## SCHEDULE A

### Municipal Ticketing Information Bylaw No. 2814, 2023.

Column No. 1	Column No. 2
Designated Bylaws	Designated Bylaw Enforcement Officers
<p>“Regional District of Central Kootenay Resource Recovery Facilities Regulatory Bylaw No. 2891, 2023” and any amendments thereto.</p>	<p>Royal Canadian Mounted Police (R.C.M.P)</p> <p>General Manager of Environmental Services or designated appointed employee of the R.D.C.K.</p> <p>Bylaw Enforcement Officer or designated appointed employee of the Regional District of Central Kootenay</p> <p>Conservation Officer</p>

## SCHEDULE B

### Municipal Ticketing Information Bylaw No. 2814, 2023.

Designated Bylaw:  
Regional District of Central Kootenay  
Resource Recovery Facilities Regulatory Bylaw No. 2891, 2023

OFFENCE	SECTION	FINE
		3 <sup>RD</sup> & SUBSEQUENT OFFENCE
Designated Bylaw No. 2891, 2023		
Column No. 1	Column No. 2	
Disposal of Prohibited Waste	3.5.1	\$1,000.00
Improper Disposal of Controlled Waste	3.5.2	\$1,000.00
Starting an Unauthorized Fire	3.6.15	\$1,000.00
Unauthorized Discharge of Firearm	3.6.17	\$1,000.00

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2855, 2022

---

A bylaw to repeal and replace the RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2441, 2015.

---

WHEREAS the Regional District may implement a fine system bylaw.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

### DEFINITIONS

**1** In this bylaw, unless the context otherwise requires:

**Act** means the *Local Government Bylaw Enforcement Act* and amendments hereto;

**Bylaw Notice** has the same meaning as in the *Act*;

**Early Payment** means an amount that reflects a discount deducted from the penalty as described in Section 6 of the *Act* and identified in Column A2 of Schedule A;

**Late Payment** means the amount due when a surcharge is added to the penalty as described in Section 6 of the *Act* and identified in Column A3 of Schedule A;

**Notice of Penalty** means a notice issued pursuant to Section 24 of the *Act*;

**Penalty** means the amount that the recipient is liable to pay in respect of a contravention of the related bylaw as identified in Column A1 of Schedule A;

**Regional District** means the Regional District of Central Kootenay;

**Registry** means the Regional District of Central Kootenay Bylaw Notice Dispute Adjudication Registry established pursuant to Part 8 of this Bylaw;

### TERMS

**2** The terms in the bylaw that are not defined in Section 1 have the same meaning as the terms defined in the *Act*.

## **BYLAW CONTRAVENTIONS**

- 3** The bylaw contraventions designated in Schedule A attached hereto and forming part of this bylaw may be dealt with by Notice of Bylaw Violation.

## **PENALTIES**

- 4** (1) The amount due for a bylaw contravention referred to in Section 3 is as follows:
- (a) Subject to subsections (b) and (c) of this Bylaw, the corresponding amounts set out in Column A1 of Schedule A;
- Discounted (Early) Payment Discount**
- (b) If payment of the penalty is received by the Regional District within 14 days of the person receiving or being presumed to have received the bylaw notice, the Discounted (Early) Payment Penalty set out in Column A2 of Schedule A applies;
- Late Payment Surcharge**
- (c) If payment of the penalty is received by the Regional District more than 28 days after the person has received or presumed to have received the bylaw notice, the Late Payment Penalty set out in Column A3 of Schedule A applies;
- Compliance Agreement**
- (d) If a compliance agreement is applicable, the Penalty percentage set out in Column A4 of Schedule A applies;

## **PERIOD FOR PAYING A DISPUTED NOTICE**

- 5** (1) A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice:
- (a) Pay the applicable amount of the Discounted (Early) Payment Penalty established in Section 4(b) of this bylaw by completing the payment portion of the Bylaw Notice, indicating the Discounted (Early) Payment option and delivering, with payment in full of that amount, either in person during regular office hours or by mail to the Regional District office; or
  - (b) Request dispute adjudication of the Bylaw Notice by completing the form on the reverse side of the Bylaw Notice and delivering it either in person during regular office hours or by mail to the Regional District of Central Kootenay, P.O. Box 590, 202 Lakeside Drive, Nelson, BC, V1L 5R4.
- (2) A person may pay the indicated penalty after 14 calendar days of receiving the notice, subject to the applicable surcharge for late payment in accordance with Section 4(c) of this bylaw but no person may dispute the notice after 14 calendar days of receiving the Bylaw Notice.

- (3) In accordance with the requirements of Section 25 of the *Act*, if within 14 days of having received a subsequent notice from the Regional District indicating the amount owing pursuant to a Bylaw Notice that was not delivered personally, a person may advise the Regional District, in writing, that he or she did not receive the original Bylaw Notice and the time periods established under Sections 4 and 5 of this bylaw do not begin until the day after the date that the second copy of the Bylaw Notice is issued to the person.

#### **BYLAW NOTICE DISPUTE ADJUDICATION SYSTEM**

- 6 (1) The Bylaw Notice Dispute Adjudication System is established in accordance with Section 14 of the *Act* to resolve disputes in relation to Bylaw Notices.
- (2) The civic address of the Bylaw Notice Dispute Adjudication System/Registry is 202 Lakeside Drive, Nelson, BC.
- (3) All processes, procedures, hearings and determinations will be in accordance with the *Act*. In the event of inconsistency between the *Act* and the bylaw, the *Act* shall apply to the extent of the inconsistency, but this bylaw shall not be deemed inconsistent if the person who complies with the bylaw does not, by this, contravene the *Act*.
- (4) The Registry will administer the dispute adjudication system and disputes will be heard by a bylaw notice dispute adjudicator in the circumstances prescribed in the *Act* and authorizing bylaws.
- (5) The Regional District shall enter into a contract with the Attorney General to provide an adjudicator from the provincial roster of adjudicators who will be assigned to individual disputes in the manner prescribed by established regulation.
- (6) Every person who is unsuccessful in dispute adjudication in relation to a bylaw notice or compliance agreement under the adjudication system established under this section must pay the Regional District an additional fee of \$25.00, as permitted under Section 23(2) of the *Act*, for the purpose of the Regional District recovering a portion of the costs of administering the Bylaw Notice Dispute Adjudication System.

#### **SCREENING OFFICERS**

- 7 (1) Pursuant to Section 10 of the *Act*, the position of Screening Officer is established.
- (2) Anyone within the following classes of persons may be appointed as a Screening Officer:
  - (a) Managers of the Regional District; and
  - (b) Persons designated as Bylaw Enforcement Officers under Section 9 of this Bylaw.

## **POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

- 8** (1) The powers, duties and functions of Screening Officers are as set out in the *Act* and its regulations, and include the following powers:
- (a) Where requested by the person against whom a contravention is alleged:
    - (i) Communicate information respecting the nature of the contravention;
    - (ii) Provide a copy or reference to the bylaw contravened;
    - (iii) Outline the facts on which the contravention allegation is based;
    - (iv) Confirm the penalty for a contravention;
    - (v) Where permitted, provide the opportunity to enter into a compliance agreement;
    - (vi) Provide the opportunity to proceed to the bylaw notice dispute adjudication system; and
    - (vii) Confirm the fee or fees payable in relation to late payments or the bylaw notice dispute adjudication system.
  - (b) To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the *Act*:
    - (i) The person against whom a contravention is alleged or their representative;
    - (ii) The officer issuing the Notice;
    - (iii) The complainant or their representative; or
    - (iv) The Regional District staff and records regarding the disputant's history of bylaw compliance.
  - (c) Where permitted, to prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including establishing terms and conditions for compliance the Screening Officer considers necessary or advisable, including timing of payment of penalties and achieving compliance with the bylaw;
  - (d) To provide for payments of a reduced penalty if a compliance agreement is entered into, as provided by Column A4 of Schedule A; and
  - (e) To cancel bylaw notices in accordance with the *Act* or Regional District policies and guidelines.
- (2) The bylaw contraventions in relation to which Screening Officer may enter into a compliance agreement are indicated in Column A4 of Schedule A.
- (3) The maximum duration of a compliance agreement is one year.

## **BYLAW ENFORCEMENT OFFICERS**

- 9** (1) For the purposes of this bylaw, Bylaw Enforcement Officer means any of the following:
- (a) Members of a municipal police force;

- (b) Members of the Royal Canadian Mounted Police;
  - (c) Local Assistants to the Fire Commission under Section 6 of the *Fire Services Act*;
  - (d) Fire Chief or Deputy Fire Chief; or
  - (e) Persons appointed as Bylaw Enforcement Officers, Building Inspectors, Animal Control Officers or other persons acting in another capacity on behalf of the Regional District for the purpose of enforcement of one or more of the Regional District's bylaws.
- (2) No person shall obstruct or interfere with a Bylaw Enforcement officer in the exercise or performance of their powers, duties or functions under this Bylaw and *Act*.

**FORM OF BYLAW NOTICE**

- 10** The Regional District may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the *Act*.

**SCHEDULES**

- 11** The following schedules are designated to and form part of this bylaw:

- Schedule A:** Designated Bylaw Contraventions and Penalties
- Schedule B:** Compliance Agreement

**REPEAL**

- 12** “**Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2441, 2015**” and any amendments thereto are hereby repealed.

**SEVERABILITY**

- 13** If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

**CITATION**

- 14** This bylaw may be cited for all purposes as “**Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2855, 2023.**”

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023





## SCHEDULE A: APPENDICES INDEX

<b>APPENDIX</b>	<b>BYLAW</b>	<b>BYLAW NO.</b>
Appendix 1	Unsightly Property Bylaw	No. 1687, 2004
Appendix 2	Noise Control Bylaw	No. 2440, 2015
Appendix 3	Nuisance Bylaw	No. 2043, 2009
Appendix 4	E/F Dog Control Regulatory Bylaw	No. 2387, 2014
Appendix 5	Specified Portions I/J Dog Control Bylaw	No. 2388, 2014
Appendix 6	Define Area K Dog Control Bylaw	No. 2389, 2014
Appendix 7	Building Bylaw	No. 2200, 2010
Appendix 8	Soil Removal/Deposit Bylaw	No. 1183, 1996
Appendix 9	Parks Regulation Bylaw	No. 2173, 2011
Appendix 10	Manufactured Home Parks Bylaw	No. 1082, 1995
Appendix 11	A: Comprehensive Land Use Bylaw	No. 2315, 2013
Appendix 12	B: Comprehensive Land Use Bylaw	No. 2316, 2013
Appendix 13	C: Comprehensive Land Use Bylaw	No. 2317, 2013
Appendix 14	Zoning Bylaw	No. 1675, 2004
Appendix 15	Salmo River Valley Electoral Area G Land Use	No. 2452, 2018
Appendix 16	Electoral Area D Comprehensive Land Use Bylaw	No. 2435, 2016
Appendix 17	Resource Recovery Facilities Regulatory Bylaw	No. 2891, 2023
Appendix 18	Regional District of Central Kootenay Water Bylaw	No. 2824, 2022

**Schedule A**  
**APPENDIX 1**  
**Unsightly Property Bylaw No. 1687, 2004**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
3(a)	Permit Property to Become or Remain Unsightly	100	75	175	30%
3(b)	Permit Rubbish or Water to Collect or Accumulate	100	75	175	30%
3(b)	Permit Noxious, Offensive or Unwholesome Matter to Collect or Accumulate	100	75	175	30%
3(c)	Deposit Bottles, Broken Glass or Rubbish in Open Place	100	75	175	30%
3(d)	Place Graffiti or Allow to Remain	100	75	175	30%

**Schedule A**  
**APPENDIX 2**  
**Noise Control Bylaw No. 2440, 2015**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
3	Noise Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(a)	Amplification Equipment Noise Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(a)	Shouting or Singing Noise Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(b)	Electronics/Music Noise Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(c)	Animal/Bird Noise Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(d)	Vehicle Noise Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(e)	Idling Engine For Longer Than 10 Minutes 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
4.1(f)	Construction During Off Hours 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A
7	Obstruct Bylaw Enforcement Officer 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	30% N/A

**Schedule A**  
**APPENDIX 3**  
**Nuisance Bylaw No. 2043, 2009**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
3(a)	Cause a Nuisance 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	75 175	175 275	30% N/A
3(c)	Fail to Remove or Correct Nuisance 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	75 175	175 275	30% N/A
4(a)	Obstruct Authorized Entry 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	75 175	175 275	30% N/A

**Schedule A**  
**APPENDIX 4**  
**E/F Dog Control Regulatory Bylaw No. 2387, 2014**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
Part II - 1(a)	Dog at Large 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 250	75 225	175 325	30% N/A
Part II - 1(b)	Dog in Public Place Without Restraint 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 250	75 225	175 325	30% N/A
Part II - 3(a)	Fail to Muzzle and Leash Dangerous Dog 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 500	175 475	275 500	N/A N/A
Part II - 3(b)	Fail to Securely Confine Dangerous Dog 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	250 500	175 475	275 500	N/A N/A
Part II - 3(c)	No Posted Sign for Dangerous Dog 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 250	75 225	175 325	30% N/A
Part II - 4	Fail to Muzzle Dog While Off Owner's Property 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 250	75 225	175 325	N/A N/A
Part II - 5(a)	Fail to Confine Female Dog While in Heat 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 250	75 225	175 325	30% N/A
Part II - 5(b)	Fail to Leash Female Dog While in Heat 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 250	75 225	175 325	30% N/A
Part II - 6	Barking Dog Which Disturbs 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	75 475	175 500	30% N/A
Part V - 2	Obstruct Authorized Entry 1 <sup>st</sup> & 2 <sup>nd</sup> Offence	100	75	175	30%

**Schedule A**  
**APPENDIX 4**  
**E/F Dog Control Regulatory Bylaw No. 2387, 2014**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
	3 <sup>rd</sup> & Subsequent	500	475	500	N/A

**Schedule A**  
**APPENDIX 5**  
**Specified Portions of I/J Dog Control Bylaw No. 2388, 2014**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
Part II - 1(a)	Dog at Large	100	75	175	30%
Part II - 1(b)	Dog in Public Place Without Restraint	100	75	175	30%
Part II - 3(a)	Fail to Muzzle and Leash Dangerous Dog	250	225	325	N/A
Part II - 3(b)	Fail to Securely Confine Dangerous Dog	250	225	325	N/A
Part II - 3(c)	No Posted Sign for Dangerous Dog	100	75	175	N/A
Part II - 4	Fail to Muzzle Dog While Off Owner's Property	100	75	175	N/A
Part II - 5(a)	Fail to Confine Female Dog While in Heat	150	125	225	30%
Part II - 5(b)	Fail to Leash Female Dog While in Heatt	100	75	175	30%
Part II - 6	Barking Which Disturbs	100	75	175	N/A
Part II - 8(b)	Fail to Provide Adequate Shelter	100	75	175	N/A
Part II - 8(c)	Fail to Provide Adequate Sun Shade	100	75	175	N/A
Part II - 8(d)	Fail to Remove Excrement	100	75	175	N/A
Part II - 9	Harbour More than two (2) Dogs	100	75	175	N/A
Part V - 2	Obstruct Authorized Entry	100	75	175	N/A

**Schedule A**  
**APPENDIX 6**  
**Defined Area K Dog Control Bylaw No. 2389, 2014**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
Part II - 1(a)	Dog at Large	100	75	175	30%
Part II - 1(b)	Dog in Public Place Without Restraint	100	75	175	30%
Part II - 3(a)	Fail to Muzzle and Leash Dangerous Dog	200	175	275	N/A
Part II - 3(b)	Fail to Securely Confine Dangerous Dog	250	225	325	N/A
Part II - 3(c)	No Posted Sign for Dangerous Dog	100	75	175	N/A
Part II - 4	Fail to Muzzle Dog While Off Owner's Property	100	75	175	30%
Part II - 5(a)	Fail to Confine Female Dog While in Heat	150	125	225	30%
Part II - 5(b)	Fail to Leash Female Dog While in Heat	100	75	175	30%
Part II - 6	Barking Which Disturbs	100	75	175	30%
Part II - 8(b)	Fail to Provide Adequate Shelter	100	75	175	30%
Part II - 8(c)	Fail to Provide Adequate Sun Shade	100	75	175	30%
Part II - 8(d)	Fail to Remove Excrement	100	75	175	30%
Part V - 2	Obstruct Authorized Entry	100	75	175	30%



**Schedule A**  
**APPENDIX 7**  
**Building Bylaw No. 2200, 2010**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
6.1	Fail to Obtain Building or Plumbing Permit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
6.2	Occupy Without an Occupancy Permit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
6.4	Tamper With Notice 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
6.5	Doing Construction that is at Variance with Permit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
6.6	Obstruct Entry of Building Inspector 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.4	Fail to Obtain Inspection and Receive Acceptance Prior to Concealing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
20.2	Fail to Provide Proper Fencing Around Swimming Pool 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
22.5	Fail to Obey Stop Work Order 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
22.7	Fail to Comply With a Do Not Occupy Notice 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

**Schedule A**  
**APPENDIX 8**  
**Soil Removal / Disposal Bylaw No. 1183, 1996**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
1(b)(i)	Remove Soil Without Permit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1(b)(ii)	Deposit Soil Without Permit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
2(a)	Obstruct Authorized Entry 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
4(a)	Fail to Meet Conditions of Permit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**  
**APPENDIX 9**  
**Parks Regulation Bylaw No. 2173, 2011**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
4 5	Obstruct Authorized Personnel	200	200	275	N/A
7	In Park After Hours	150	150	225	N/A
10	Post Unauthorized Notice / Sign in Park	100	100	175	N/A
11	Riding / Leading Unauthorized Animal in Park	150	100	225	N/A
12	Allowing any Animal to Be at Large in Park	150	100	225	N/A
13(a)	Fail to Keep Dog Under Control in Park	200	175	275	N/A
13(b)	Unleashed Dog in Park	175	150	250	N/A
13(c)	Fail to Remove / Restrain Dog in Park	250	200	275	N/A
13(e)	Fail to Remove Feces in Park	150	100	175	N/A
14	Equine or Other Animal Used for Packing in Unauthorized Area	100	100	175	N/A
15	Fail to Remove Manure in Park	100	100	175	N/A
16	Unauthorized Overnight Camping / Mooring in Park	250	200	275	N/A
18	Camp in Park Beyond Authorized Time Limit	100	100	175	N/A
19(b)	Possess / Consume Liquor in Unauthorized Location in Park	250	200	275	N/A
21	Damage or Destroy Structures or Natural Material in Park	450	400	475	N/A
22	Fire in Other than Designated Fire Ring or Receptacle, or Where Prohibited in Park	300	300	375	N/A
23	Damage Vegetative Growth in Park to Start Fire	150	100	175	N/A

**Schedule A**  
**APPENDIX 9**  
**Parks Regulation Bylaw No. 2173, 2011**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
24	Unattended Fire in Park	500	500	500	N/A
25	Burning Unsuitable Materials in Park	300	300	300	N/A
26	Unauthorized Hunting / Harassing of Wildlife in Park	500	500	500	N/A
26	Unauthorized Discharge of Firearm, Bow or Crossbow in Park	500	500	500	N/A
27	Unauthorized Deposit of Litter or Other Waste in Park	150	100	175	N/A
28	Transport Litter or Other Waste to Park for Disposal	200	200	275	N/A
31	Hinder Authorized Personnel	200	150	275	N/A
32	Unauthorized Commercial Use in Park	300	250	375	N/A
33	Conduct or Hold Special Use Without a Park Use Permit in Park	300	250	375	N/A
34	Park Use Permit Area Unsightly	300	250	375	N/A
35(a)	Activity Not Confined to Permit Regulations	150	100	175	N/A
35(b)(i-v)	Non-Compliance with Park Use Permit	250	200	275	N/A
39	Unauthorized Storage in Park	200	150	275	N/A
40	Bicycles off Designated Area/Trail in Park	150	100	175	N/A
41(a)	Operate Motor Vehicle Below Natural Boundary in Park	200	200	275	N/A
41(b)	Motor Vehicle in Unauthorized Use Area of Park	450	400	475	N/A

**Schedule A**  
**APPENDIX 9**  
**Parks Regulation Bylaw No. 2173, 2011**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
41(c)	Motorized Vehicle Operating in Unauthorized Areas	450	400	475	N/A
41(d)	Obstruct Free Use And Enjoyment in Park	300	250	375	N/A
41(e)	Unauthorized Parking of Motor Vehicle in Park	100	75	150	N/A
43	Operate a Watercraft Within a Swimming Area in Park	400	400	475	N/A
44	Use of Motorized Watercraft Within 30 Metres of a Swimming Area in Park	200	200	275	N/A
45	Unauthorized Mooring or Storage of Watercraft in Park	300	300	375	N/A
47 48	Watercraft in Park Out of Permitted Hours	200	150	275	N/A
48	Unauthorized Overnight Moorage in Park	300	300	375	N/A
49	Disposing Rubbish Overboard or on Moorage	150	100	175	N/A
51	Unauthorized Aircraft in Park	200	150	275	N/A
52	Unauthorized Fireworks, Firecrackers or Explosive Materials in Park	350	300	375	N/A

**Schedule A**  
**APPENDIX 10**  
**Manufactured Home Parks Bylaw No. 1082, 1995**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
5.1	Obstruct Authorized Entry 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
6.1(1)	Illegal Manufactured Home Park 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
6.1(2) 8.3(1) 9.5(1) 9.5(2)(a) 9.5(2)(b)	Unauthorized Location of Manufactured Home, Building or Ancillary Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
6.6(1)	Fail to Post Plan 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
7.1(1) A - f	Unauthorized Use of Land, Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
7.2(1)	Oversized Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
7.4(1)	Exceeds Maximum Density 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
7.5(1)	Insufficient Buffer Area 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
7.5 (2) (a – e)	Unauthorized Use of Buffer Area 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
7.6(1)	Insufficient Parking Spaces 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**  
**APPENDIX 10**  
**Manufactured Home Parks Bylaw No. 1082, 1995**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
8.3(1)(c) 9.5(3)	Over Height Buildings 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
8.6(1)	Improper Garbage / Refuse Disposal 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
8.8(2)	Permit Refuse to Accumulate 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
9.6(1)	Oversized Addition 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.2	Obstruct Vision at Intersection 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.17 18.18 18.20	Unauthorized Location of Principal or Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.19	Portable Sawmill Located Within 100 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.25 18.39 21.15	Proprietor or Owner Not in Residence 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.26	Home Based Business not Contained Within a Dwelling Unit or Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.27 18.28	Oversized Home Based Business 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.29 18.30 18.40 21.18	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.31	Unauthorized Changes to External Appearance of Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.31(a) 18.31(b) 18.41(a) 18.41(b)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A



**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.32 21.19	Outdoor Storage Not Screened as Required 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.33 21.21	More Noise, Traffic, Vibration, Smoke, Odour, Glare or Electrical Interference or Emissions than Normally Associated with Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.34 18.11 20.11 21.11 22.13 24.14 24.15 25.14 25.15 29.4(a) 29.4(b) 29.4(c) 30.5(a) 30.5(b) 30.5(c) 31.4(a) 31.4(b) 31.4(c) 31.5 34.4 36.3	Insufficient Setback From Lot Lines 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.35(a) 18.35(b)	Repair Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.36	Taking Care of More Than 8 Individuals at one Time - Home Occupations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18,37 21.20	Retail Sale of Products Not Made on Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.38 19.14 20.18 21.29 22.18	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.42	Bed and Breakfast Not Confined to Principal Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.43 18.44	Sleeping Rooms over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.45	Camping Site Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.46 18.47	Unauthorized Camping Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.50	Unauthorized Use on Tourist Camping Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.51	Outdoor Storage of Wrecked Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.53 (a) (b) (c)	Shipping Containers Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.55	Shipping Containers Not Screened 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.73	More Than 1 Vehicle Over 4,000 kg g.v.w 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.73	More Than 2 Recreation Vehicles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
21.12 22.14	Cannabis Micro-Cultivation, Cannabis Micro Processing or Cannabis Nursery in Dwelling Place 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
25.16	Over-height Building or Structure Used For Cannabis Cultivation or Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
25.17 25.18	Cannabis Micro-Cultivation, Cannabis Processing or Cannabis Nursery Over Sized 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
18.76	Insufficient Off Street Loading Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.78(a) 18.78(b)	Keeping Farm Animals Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.78(a)	Roosters Kept on Lot Less Than 0.4 Hectares 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.78(a) 18.78(b) 18.78(c) 25.7	Unauthorized Location of Animal Shelter or Enclosures or Troughs or Manure Piles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.83	Unauthorized Location of Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.84(a) 18.84(b) 18.84(c)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.84(d)	Illegal Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.102(a) 18.102(b) 18.104 18.106 23.3 24.4 26.5 27.4 28.4 29.6 30.7 31.7 33.5 36.4	Insufficient Landscape Screening 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
19.1 20.1 21.1 22.1 23.1 24.1 25.1 26.1 27.1 28.1 29.1 30.1 31.1 32.1 33.1 34.1 35.1 36.1 37.1 38.1	Unauthorized Use of Land, Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.3 20.4 21.3 22.3 24.3 25.3 26.3 27.3 28.3 29.3 30.4 33.3	Exceeds Maximum Site Coverage 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.6	Farm Animals/Poultry Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
26.4	Commercial Floor Area Exceeds 500 Square Metres 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.7 25.16 29.5 30.6 31.6	Overheight Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.8 20.8 21.8 22.10	Overheight Accessory Building or Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.9 19.10 20.9 20.10 21.9 22.11 22.12 33.4	Oversized Accessory Building or Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.13 20.11	Accessory Dwelling Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.13(b) 20.11(b) 21.10 21.26 (b) 22.11 11.15 (b)	Oversized Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.13(c) 20.11(c)	Vehicle Used as Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.14 20.12 20.17 21.28 22.17	Insufficient Separation Distance 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
19.15 20.13 20.18 21.29 22.18	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.16 20.14	Accessory dwelling Used for Tourist Accommodation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
25.5	Unauthorized Use of Farmworker Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
20.15(b) 21.26 22.15	Temporary Guest Cabin Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
21.27 22.16	Recreation Vehicle Used as Temporary Guest Accommodation Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
21.14	Portable Sawmill Engine Over 42 Horsepower 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
21.17 22.6	Portable Sawmill or Small Scale Wood Product Manufacturing Located Within 30 Meters of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
21.22	Portable Sawmill or Wood Product Manufacturing Operating Out of Permitted Hours 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
21.23	Operating Sawmill or Wood Product Manufacturing on Sunday or Holiday 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.7 25.10	Insufficient Setback For Kennel Building From a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.7 25.10	Kennel Dogs Out Of Building Between 8 pm and 7 am 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.8 25.11	Number of Kennel Dogs over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
25.5(b)	Manufactured Home Not Removed Within 90 days 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
25.9(b)	Unauthorized Location of Small Scale Food Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
26.4	Commercial Floor Exceeds 500 Square Meters 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
31.5	Equipment or Machinery Used For Mineral Resource or Concrete Plant or Asphalt Plant Located Within 75 Meters of a Residential Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A



**Schedule A**

**APPENDIX 11**

**A: Comprehensive Land Use Bylaw No. 2315, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
34.4	Rifle or Archery or Trap and Skeet Range Located Within 25 Meters of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
36.3	Processing Operation Located Within 100 Meters of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
16.2	Obstruct Vision at Intersection 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.17 16.20	Unauthorized Location of Principal or Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.18	Unauthorized Location of Buildings or Structures From a Lot Line Adjacent to Agriculture Land Reserve 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.19	Portable Sawmill Located Within 100 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.27	Home Based Business not Contained Within a Dwelling Unit or Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.28 16.29	Oversized Home Based Business 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16. 16.31 19.17	Bed and Breakfast Not Confined to Principal Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
16.32	Unauthorized Changes to External Appearance of Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.32(a) 16.32(b)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.33 19.17(g)	Outdoor Storage Not Screened as Required 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.34 19.17(i)	More Noise, Traffic, Vibration, Smoke, Odour, Glare or Electrical Interference or Emissions than Normally Associated with Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
16.35 19.11 20.12 23.13 23.14 24.13 24.14 25.12 25.13 29.4(a) 29.4(b) 29.4(c) 30.5(a) 30.5(b) 30.5(c) 31.4(a) 31.4(b) 31.4(c) 33.4(a) 33.4(b) 33.4(c)	Insufficient Setback From Lot Lines 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.36(a) 16.36(b)	Repair Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.37	Taking Care of More Than 8 Individuals at one Time - Home Occupations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.39 17.14 18.10 19.17(h) 19.19	Retail Sale of Products Not Made on Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.26 16.40 19.17(c)	Proprietor or Property Owner Not in Residence 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
16.30 16.31 16.41 19.17(f)	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.32 16.42	Unauthorized Changes to External Appearance of Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.32(a) 16.32(b) 16.42(a) 16.42(b)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.43	Bed and Breakfast Not Confined to Principal Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.44 16.45	Sleeping Rooms Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.46	Camping Sites Over Allowed Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.47 16.48	Unauthorized Camping Sites 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.51	Unauthorized Use on Tourist Camping Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.6	Accessory Dwelling Used for Tourist Accommodation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
23.6 24.6 25.6	Unauthorized Use of Farmworker Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.52	Outdoor Storage of Wrecked Vehicles Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.54(a) 16.54(b) 16.54(c)	Shipping Containers Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.56	Shipping Containers Not Screened 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.74	More Than 1 Vehicle Over 4000 Kg G.V.W. 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.74	More Than 2 Recreation Vehicles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.77	Insufficient Off Street Loading Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.39 17.15 18.13 19.15	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.79(a) 16.79(b)	Keeping of Farm Animals Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section		Description	A1	A2	A3	A4
		The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
16.79(c) 23.8 24.8 25.8		Unauthorized Location of Animal Shelter or Enclosures or Troughs or Manure Piles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.84		Unauthorized Location of Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.85(a) 16.85(b) 16.85(c)		Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.85(d)		Illegal Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.103 (a) 16.103 (b) 16.105 16.107	21.3 22.4 26.5 27.4 28.4 29.6 30.7 31.7 35.5 38.4	Insufficient Landscape Screening 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.1 18.1 19.1 20.1 21.1 22.1 23.1 24.1 25.1 26.1 27.1 28.1	29.1 30.1 31.1 32.1 33.1 34.1 35.1 36.1 37.1 38.1 39.1 40.1	Unauthorized Use of Land, Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.3 18.4 19.3 20.3 22.3 23.4 24.4 25.4	26.3 27.3 28.3 29.3 30.4 31.3 33.3 35.3 Exceeds Maximum Site / Lot Coverage	200 400	175 375	275 475	30% N/A
32.5	Exceeds Maximum Lot Coverage 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.6	Farm Animals Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
16.25 17.7 29.5 30.6 31.6 32.6 33.2	Over height Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.8 18.8 19.8 20.9	Over height Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.9 17.10 18.9 18.10 19.9 19.10 20.10 20.11 35.4	Oversized Accessory Building or Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A



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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.13 18.11 19.13	Accessory Dwelling Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.13(b) 18.11(b) 19.13(b)	Oversized Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.13(c) 18.11(c) 19.13(c)	Vehicle Used as Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.14 18.12 19.14	Insufficient Separation Distance 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.16 18.14 19.16	Accessory Dwelling Used For Tourist Accommodations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.12 20.13	Cannabis Micro-Cultivation, Cannabis Micro Processing or Cannabis Nursery in Dwelling Place 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
23.15 24.15 25.14	Over-height Building or Structure Used For Cannabis Cultivation or Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
23.16 23.17 24.16 24.17 25.15 25.16	Cannabis Micro-Cultivation, Cannabis Processing or Cannabis Nursery Over Sized 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
19.17 (b)	Portable Sawmill Engine Over 42 Horsepower 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.17(j)	Portable Sawmill or Small Scale Wood Product Manufacturing Operating Outside of Permitted Hours 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.17(e) 20.6	Portable Sawmill or Small Scale Wood Product Manufacturing Located Within 30 Meters of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.17(k)	Operating Sawmill of Small Scale Wood Manufacturing on Sunday or Statutory Holiday 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
20.7 23.12 24.11	Insufficient Set Back for Kennel Building from a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
23.12 24.11	Kennel Dogs Out Of Building Between 8 pm and 7 am 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
23.5 24.5 25.5	Unauthorized Single Detached or Duplex dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**B: Comprehensive Land Use Bylaw No. 2316, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
23.10 24.12(b) 25.11(b)	Unauthorized Location of Small Scale Food Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
26.4	Commercial Floor Area Exceeds 500 Square Metres 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
31.5	Equipment or Machinery Used for Mineral Resource or Concrete Plant or Asphalt Plant Located Within 75 Metres of a Residential Zone 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
36.4	Rifle or Archery or Trap and Skeet Range Located Within 25 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
38.3	Processing Operation Located Within 100 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**APPENDIX 13**  
**C: Comprehensive Land Use Bylaw No. 2317, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.2	Obstruct Vision at Intersection 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.17 17.18 12.20	Unauthorized Location of Principal or Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.19	Portable Sawmill Located Within 100 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.26	Home Based Business not Contained Within a Dwelling Unit or Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.27 17.28	Oversized Home Based Business 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.29 17.30 17.40 20.17(f)	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.31 17.41	Unauthorized Changes to External Appearance of Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.31(a) 17.31(b) 17.41(a) 17.41(b)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**C: Comprehensive Land Use Bylaw No. 2317, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.32 20.17(g)	Outdoor Storage Not Screened as Required 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.33 20.17(i)	More Noise, Traffic, Vibration, Smoke, Odour, Glare or Electrical Interference or Emissions than Normally Associated with Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.34 17.54 20.11 21.11 24.13 24.14 25.13 25.14 26.13 26.14 29.4(a) 29.4(b) 29.4(c) 30.5(a) 30.5(b) 30.5(c) 31.4(a) 31.4(b) 31.4(c)	Insufficient Setback From Lot Lines 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.35(a) 17.35(b)	Repair Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**C: Comprehensive Land Use Bylaw No. 2317, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.36	Taking Care of More Than 8 Individuals at one Time - Home Occupations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.37 20.17(h)	Retail Sale of Products Not Made on Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.38 18.15 19.13 20.15	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.25 17.39	Proprietor or Property Owner Not in Residence 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.42	Bed and Breakfast Not Confined to Principal Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.43 17.44	Sleeping Rooms Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.45	Camping Sites Over Allowed Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.46 17.47	Unauthorized Camping Sites 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.50	Unauthorized Use on Tourist Camping Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**C: Comprehensive Land Use Bylaw No. 2317, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.51	Outdoor Storage of Wrecked Vehicles Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.53(a) 17.53(b) 17.53(c)	Shipping Containers Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.55	Shipping Containers Not Screened 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.73	More Than 1 Vehicle Over 4000 Kg G.V.W. 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.73	More Than 2 Recreation Vehicles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.76	Insufficient Off Street Loading Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.78(a) 17.78(b)	Keeping of Farm Animals Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.78(c) 24.8 25.8 26.8	Unauthorized Location of Animal Shelter or Enclosures or Troughs or Manure Piles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.83	Unauthorized Location of Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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**C: Comprehensive Land Use Bylaw No. 2317, 2013**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
17.84(a) 17.84(b) 17.84(c)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
17.100 17.102(a) 17.102(b) 103 104 106 22.3 23.4 27.5 28.4 29.6 30.7 31.7 32.4 34.5	Insufficient Landscape Screening 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.1 29.1 19.1 30.1 20.1 31.1 21.1 32.1 22.1 33.1 23.1 34.1 24.1 35.1 25.1 36.1 26.1 37.1 27.1 38.1 28.1	Unauthorized Use of Land, Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.3 26.4 19.4 27.3 20.3 28.3 21.3 29.3 23.3 30.4 24.4 31.3 25.4 34.3	Exceeds Maximum Site / Lot Coverage 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A



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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.6	Farm Animals Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.7 29.5 30.6 31.6	Over height Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.8 19.8 20.8 21.8	Over height Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.9 18,10 19.9 19.10 20.9 20.10 34.4	Oversized Accessory Building or Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.13 19.11 20.13	Accessory Dwelling Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.13(b) 19.11(b) 20.13(b) 21.9 21.10	Oversized Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.13(c) 19.11(c) 20.13(c)	Vehicle Used as Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
18.14 19.12 20.14	Insufficient Separation Distance 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.16 19.14 20.16	Accessory Dwelling Used for Tourist Accommodation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
20.17(b)	Portable Sawmill Engine over 42 Horsepower 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
20.17(c)	Property Owner Not in Residence 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.6 20.7 20.17(e) 21.5	Portable Sawmill or Small Scale Wood Product Manufacturing Located Within 30 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
20.17(j)	Portable Sawmill or Small Scale Wood Product Manufacturing Operating Outside of Permitted Hours 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
20.17(k)	Operating Sawmill of Small Scale Wood Manufacturing on Sunday or Statutory Holiday 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
21.6 24.11 25.11 26.11	Insufficient Set Back for Kennel Building from a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
24.5 25.5 26.5	Unauthorized Single Detached or Duplex dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
24.10 25.10 26.10	Unauthorized Location of Small Scale Food Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
27.4	Commercial Floor Area Exceeds 500 Square Metres 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
31.5	Equipment or Machinery Used for Mineral Resource or Concrete Plant or Asphalt Plant Located Within 75 Metres of a Residential Zone 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
35.4	Rifle or Archery or Trap and Skeet Range Located Within 25 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
32.3	Processing Operation Located Within 100 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
19.12 20.12 21.12	Cannabis Micro-Cultivation in Dwelling Place 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
24.15 25.15 26.15	Over-height Building or Structure Used For Cannabis Cultivation or Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence	200	200	200	30%

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
	3 <sup>rd</sup> & Subsequent	400	400	400	N/A
24.16 24.17 25.16 25.17 26.16 26.17	Cannabis Micro-Cultivation, Cannabis Processing or Cannabis Nursery Over Sized 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
24.5 25.5 26.5	Oversized Farm Worker Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A
24.12(b) 25.12(b) 26.12(e)	Insufficient Setback From Lot Lines for Farm Product Processing Involving Livestock 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	200 400	200 400	30% N/A

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**Zoning Bylaw No. 1675, 2004**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
402.1	Obstruct Authorized Entry 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
601	Obstruct Vision at Intersection 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
605.1 605.2 605.4 605.5	Unauthorized Location of Principal or Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
605.3 1201.6 1602.8 1901.6	Insufficient Setback From Lot Lines - Portable Sawmill 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.2	Home Based Business not Contained Within a Dwelling Unit or Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.3 607.4	Oversized Home Based Business 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.5 607.6 608.2 1702.6 3102.7	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.7 608.3	Unauthorized Changes to External Appearance of Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
607.7(a) 607.7(b) 608.3(a) 608.3(b)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.8 1702.7 3102.8	Outdoor Storage Not Screened as Required 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.9 1702.9 3102.10	More Noise, Traffic, Vibration, Smoke, Odour, Glare or Electrical Interference or Emissions than Normally Associated with Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
607.10 1501.12 1601.12 1701.10 1801.12 1901.11 2701.7 2701.9(d) 2702(1)(2) 2802.1 2802.2 2902.1 2902.2 3002.1 3002.2 3102.6 3103.1 3103.2 3801.4(a) 3801.4(b) 3901.4(d) 3901.4(e) 4001.3(a)(b)(c) 4101.4(a)(b)(c) 4201.3(a)(b)(c) 5401.7	Insufficient Setback From Property Lines 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.11(a) 607.11(b)	Repair Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.12B	Taking Care of More Than 6 Individuals at one Time - Home Occupations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.13 1702.8 3102.9	Retail Sale of Products Not Made on Site 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
607.14 1002.4 1302.4 1303.4 1402.4 1703.4 1902.5 2002.5 3601.12 3701.8 3801.5 3901.5	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
612.1 612.2 (a) to (g)	Insufficient Off Street Loading Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
607.1 608.1 1702.3 3601.10 3701.6 1302.4	Proprietor or Property Owner Not in Residence 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
608.4	Bed and Breakfast Not Confined to Residence 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
608.5 608.6	Sleeping Rooms Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
608.7	Camping Sites Over Allowed Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
608.8	Unauthorized Camping Sites 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A



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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
609	Outdoor Storage of Wrecked Vehicles Over Permitted Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
610A.1(a) 610A.1(b) 610A.1(c)	Shipping Containers Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
610A.4	Shipping Containers Not Screened 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
610B.1	More Than 2 R.V. Being Stored or Parked 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
610B.2	Recreational Vehicle Connected to Services Associated With Principal or Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
611.18	More Than 2 RV Units or More Than 1 Vehicle Over the GVW of 4,000 kg on Property 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	75 375	275 475	30% N/A
612.1 612.2(a) to (g)	Insufficient Off Street Loading Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
613.1(a)(i) 613.1(a)(ii) 613.1(a)(iii)	Keeping of Farm Animals Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
613.1(a) 2701.5 2801.5 2901.5 3001.5 3101.5	Unauthorized Location of Animal Shelter or Enclosures or Troughs or Manure Piles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
618.1	Unauthorized Location of Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
618.2(a) 618.2(b) 618.2(c)	Oversized Advertisement Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
622.3(a) 622.3(b) 622.5 622.7 2101.2 2201.3 4001.5 4101.6 4102.6 4301.3 5001.3 5301.4 5401. 3201.4 3301.3 4301.3	Insufficient Landscape Screening 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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		The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
700	3100	Unauthorized Use of Land, Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200	175	275	30%
800	3200					
900	3300					
1000	3400					
1100	3600					
1200	3700					
1300	3800					
1400	3900					
1500	4000					
1600	4100					
1800	4200					
1900	4300					
2000	4400					
2100	4500					
2200	4600					
2300	4700					
2400	4800					
2500	4900					
2600	5000					
2700	5100					
2800	5200					
2900	5300					
3000	5400	400	375	475	N/A	

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	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
701.2 2501.2 701.3 2601.5 801.2 2701.2 801.3 2801.2 901.2 2901.2 901.3 3001.2 1001.2 3101.3 1001.3 3201.2 1101.3 3301.2 1201.4 3401.2 1301.3 3601.7 1401.3 3701.3 1501.2 3801.3 1601.4 3901.3 1701.2 4001.2 1801.2 4101.3 1901.2 4201.2 2001.2 4601.2 2201.2 5301.3 2301.2 5401.6 2401.3	Exceeds Maximum Site / Lot Coverage 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
701.5 801.5 901.6 1001.5 2501.5 2601.	Farm Animals or Poultry Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
701.6 801.6 901.7 1001.6 2501.6 3801.8 3901.8 4001.4 4101.5 4201.5 2702.3 2807.3 2902.3 3002.3 3103.3	Over height Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
701.7 801.7 901.8 1001.7 1001.9 1202.8 1301.7 1401.7 1501.9 1601.9 1701.7 1801.9 1901.8 2501.7	Over height Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
701.8 701.9 801.8 801.9 901.9 901.10 1001.8 1001.9 1101.10 1101.11 1201.9 1201.10 1301.8 1301.9 1401.8 1401.9 1501.10 1501.11 1601.10 1601.11 1701.8 1701.9 1801.10 1801.11 1901.9 1901.10 2501.8	Oversized Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1002.1 1302.1 1303.1 1402.1 1703.1 1902.1 2002.1	Secondary Suite / Carriage House or Guest Cabin Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
1101.7 1201.6 1501.6 1601.8 1702.5 1801.6 1901.6 2001.6 2902.6	Portable Sawmill / Small Scale Wood Product Manufacturing Located Within 30 Metres of a Lot / Property Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1201.2 2601.3 2701.3 2801.3 2901.3	Unauthorized Single Detached or Duplex Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
3601.11 3701.7	Rental Cabins Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
3601.9 3701.5	Oversized Rental Cabin or Rental Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1703.2 1902.3(b) 2002.3(b)	Unauthorized Changes to Recreation Vehicle 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1002.1(b) 1302.1(b) 1302.3 1303.1(b) 1402.1(b) 1703.1(b)	Oversized Secondary Suite / Carriage House or Guest Cabin 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1002.1(c) 1302.1(c)	Vehicle Used as Secondary Suite / Carriage House or Guest Cabin 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

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Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
1002.2 1302.2 1303.3 1402.3 1703.3 1902.4 2002.4 3601.8 3701.4 3801.4(c) 3901.4(f)	Insufficient Separation Distance 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1303.5 1402.5 1703.5 1902.6 2002.6	Secondary Suite / Carriage House or Guest Cabin Used for Rental Accommodations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1002.5 1302.5 2002.6	R.V. Used For Rental Accommodation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1302.6	Secondary Suite / Carriage House or Guest Cabin or Recreational Vehicles Used for Tourist Accommodations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1801.7 1901.7 2001.7	Kennel Located Within 30 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
2801.7 2901.7 3001.7 3101.7	Kennel or Small Scale Food Processing Located Within 7.5 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A



**Schedule A**  
**APPENDIX 14**  
**Zoning Bylaw No. 1675, 2004**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
1501.8	Animal Rehabilitation Facility - Animals Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1501.8	Animal Rehabilitation Facility - Animals Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
3201.3	Oversized Commercial Floor Area 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1702.2 3102.3	Portable Sawmill Over 42 Horse Power 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1702.10 1702.11 3102.11 3102.12	Sawmill Operate Out of Permitted Hours 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
4301.2	Equipment or Machinery Located Within 50 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
4201.4	Equipment or Machinery Located Within 75 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
4801.2	Rifle or Archery or Trap and Skeet Range Located Within 25 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**  
**APPENDIX 14**  
**Zoning Bylaw No. 1675, 2004**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
5001.2	Processing Plant Located Within 100 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
3303.5 3501.13	Over-sized Rental Cabin or Rental Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
2501.9(d) 2601.9(d) 2701.9(d) 2801.12(d) 2901.13(d)	Small Scale Food Processing Facility Exceeding 30 Metres From the Nearest Business or Residence on Another Parcel 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
2701.4(a) 2801.4(a) 2901.4(a) 3001.4(b) 3101.4(b)	Manufactured Home Sited on a Permanent Foundation with a Basement Excavation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
4601.3	Oversized Historical Interpretive Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
2701,(b) 2801.4(b) 2901.4(b) 3001.4(b) 3101.4(b)	Manufactured Home Not Removed Within 90 Days 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
700.4 801.4 901.5 2401.4	Unauthorized Keeping of Swine (pigs) 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
3501.15	Rental Cabin Over-Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence	200	175	275	30%

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**APPENDIX 14**  
**Zoning Bylaw No. 1675, 2004**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
	3 <sup>rd</sup> & Subsequent	400	375	475	N/A
3401.4(a) 3401.4(b)	Inadequate Screening and/or Buffering for Campground 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
2702.4 2702.5 2802.4 2802.5 2902.4 2902.5 3002.4 3002.5 3103.4 3103.5	Cannabis Micro-Cultivation, Cannabis Processing or Cannabis Nursery Over Sized 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
	Insufficient Setback From Lot Lines for Farm Product Processing Involving Livestock 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
1501.3 1601.13 1701.11 18.01.13 1901.12	Cannabis Micro-Cultivation Cannabis Processing or Cannabis Nursery in Dwelling Place 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A  
APPENDIX 15**

**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
3.1	Obstruct Authorized Entry 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
81	Obstruction of Vision at Intersection 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
94	Insufficient Setback 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(a)	Home Occupations Not Contained Within a Dwelling Unit of Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40.C (i) 18.40.C (ii)	Oversized Home Occupations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(d) 99(c)(ii)	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(e) 18.41(d)	Home Occupations Sign Exceeds One Square Metre 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(e) 18.41(d)	Unauthorized Changes to External Appearance of Building or Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(f)	Outdoor Storage Not Screened as Required 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

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**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
21.13 22.13 30.11	Insufficient Setback For Portable Sawmill 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
21.14 22.14	Insufficient Setback For Enclosed or unenclosed Small Scale Woodworking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(g)	Insufficient Setback for Home Occupations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.40(h)	Vehicles For Repair Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.10	Outdoor Storage of Wrecked Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.31(a) 18.33	Insufficient Landscape Screening 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.51	More Than One Vehicle With Gross Vehicle Weight in Excess of 4000kg 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.41(a)	Accessory Tourist Accommodations Not Confined to Principal Dwelling or Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

**Schedule A  
APPENDIX 15**

**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.40(b) 18.41(b)	Proprietor Not Residing on Property or In Principal Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
100(a)	Bed and Breakfast Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.41(c) 100b(ii)	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.41(e) 100(c)(i) 100(c)(ii)	Number of Rooms in Accessory Tourist Accommodation Exceeds Limits 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
100(d)	Bed and Breakfast Sign Exceeds One (1) Square Meter 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.38 102	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
108	Insufficient Off Street Loading Facilities 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.56(a) 18.56(b)	Keeping Farm Animals Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

**Schedule A  
APPENDIX 15**

**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.56(c) 18.56(d)	Animal Shelter or Enclosures or Troughs or Manure Piles in Non-compliance With Setback From Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
115(a)	Shipping Containers over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
115(c)	Shipping Container Not Screened 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
19.1 28.1 20.1 29.1 21.1 30.1 22.1 31.1 23.1 32.1 24.1 33.1 25.1 34.0 26.1 35.1 27.1 36.1	Unauthorized Use of Land, Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
19.7 26.8 20.7 27.8 21.8 28.9 22.8 29.7 23.7 30.7 24.7 31.7 25.7 32.7	Exceeds Maximum Site or Lot Coverage 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

19.3	28.3	Unauthorized Location of Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
19.4	28.4					
19.5	28.5					
19.6	28.6					
20.3	28.7					
20.4	29.3					
20.5	29.4					
20.6	29.5					
21.4	29.6					
21.5	30.3					
21.6	30.4					
21.7	30.5					
21.15	30.6					
22.4	30.12					
22.5	30.13					
22.6	31.3					
22.7	31.4					
22.15	31.5					
23.3	31.6					
23.4	32.3					
23.5	32.4					
23.6	32.5					
24.3	32.6					
24.4	33.3					
24.5	33.4					
24.6	33.5					
25.3	33.6					
25.4	34.3					
25.6	34.4					
26.3	34.5					
26.4	34.6					
26.5	35.3					
26.6	35.4					
26.7	35.5					
27.3	35.6					
27.4	36.3					
27.5	36.4					
27.6	36.5					
27.7	36.6					
128		Farm Animals Not Confined 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
19.8		Over height Principal or Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
20.8						
21.9						
22.9						
23.8						



**Schedule A**

**APPENDIX 15**

**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
24.8 25.8 26.9 27.9 28.10 29.8 30.8 30.9					
131	Oversized Accessory Buildings or Structures 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.37	Accessory Dwelling Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.37(b)	Accessory Dwelling Over 90 square metres in Gross Floor Area 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.37(c)	Recreational Vehicle or Other Vehicle Used as Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.42(a)	Unauthorized Camping Accommodations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.42(c)	Accessory Camping Sites Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.42(f)	Unauthorized Use of Accessory Camping Accommodations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

**Schedule A**  
**APPENDIX 15**  
**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
18.35	Accessory Building or Structure Used for Residential or Tourist Accommodation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.36	Accessory Building or Structure Contains a Shower Enclosure or a bathtub or a Kitchen or More Than 3 Separate Rooms 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
131 139	Keeping Kennel Dogs Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.43	Recreational Vehicle Parked or Stored on Property Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
18.44	Recreational Vehicle Connected to Services Associated With Principal or Accessory Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
19.8 19.9 19.10 20.8 20.9 20.10 21.10 21.11 22.10 22.11 30.14 30.15	Principal Building or Structure or Accessory Building or Structure Exceeds Maximum Gross Floor Area 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

**Schedule A  
APPENDIX 15**

**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
134	Illegal Kennel 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
21.12 22.12	Kennel Located Within 30 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
151	More Than One Single Family Dwelling 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
21.16 22.16	Cannabis Micro-Cultivation or Cannabis Micro-processing or Cannabis Nursery in Dwelling Place 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
153	Manufactured Home Used as Rental Accommodation  1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
153(b)	Fail to Remove Manufactured Home within 90 Days 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
155	Animal Shelter or Enclosure or Troughs or Manure Piles Within 25 Metres of a Property Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
158	Feed Lot Located Within 30 Metres of a Creek, River or Lake 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A

**Schedule A**  
**APPENDIX 15**

**Salmo River Valley Electoral Area G Land Use Bylaw No. 2452, 2018**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
173	Fail to Screen View From Adjacent Residential Properties 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
173	Landscape Screen Not 2.5 Metres in height 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	N/A N/A
28.8	Unauthorized Location of Equipment or Machinery That Grades, Washes or Crushes Mineral Resource or Concrete Batch Plant or Asphalt Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	275 475	275 475	N/A N/A
33.7	Unauthorized Location of Resource Processing 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	275 475	275 475	N/A N/A

**Schedule A**  
**APPENDIX 16**  
**Electoral Area D Comprehensive Land Use Bylaw No. 2435, 2016**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
22.2	Obstruction of Vision at Intersection 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.16	Insufficient Setback From Property Line 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A
22.21(b)	Home Occupations Not Contained Within A Dwelling Unit or Accessory Building 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.21(c)	Oversized Home Occupation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.21(d) 22.22(c)	Unauthorized Number of Non-Resident Employees 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.21(e) 22.22(e) 22.23(e)	Unauthorized Changes to External Appearance of Building or Structure 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.21(e)	Home Occupation Sign Exceeds 0.4 Square Metres 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.21(f)	Outdoor Storage Not Screened as Required 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.21(g)	Automotive Mechanical or Body Repair Business Located within 15 Metres of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**  
**APPENDIX 16**  
**Electoral Area D Comprehensive Land Use Bylaw No. 2435, 2016**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
22.21(h)	Repair Vehicles Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.22(a)	Bed and Breakfast Not Confined to The Principal Dwelling 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A
22.21(a) 22.22(b)	Proprietor or Property Owner Not in Residence 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A
22.22(d)	Number of Rooms in Bed & Breakfast Exceeds Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.22(e)	Bed and Breakfast Sign Exceeds 0.4 Square Metres 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.23(a)	Vacation Rental Not Confined to Principal Dwelling 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A
22.23(b)	Vacation Rental Over Permitted Limit 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A
22.23(c)	Unauthorized Vacation Rental 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A
22.23(d)	Number of Rooms or Lodgers in Vacation Rental Over Limit 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**  
**APPENDIX 16**  
**Electoral Area D Comprehensive Land Use Bylaw No. 2435, 2016**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
22.23(e)	Vacation Rental Sign Exceeds 0.4 Square Metres 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
24.24	Unlawful Vehicle Wrecking or Outdoor Storage of Derelict Vehicles 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.25(a)	Shipping Containers Over Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
24.30 24.31 24.32	Insufficient Off Street Parking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.34	More Than 2 R.V or More Than 1 Vehicle over 4,000 kg 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.36(a) 22.36(b)	Keeping of Farm Animals Over Allowed Limit 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
22.36(c)	Animal Shelter or Enclosure or Troughs or Manure Piles Within 4.5 Metres (15 feet) of a Lot Line 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	200 400	175 375	275 475	30% N/A
23.1 24.1 25.1 26.1 27.1 28.1	29.1 30.1 31.1 32.1 33.1 Unauthorized Use of Land or Buildings or Structures 1st & 2nd Offence 3rd & Subsequent	200 400	175 375	275 475	30% N/A

**Schedule A**  
**APPENDIX 16**  
**Electoral Area D Comprehensive Land Use Bylaw No. 2435, 2016**

Bylaw Section		Description	A1	A2	A3	A4					
		The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)					
23.3	28.5	Unauthorized Location of Buildings or Structures	200	175	275	30%					
23.4	28.6										
23.5	29.3						1 <sup>st</sup> & 2 <sup>nd</sup> Offence	400	375	475	N/A
23.6	29.4						3 <sup>rd</sup> & Subsequent				
24.3	29.5										
24.4	29.6										
24.5	30.3										
24.6	30.4										
25.3	30.5										
25.4	30.6										
25.5	31.3										
25.6	31.4										
26.3	31.5										
26.4	31.6										
26.5	32.3										
26.6	32.4										
27.3	32.5										
27.4	32.6										
27.5	33.3										
27.6	33.4										
28.3	33.5										
28.4	33.6										
23.7	28.7	Exceeds Maximum Site Coverage	200	175	275	30%					
24.7	29.7										
26.7	30.7						1st & 2nd Offence	400	375	475	N/A
27.7	31.7	3rd & Subsequent									
23.8	27.8	Over height Building or Structure	200	175	275	30%					
24.8	28.8										
25.7	29.8						1 <sup>st</sup> & 2 <sup>nd</sup> Offence	400	375	475	N/A
26.8							3 <sup>rd</sup> & Subsequent				



**Schedule A**  
**APPENDIX 17**  
**Resource Recovery Facilities Bylaw No. 2891, 2023**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
3.1.2	Operation of a Vehicle off a Designated Road 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	100 175	175 275	N/A N/A
3.2.1	Failure to Properly Secure a Load 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	100 175	175 275	N/A N/A
3.3.1	Prohibited Smoking 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	100 175	175 275	N/A N/A
3.3.3	Failure to Dispose of Waste in a Manner that Conforms to WorkSafe BC Regulations 1 <sup>st</sup> & 2 <sup>nd</sup> Offence	100	100	175	N/A
3.5.2	Improper Disposal of Controlled Waste 1 <sup>st</sup> & 2 <sup>nd</sup> Offence	200	175	275	N/A
3.5.4 3.5.5 3.5.6	Improper Disposal or Deposit of Recyclable Materials 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	100 175	175 275	N/A N/A
3.6.2	Failure to Dispose of or Deposit Waste in a manner that Conforms with the Bylaw 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 200	100 175	175 275	N/A N/A
3.6.6	Failure to Dispose of or Deposit Waste in a Manner as Directed by the Site Operator or Service Personnel 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 100	100 100	175 175	N/A N/A
3.6.9	Unauthorized Removal of Waste from a Resource Facility 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	100 500	175 500	N/A N/A

**Schedule A**  
**APPENDIX 17**  
**Resource Recovery Facilities Bylaw No. 2891, 2023**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below (\$)	Penalty Amount	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
3.6.10 3.6.11 3.6.12 3.6.13	Disposal or Deposit of Out-of-Area Municipal Solid Waste 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	100 500	175 500	N/A N/A
3.6.14	Entering a Resource Recovery Facility at a Time other Than the Designated Hours of Operation 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	100 500	175 500	N/A N/A
3.6.15	Starting an Unauthorized Fire 1 <sup>st</sup> & 2 <sup>nd</sup> Offence	500	500	500	N/A
3.6.16	Unauthorized Alteration of a Sign 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	100 500	175 500	N/A N/A
3.6.19	Loitering at Transfer Station 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	100 500	175 500	N/A N/A
3.7.1	Failure to Follow Direction Provided by Site Operator or Site Personnel 1 <sup>st</sup> & 2 <sup>nd</sup> Offence 3 <sup>rd</sup> & Subsequent	100 500	100 500	175 500	N/A N/A

**Schedule A**  
**APPENDIX 18**  
**Regional District of Central Kootenay Water Bylaw No. 2824, 2022**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below	Penalty Amount (\$)	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
8 (1)	Unapproved Operation of the Water System	200	175	225	N/A
8 (2)	Intentional Destruction, Tampering, Alteration or Connection to the Water System	450	400	500	N/A
9 (2)	Failure to Make Application for Change of Use	100	75	125	N/A
9 (4)	Failure to Make Application for Temporary Water Usage	100	75	125	N/A
11.1 (3)	Failure to Maintain Customer Water Connection or Fixtures	100	75	125	N/A
11.1 (13)	Supplying Water to Another Property	450	400	500	N/A
11.2 (1)	Unauthorized Entry of Utility Structure	450	400	500	N/A
11.2 (2)	Obstruct Access to Water System or Water Connection	450	400	500	N/A
11.2 (3)	Obstruct Authorized Entry	450	400	500	N/A
12.1 (1)	Unauthorized Irrigation of Land	300	250	350	N/A
12.1 (2)	Unauthorized Water Supplied to Another Property	450	400	500	N/A
12.1 (3)	Commercial Sale of Water without Approval	450	400	500	N/A
12.2 (4)	Unauthorized Change or Addition to Number or Type of Fixtures	450	400	500	N/A
12.1 (5)	Unauthorized Installation of a Pump	450	400	500	N/A
12.1 (6)	Use of Free Flow Bleeder	450	400	500	N/A
12.3 & Schedule A	Failure to Comply with Stage One Water Conservation	100	75	125	N/A
12.3 & Schedule A	Failure to Comply with Stage Two Water Conservation	150	125	175	N/A

**Schedule A**  
**APPENDIX 18**  
**Regional District of Central Kootenay Water Bylaw No. 2824, 2022**

Bylaw Section	Description	A1	A2	A3	A4
	The following fines apply to the Contraventions Below	Penalty Amount (\$)	Discounted Penalty: Within 14 days (\$)	Late Payment After 28 days (\$)	Compliance Agreement Availability & Discount (%)
12.3 & Schedule A	Failure to Comply with Stage Three Water Conservation	200	175	225	N/A
12.3 & Schedule A	Failure to Comply with Stage Four Water Conservation	400	350	450	N/A
12.3 (4) (a),(b),(c),(d)	Excessive Water Use	100	75	125	N/A
12.3 (4) (e)	Unauthorized Sprinkling From Unattended Open Pipe or Hose	100	75	125	N/A
12.6 (1)	Water Wastage	100	75	125	N/A
12.7 (1)	Illegal Water Connection	450	400	500	N/A
14.1 (1)(a)	No Cross Connection Control Device	300	250	350	N/A
14.1. (2)	Unauthorized Cross Connection	300	250	350	N/A
14.1 (9)	Unauthorized Removal or Modification of Backflow Preventer	300	250	350	N/A
14.2 (1)(2)	Failure to Report Problem or Failure to Repair Backflow Preventer	100	75	125	N/A
14.4 (2)	Refusal to Provide Backflow Preventer Test Report	100	75	125	N/A
15.1 (1)(2)(3)	Refusal to Provide Water Meter	100	75	125	N/A
15.1 (9)	Unmetered Water Use on Metered Property	400	350	450	N/A
15.2 (4)	No seal on Bypass	100	75	125	N/A
15.3 (2) & (3)	Failure to Report Problem with Water Meter	100	75	125	N/A
15.3 (4) (a),(b)	Interference or Tampering with Water Meter	200	175	225	N/A
15.6 (3)	Refusal to Provide Meter Reading	50	40	60	N/A







## Regional District of Central Kootenay

### RURAL AFFAIRS COMMITTEE MEETING

### Open Meeting Minutes

Wednesday, April 19, 2023

9:00 a.m.

Hybrid Model - In-person and Remote

RDCK Board Room, 202 Lakeside Dr., Nelson, BC

#### COMMITTEE MEMBERS PRESENT

Chair G. Jackman	Electoral Area A - In-person
Director R. Tierney	Electoral Area B - In-person
Director K. Vandenberghe	Electoral Area C - In-person
Director A. Watson	Electoral Area D - In-person
Director 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

#### STAFF PRESENT

S. Horn	Chief Administrative Officer
S. Sudan	General Manager of Development and Community Sustainability Initiatives
N. Wight	Planning Manager
C. Gainham	Building Manager
J. Southam	Building Manager - Training & Development
D. Carmichael	Building Service – Administrative Assistant
Z. Giacomazzo	Planner
Pamela Guille	Bylaw Officer

Uli Wolf  
Mike Morrison  
Micah Nakonechny  
C. Hopkyns

General Manager of Environmental Services  
Corporate Officer  
Acting Grants Coordinator  
Corporate Administrative Coordinator –  
Meeting Coordinator

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**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=m492f23b8856df715a2c4ea5d434e08a1>

**Join by Phone:**

1-844-426-4405 Canada Toll Free

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

**Meeting Number (access code):** 2771 114 7497

**Meeting Password:** Yrm37ijRfP3

**In-Person Location:** Boardroom - 202 Lakeside Drive, Nelson B.C.

**2. CALL TO ORDER**

Board Chair Jackman called the meeting to order at 9:00 a.m.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**4. ADOPTION OF THE AGENDA**

Moved and seconded

And resolved

The agenda for the April 19, 2023 Rural Affairs Committee meeting be adopted as circulated.

**Carried**

**5. DELEGATIONS**

Item 6.7 – Simon Laurie

Item 6.9 – Chad Marlatt – Agent representing Rogers Communications

**6. PLANNING & BUILDING**



**6.1 BUILDING BYLAW CONTRAVENTION - TRIBBLE & HEIGHES****File No.: 3135-20-D-786.01215.000-BP26265****4756 Fletcher Creek Frontage Road****(Madeline Tribble, A & Austen Heighes)****Electoral Area D**

The Committee Report dated March 1, 2023 from Dan Siminoff, Building/Plumbing Official, re: Building Bylaw Contravention - Tribble & Heighes, has been received.

- No delegation was present.
- Area Director Watson was in communication with the property owner and shared the building is being removed. She recommends referral to the June Rural Affairs Committee meeting. Staff will work with the property owner.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,

And resolved:

That the following motion BE REFERRED to the June 14, 2023 Rural Affairs Committee meeting:

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 4756 Fletcher Creek Frontage Road, Electoral Area D, legally described as LOT 9, PLAN NEP11034, DISTRICT LOT 193, KOOTENAY LAND DISTRICT, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

**6.2 BUILDING BYLAW CONTRAVENTION – PIERCE****File No.: 3135-20-F-707.06704.040-BP25557****4315 Highway 3A****(Myles Chinnery Pierce)****Electoral Area F**

The Committee Report dated March 9, 2023 from Shawn Denny, Building/Plumbing Official, re: Building Bylaw Contravention - Pierce, has been received.

- No delegation was present.

- Chris Gainham, Building Manager, shared that staff are recommending referral to the May Rural Affairs Committee meeting to allow staff time to work with the property owner.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,  
And resolved:

That the following motion BE REFERRED to the May 17, 2023 Rural Affairs Committee meeting:

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 4315 Highway 3A, Electoral Area F, legally described as LOT 1, PLAN NEP12949, DISTRICT LOT 4217, KOOTENAY LAND DISTRICT, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

### **6.3 BUILDING BYLAW CONTRAVENTION - ROSYCHUK**

**File No.: 3135-20-H-707.08982.100-BP021756**

**2830 Highway 6**

**(Derek & Emily Rosychuk)**

**Electoral Area H**

The Committee Report dated February 23, 2023 from Graeme Wood, Building/Plumbing Official, re: Building Bylaw Contravention - Rosychuk, has been received.

- No delegation was present.
- Chris Gainham, Building Manager, shared a building permit has been submitted. Staff recommend no further action.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

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

That the Board take no further action to file a Notice on Title relating to land at relating to land at 2830 Highway 6, Electoral Area H, currently owned by Derek & Emily

Rosychuk, legally described as LOT A, PLAN NEP13300, DISTRICT LOT 7523, KOOTENAY LAND DISTRICT.

**Carried**

**6.4 BUILDING BYLAW CONTRAVENTION - VOSBURGH**

**File No.: 3135-20-H-710.02860.100- 005-808-090**

**Highway 6**

**(George & Rochelle Vosburgh)**

**Electoral Area H**

The Committee Report dated March 14, 2023 from Graeme Wood, Building/Plumbing Official, re: Committee Report - Vosburgh, has been received.

- No delegation was present.
- Chris Gainham, Building Manager, had no additional information.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 005-808-090 Highway 6, Electoral Area H, legally described as LOT 1 PLAN NEP13431 DISTRICT LOT 8127 KOOTENAY LAND DISTRICT & DL 8506, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

**6.5 BUILDING BYLAW CONTRAVENTION – KING**

**File No.: 3135-20-I- 709.09412.002- BP022492**

**2385 Goose Creek Road**

**(Dean & Dorothy King)**

**Electoral Area I**

The Committee Report dated February 23, 2023 from Tony Hadfield, Building/Plumbing Official, re: Building Bylaw Contravention - King, has been received.

- No delegation was present.

- Chris Gainham, Building Manager, shared that staff are recommending referral to allow staff time to work with the property owner.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,  
And resolved:

That the following motion BE REFERRED to the May 17, 2023 Rural Affairs Committee meeting:

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District Board relating to land at 2385 Goose Creek Road, Electoral Area I, legally described as LOT B, PLAN NEP86129, DISTRICT LOT 8649, KOOTENAY LAND DISTRICT, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

#### **6.6 BUILDING BYLAW CONTRAVENTION - D BAR D RIDING STABLES LTD.**

**File No.: 3135-20-J-709.07285.255-BP025449**

**749 Waterloo Road**

**(D Bar D Riding Stables Ltd.)**

**Electoral Area J**

The Committee Report dated February 16, 2023 from Tony Hadfield, Building/Plumbing Official, re: Committee Report - D Bar D Riding Stables Ltd., has been received.

- No delegation was present.
- Chris Gainham, Building Manager, shared the property owner has signed the Filing of Section 57 Notice to proceed with the Notice on Title.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

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

That the Corporate Officer of the Regional District of Central Kootenay be directed to file a Notice with the Land Title and Survey Authority of British Columbia, stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional

District Board relating to land at 749 Waterloo Road, Electoral Area J, legally described as LOT K, PLAN NEP90327, DISTRICT LOT 4598, KOOTENAY LAND DISTRICT, FOR MHR #36290 SEE 709-07285.057, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

#### **6.7 DEVELOPMENT VARIANCE PERMIT - LAURIE**

**File No.: V2212J – Laurie**

**715 Waterloo Road**

**(Simon Andrew Laurie & Chanon Louise Eva Laurie)**

**Electoral Area J**

The Committee Report dated April 5, 2023 from Zachari Giacomazzo, Planner, re: Development Variance Permit - Laurie, has been received.

An updated Attachment A was added to the addenda package.

The property owner Simon Laurie was present and available to answer the Committees questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2212J to Simon Andrew Laurie and Chanon Louise Eva Laurie for the property located at 715 Waterloo Road and legally described as LOT B DISTRICT LOT 4598 KOOTENAY DISTRICT PLAN NEP90327 (PID: 028-138-503) to vary Section 605 (1) of RDCK Zoning Bylaw No. 1675, 2004 in order to permit a minimum setback from the southern interior lot line of 1.5 metres whereas the bylaw requires a minimum setback from the southern interior lot line of 2.5 metres.

**Carried**

#### **6.8 SUBDIVISION IN THE AGRICULTURAL LAND RESERVE – HALE**

**File No.: A2208E**

**6810 Harrop-Procter Road**

**(Holly Hale and Robert Hale)**

**Electoral Area E**

***Rural Affairs Committee***

***Referred January 18, 2023 to April 19, 2023***

NOTE: Staff have recommending referral to the May 17, 2023. The applicant needs additional time to work with Interior Health Authority and a Wastewater Practitioner in order to address the questions and concerns related to servicing that were raised by the board at the January RAC meeting.

Zachari Giacomazzo, Planner, shared with the Committee that the property owner is currently working with the Interior Health Authority and may come back with a revised plan in May.

Moved and seconded,  
And resolved:

That the following motion BE REFERRED to the May 17, 2023 Rural Affairs Committee meeting:

That the Board NOT SUPPORT regarding application A2208E for the proposed subdivision in the Agricultural Land Reserve proposed by Holly Hale for the property located at 6810 Harrop-Procter Road, Electoral Area 'E' and legally described as LOT B DISTRICT LOT 306 KOOTENAY PLAN 731D EXCEPT PART INCLUDED IN PLAN 5526 (PID: 013-614-762).

**Carried**

## **6.9 INDUSTRY CANADA REFERRAL - ROGERS COMMUNICATIONS**

**File No.: 09\4340\10\2022\R2242K-02604.000-**

**Rogers\_Telecommunication-IR000010**

**Electoral Area K**

The Committee Report dated April 5, 2023 from Corey Scott, Planner, re: Industry Canada Referral: Rogers Communications, has been received.

Nelson Wight, Planning Manager, provided an overview to the Committee regarding the Industry Canada Referral for Rogers Communications.

Chad Marlatt, an agent representing Rogers Communications, provide background to the Committee the regarding the proposal for a new telecommunications facility. Mr. Marlatt answered the Committee's questions.

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

That the Board direct staff to respond to Rogers Communications Inc. as described in the Rural Affairs Committee Report "INDUSTRY CANADA REFERRAL: ROGERS COMMUNICATIONS" dated April 5, 2023.

**Carried**

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

That the Board direct staff to review the fees associated with similar review processes of other local governments and draft amendments to the RDCK Planning Procedures and Fees Bylaw No. 2457, 2015 for the purposes of recovering administrative costs associated with these types of referrals.

**Carried**

**6.10 REPEAL AND REPLACE BYLAW: MUNICIPAL TICKETING INFORMATION BYLAW NO.2423, 2014 & BYLAW NOTICE ENFORCEMENT AND DISPUTE ADJUDICATION SYSTEM BYLAW NO. 2441, 2015**

**All Electoral Areas**

The Committee Report dated March 23, 2023 from Pamela Guille, Bylaw Enforcement Officer, re: Repeal and Replace Municipal Ticketing Information Bylaw No. 2423, 2014 & Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 2441, 2015, has been received.

Pamela Guille, Bylaw Officer, provided background to the Committee regarding repealing and replacing the RDCK Municipal Ticketing Information Bylaw No. 2423, 2014.

Staff answered the Committee's questions.

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

That the Municipal Ticketing Information Bylaw No. 2814, 2023 be read a first, second and third time by content to repeal and replace RDCK Municipal Ticketing Information Bylaw No. 2423, 2014.

**Carried**

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

That the *RDCK Municipal Ticketing Information Bylaw No. 2814, 2023* is hereby **ADOPTED**; AND FURTHER that the Chair and Corporate Officer be authorized to sign same.

**Carried**

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

That the Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2855, 2023 be read a first, second and third time by content to repeal and replace RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2441, 2015.

**Carried**

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

That the RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw No. 2855, 2023 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign same.

**Carried**

## **7. ENVIRONMENTAL SERVICES**

### **7.1 FOR INFORMATION - COMMUNITY WORKS GRANT FUND**

#### **All Electoral Areas**

The Community Works Grant Fund presentation was added to the addenda package.

Mike Morrison, Corporate Officer, presented an overview to the Committee regarding the Community Works Fund Grant Program.

Staff answered the Committee's questions.

Micah Nakonechny, Acting Grants Coordinator, reviewed with the Committee the assessing project eligibility and Community Works policy.

## **8. RURAL ADMINISTRATION**

No items.

## **9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:01 a.m.

Media was present and had no questions.

## **10. IN CAMERA**



**10.1 MEETING CLOSED TO THE PUBLIC**

Moved and seconded,

And resolved that it be recommended to the Board:

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:

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**Carried**

**10.2 RECESS OF OPEN MEETING**

Moved and seconded,

And resolved that it be recommended to the Board:

The Open Meeting be recessed in order to conduct the Closed In Camera meeting.

**Carried**

**11. ADJOURNMENT**

Moved and seconded,

And resolved that it be recommended to the Board:

The meeting be adjourned at 11:47 a.m.

**Carried**

Digitally approved by

---

Chair Jackman, Chair

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2710

---

A Bylaw to provide for payment of remuneration and expenses to the Directors and Alternate Directors of the Regional District of Central Kootenay.

---

WHEREAS the Regional Board by bylaw, makes payment of remuneration to the Chair, Vice Chair, Directors and Alternate Directors and to members of Committees of the Board for each regularly constituted meeting attended;

AND WHEREAS by resolution of the Board, the Board may reimburse members of the Board or Committee members for reasonable expenses incurred in connection with their attending to the business affairs of the District;

AND WHEREAS the Regional Board adopted Bylaw No. 1851, being a bylaw relative to the Chair's and Directors' remuneration;

AND WHEREAS it is deemed expedient to rescind Bylaw No. 1851 and amendments thereto, and replace it with Bylaw No. 2710;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

### APPLICATION

1 This Bylaw is applicable to the Board of Directors of the Regional District of Central Kootenay.

### DEFINITIONS

2 In this bylaw:

**Board** means the governing and executive body of a regional district.

**Committees** include Standing and Special Committees as may from time to time be struck by resolution or by bylaw of the Board and, without restricting the generality of the foregoing, includes the following:

- Rural Affairs Committee
- East Resource Recovery Committee
- Central Resource Recovery Committee
- West Resource Recovery Committee
- Joint Resource Recovery Committee
- All Recreation Committee, and

- Community Sustainable Living Advisory Committee

**Delegate** means Directors, Alternate Directors, and named employees appointed by resolution of the Board to make representation to other bodies on behalf of the Regional District.

**Director** unless specifically referred to elsewhere in this bylaw, means an Alternate, Municipal, and Electoral Area Director.

**Alternate Directors** means a person who has completed the prescribed forms for appointment as Alternate for a Municipal or Electoral Area Director, as the case may be, and has been duly sworn into office.

**Expenses** means reimbursable out of pocket costs incurred by the Director or Alternate that will be paid by the Regional District as specified in Schedule A.

**External Committee** means a committee without a direct relationship to an RDCK service, for which the organization has requested representation from the RDCK Board.

**Local Time** means the time zone in which the Director is resident or their point of departure for the purpose of returning to their Normal Place of residence.

#### **Meeting**

- **Board** means a regularly scheduled or special meeting for the purpose of conducting Regional District Board business regardless of whether the Board conducts business for both the regional and hospital districts.
- **Committee** means a regularly scheduled or special meeting of a Standing or Special Committee as defined in *Committees*.

**Member of a Committee** means the Director appointed by resolution of the Board to serve on a Committee, an ex-officio member who is also a Board member, and a person who, although not a Director of the Board, has been appointed by resolution of the Board

**Normal Place** means the location where the Director resides most of the calendar year.

**Per Diem** daily amount paid to reimburse Directors for meal and miscellaneous Expenses during a 24 hour period.

**Public Hearing** carries the definition used in Section 465 of the *Local Government Act*.

**Remuneration** means an amount payable to a Director and Chair of the Board as specified in the within Schedule A of this bylaw.

## **REMUNERATION**

- 3 (1) Remuneration shall be paid to Directors, Alternate Directors and the Chair of the Board in accordance with this bylaw by direct deposit, electronic fund transfer.

- (2) The rates in Schedule A, of this bylaw, will be adjusted annually (effective January 1<sup>st</sup>) by an amount equal to the average monthly change in the British Columbia Consumer Price Index, rounded to one decimal point, for the twelve month period ending October 31<sup>st</sup> of the previous year.
- (3) The rates in Schedule A, of this bylaw, will be brought the Board for review in February of the year of each local government election beginning in 2026, with any changes to be effective January 1 following the election.
- (4) A Director shall not receive Remuneration for wages lost through absence from work or income deemed lost due to their attendance at a meeting:
  - (a) of the Board;
  - (b) Committee to which she/he is appointed; and
  - (c) as a Delegate representing the Regional District.
- (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at fifty four percent to General Administration and forty six percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.
- (6) In addition to Section 3 subsection (5) of this bylaw, a Board Chair will be paid a monthly stipend to be paid from General Administration, as outlined in Schedule A of this bylaw.
- (7) When Alternate Directors attend Board or Committee meetings on the Director's behalf, regardless of there being a quorum, they are compensated per the rates outlined in Schedule A of this bylaw.
- (8) In addition to Section 3 subsections (5), (6) & (7) of this bylaw, there shall be a monthly stipend paid to the Chair of a standing Committee of the Board (with the exception of the Joint Resource Recovery Committee) and the Vice Chair of the Board as outlined in Schedule A of this bylaw. These funds are to cover, but not be limited to, attendance at agenda preparation meetings and consultation with Directors and staff as deemed necessary.
- (9) In addition to the above Directors or Alternate Directors who have been appointed to and attend the Resource Recovery meetings are to be paid an additional stipend as identified in Schedule A of this bylaw.
- (10) All Directors and Alternate Directors who, by resolution of the Board are authorized to attend a Meeting on behalf of the Board shall be entitled to Remuneration and/or Expenses as outlined in Schedule A of this bylaw.
- (11) Directors will from time to time be named by resolution to External Committees. Directors attending meetings of External Committees to which they have been named will be paid stipend and/or Expenses with costs charged as directed by the Board via resolution at the time of the Director's appointment.

(12) Meetings on Successive Dates:

When Directors attend Committee Meetings on successive days at the same location, they are eligible for:

- (a) Day 1 – either mileage to and from the meeting or mileage to the meeting and applicable accommodation charges, as appropriate; and
- (b) Day 2 – actual mileage; with the additional costs for Rural Directors being charged to Rural Administration.

(13) Multiple Meetings on the Same Day:

For efficiency multiple meetings of the Board and/or Committees may be scheduled on the same day. The maximum number of meetings for which a Director can claim stipend for in one day is two (2).

(14) The Board and Vice Chair of the Board and Chairs of Standing Committees are to be paid Expenses only (mileage and meals) for attendance at agenda preparation or other meetings required as part of their role.

(15) A Director delegated to chair a Public Hearing be paid stipend and Expenses with costs charged to the Rural Administration Budget.

(16) Delegates to Union of BC Municipalities (UBCM), Federation of Canadian Municipalities (FCM) and Association of Kootenay & Boundary Local Governments (AKBLG) Conventions:

- (a) Municipal and Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the UBCM and/or the FCM Convention be paid stipend and Expenses to be charged to the General Administration budget;
- (b) Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the Association of Kootenay & Boundary Local Governments Convention be paid stipend and Expenses to be charged to the Rural Administration budget.

(17) A Delegate Director shall receive Remuneration at the current rate for each day on which business is conducted and at which the Delegate Director is in attendance. Stipends are not paid for travel days.

(18) Board Member Elected or Appointed to FCM:

A Board member whose candidacy is endorsed by the RDCK Board is duly elected or appointed to serve on the FCM Board or Committees, the member be paid the usual Remuneration for attending FCM Board Meetings, in accordance with this bylaw, upon the member submitting the required claim form, with all such costs not covered by FCM, charged to General Administration.

- (19) Whenever a spouse/partner is registered for and does accompany the Director to a conference, the Regional District does not pay any Expenses of the spouse/partner, and any charges incurred by the Regional District to register or book travel for the spouse/partner be invoiced to the Director.
- (20) In addition to the above Directors and Alternate Directors are entitled to the reimbursement of Expenses identified in Schedule A of this bylaw.
- (21) Directors and Alternate Directors are entitled to claim an additional stipend for attendance at any additional special monthly meetings of the Board over and above the 12 monthly meetings included in the annual allowance in Section 3 subsection (5) of this bylaw.
- (22) Directors are entitled to claim stipends for Board and Committee Meetings in which they participate in by electronic means.
- (23) In addition to the above, Rural Directors will have the opportunity to attend conference and other educational sessions that are outside those identified in Section 3 subsection (16) and not specifically approved by the Board, to be paid from a Rural Director Allowance of \$2,500 annually, charged to Rural Administration. This allowance can be used for stipend and/or Expenses.
- (24) Any unused allowance from Section 3 subsection (26) is carried forward for future use at the end of a calendar year. All rural allowance balances reset to zero at the end of an elected term.

#### **TRAVEL**

- 4 (1) The Director's Normal Place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.
- (2) Every Director is expected to travel by the most direct route and use the most economical means of transportation. Factors to be considered in determining the most economical travel option include:
  - (a) Travel time involved;
  - (b) Lowest quoted airfare;
  - (c) Journey expense to and from airport, including airport parking fees;
  - (d) Mileage Expenses; and
  - (e) Car rentals, taxis and parking fees at destination.
- (3) Except for journeys where the use of a car is either more economical or the only practical option, air travel is the preferred method of transportation. If travel is by air, the Director shall be reimbursed for the most economical means of travel to and from the airport.
- (4) Where air travel is the most economical option, but a Director chooses to drive for personal reasons, the Director will be reimbursed for travel in the amount of the lowest quoted airfare, or the actual mileage to the destination plus hotel parking, whichever is less.

- (5) Directors must submit expense claims using the required form and attach receipts for eligible Expenses. Reimbursement of Expenses will occur subject to approval of the Chief Financial Officer or designate. For certainty, no Expenses claims may be submitted in advance of the actual Expense being incurred.

#### **MILEAGE ALLOWANCE**

- 5 (1) A Director shall be paid mileage allowance for use of a vehicle as transportation at the current yearly posted reasonable per kilometre rate allowance by *Canadian Revenue Agency* (CRA) from their Normal Place of residence and return as follows:
  - (a) to and from meetings as defined in Section *Per Diem*;
  - (b) to the closest airport from which she/he can depart in the case of their being a Delegate; and
  - (c) in the case of a Delegate, to the place of the meeting should departure by air not be practical; or
  - (d) in the case of a Board or Committee Chair, for attendance at meetings he/she is required to attend by virtue of office.
- (2) Should Directors elect to travel together in an automobile, only one mileage allowance shall be payable per vehicle.
- (3) The District does not accept any liability under any circumstances for claims arising from the use of privately-owned vehicles.
- (4) The District shall not reimburse the Director for stand-by charges of their personal vehicle while she/he is attending a meeting. Stand-by refers to the privately-owned vehicle being situated at the point of departure or at the place of the meeting.
- (5) No additional allowances are payable for carrying passengers.
- (6) In addition to mileage allowance, a Director may claim Expenses incurred for ferry charges, bridge, road and tunnel tolls, as well as parking charges where parking is not free.
- (7) Unless approved by the Board, a Director who is not a member and who attends a meeting of the Committee will not be compensated. If the Board approves, a Director who is not a member and who attends a Committee meeting will be paid mileage only.

#### **ACCOMMODATION EXPENSES**

- 6 (1) Actual hotel room cost for single occupancy will be paid when travelling on Regional District business. Every effort should be made to obtain accommodation at the government rate. Where the travel requires overnight stay and the individual chooses to stay with friends or relatives rather than hotel accommodation, the rate shown in Schedule A is applicable and permitted to be expensed.
- (2) Overnight Accommodation is approved for Directors attending an authorized Regional District meeting who would otherwise have to:



- (a) begin travel before 7:00 a.m.;
  - (b) end travel after 11:00 p.m.;
  - (c) travel in hazardous weather; or
  - (d) for unforeseen circumstances as approved by the Board Chair;
- (3) The reason for the overnight stay must be noted on the Director's expense form.

#### **PER DIEM EXPENSES**

- 7 (1) A Director shall receive reimbursement at the Per Diem rate for each 24 hours period he/she attends meetings on behalf of the Board. The Per Diem is intended to compensate Directors for all meal and incidental Expenses incurred while representing the RDCK and are shown in Schedule A to this bylaw.
- (2) Whenever Directors attend meetings or conferences, the Delegate Director shall not be eligible for meal allowances for those meals which the RDCK has paid an additional amount.
- (3) Meals and incidentals charged to hotel accommodation shall be recovered from Directors. Directors must claim the applicable Per Diem.
- (4) Only one Per Diem shall be paid for each 24 hour period and should the 24 hour period be exceeded, a claim for the additional applicable meal or meals allowance, may be submitted by the Director.

#### **EXTRAORDINARY EXPENSES**

- 8 Extraordinary Expenses which are in excess of the amounts available in this bylaw shall be accounted for on the Expenses Director's claim form, accompanied by receipts and details of the circumstances. Such a claim will be paid only upon resolution adopted by the Board.

#### **HOME OFFICE EXPENSES**

- 9 Directors are expected to maintain a home office and Expenses involved in maintaining their home office are non-reimbursable by the RDCK. Directors may be able to claim some non-reimbursable Expenses for income tax purposes in accordance with the Income Tax Act.

#### **CITATION**

- 10 This Bylaw may be cited as "**Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021.**"

#### **REPEAL**

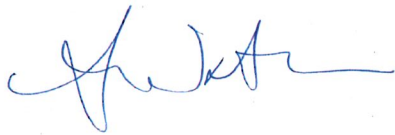
11 "Chair and Directors Remuneration Bylaw No. 1851, 2006", and amendments hereto, are hereby repealed.

READ A FIRST TIME this 9th day of December, 2021.

READ A SECOND TIME this 9th day of December, 2021.

READ A THIRD TIME this 9th day of December, 2021.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 9th day of December, 2021.



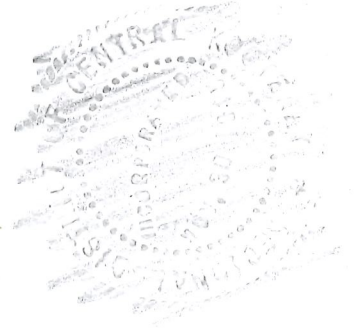
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Aimee Watson, Board Chair



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Angela Lurd, Deputy Corporate Officer  
For Michael Morrison, Corporate Officer



**SCHEDULE A – RATES AND PAYMENT AMOUNTS FOR DIRECTOR REMUNERATION**

	<b>POSITION</b>	<b>FREQUENCY</b>	<b>2021 - RATES</b>
<b>Monthly Stipend</b>	Municipal Director	Monthly	\$1,341/month
<b>Monthly Stipend</b>	Rural Director	Monthly	\$3,457/month
<b>Monthly Stipend</b>	Board Chair	Monthly	\$3,352/month
<b>Monthly Stipend</b>	Vice Chair of the Board	Monthly	\$670/month
<b>Monthly Stipend</b>	Chair of the Rural Affairs Committee	Monthly	\$795/month
<b>Monthly Stipend</b>	Chair of East, Central and West Resource Recovery Committee	Monthly	\$397/month
<b>Monthly Stipend</b>	Chair of the Standing Committee (Other than RR)	Monthly	\$286/month
<b>Attendance at Board Meetings</b>	Alternate Director	Per Meeting	\$422/meeting
<b>Attendance at Other Meetings</b>	Directors & Alternates	Per Meeting	\$191/meeting
<b>Attendance at Resource Recovery Meetings</b>	Director & Alternates	Per Meeting	\$265/meeting
<b>Attendance at special Board meetings</b>	Directors & Alternates	Per Meeting	\$422/meeting
<b>Meals not included with the stipend meeting amount</b>	Directors & Alternates	Daily Maximum	\$75/day B \$15/L \$25/D \$35
<b>Registration fees for workshops and conferences</b>	Directors & Alternates	As Required	Attendance to be approved by the Board
<b>Travel: Accommodation with friends or family</b>	Directors & Alternates	Daily Maximum	\$25/day

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2838

---

A Bylaw to amend *Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021* to include new sections in the bylaw for child care expenses and parental leave.

---

WHEREAS the Board of the Regional District of Central Kootenay adopted the *Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021* to make payment of remuneration to the Chair, Vice Chair, Directors and Alternate Directors and to members of Committees of the Board for each regularly constituted meeting attended;

AND WHEREAS by resolution of the Board, the Board deemed it appropriate to amend Bylaw No. 2710 to include new sections in the bylaw for child care expenses and parental leave;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

### DEFINITIONS

- 1 Section 2 the following definition be amended:
  - 2 **Director** unless specifically referred to elsewhere in this bylaw, means a Municipal Director, Electoral Area Director and the Alternate Director, when the Alternate Director is acting on behalf of the Municipal or Electoral Area Director.

### ASSIGNMENT OF NEW SECTIONS

- 2 Section 10 – CITATION and Section 11 – REPEAL of the bylaw be assigned new sections and be amended to read Section 12 – CITATION and Section 13 – REPEAL.

### CHILD CARE EXPENSES

- 3 Section 10 be added as follows:
  - 10 (1) A Director shall received reimbursement for child care expenses through an allowance of \$80 per month in order to facilitate the attendance of a Director at in-person meetings.

**PARENTAL LEAVE**

4 Section 11 be added as follows:

- 11 (1) A Director shall be provided leave from their position as Director for the purpose of parental leave for a period of up to six (6) months, with continued payment of their regular stipend.
- (2) Section 11 (1) parental leave does not apply to Alternate Directors.

**CITATION**

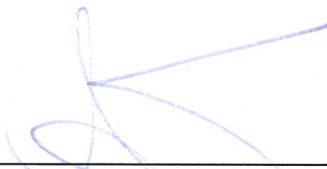
5 This Bylaw may be cited as **“Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 2838, 2022”**.

READ A FIRST TIME this 21<sup>st</sup> day of April, 2022.

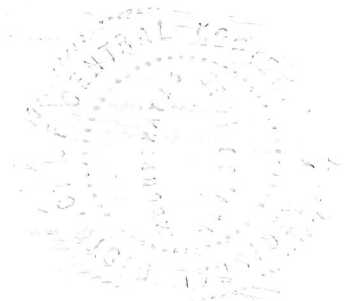
READ A SECOND TIME this 21<sup>st</sup> day of April, 2022.

READ A THIRD TIME this 21<sup>st</sup> day of April, 2022.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 21<sup>st</sup> day of April, 2022.

  
\_\_\_\_\_  
Aimee Watson, Board Chair

  
\_\_\_\_\_  
Mike Morrison, Corporate Officer





## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Board Report

**Date of Report:** July 30, 2018  
**Date & Type of Meeting:** August 16, 2018 Open Regular Board Meeting  
**Author:** **Stuart Horn, Chief Administrative Officer**  
**Subject:** REMOVAL OF 1/3 NON-TAXABLE ALLOWANCE FOR ELECTED OFFICIALS  
**File:** 0390-08

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### SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide Directors with options regarding the request to staff to review the impact of the removal of the non – taxable portion of director remuneration as per the Income Tax Act.

### SECTION 2: BACKGROUND / ANALYSIS

In the 2017 Federal Budget, the Federal government announced that they would be removing the portion of municipal officer's allowance that is currently exempt from income tax.

Section 81 of the Income Tax Act states that up to ½ of the income earned by those holding municipal office can be deemed non taxable and considered to be needed for the out of pocket expenses required to do the work of an elected official. In British Columbia, for local government elected officials, 1/3 of the income is not taxable and is not shown on the T4 slips for Directors.

As of January 1, 2019 this non-taxable portion will now be taxable income for local elected officials. This will have varying impacts on the RDCK Board based on the other income each Director earns outside their role as Director.

Therefore, staff has prepared an analysis that shows the impact at varying tax brackets and has prepared options for potentially increasing director remuneration to relieve the impact of the higher taxes they will pay beginning in 2019.

Of note is that the 1/3 non taxable allowance was provided in order for elected officials to cover expenses related to home offices. Now that this portion of income is taxable, Directors will be able to expense home office related costs on their income tax returns, including a portion of utility charges based on the square footage of space used for a home office.

Staff has requested from other regional districts and municipalities around the province what other boards and councils have decided on this matter. While not everyone has gone through the process as of yet, the adjustments that have been made range from 7 % to 10% to 14%. Some local governments have opted to defer the matter until after the election.

SECTION 3: DETAILED ANALYSIS			
a. Financial Considerations – Cost and Resource Allocations:			
<b>Included in Financial Plan:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Financial Plan Amendment:</b> <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>Debt Bylaw Required:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Public/Gov't Approvals req'd:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<p>The S100 General Administration and S101 Rural Administration budgets would be the most impacted by any increase in remuneration as 100% of Municipal Director remuneration is paid from S100 and 31.8% of Rural Director remuneration is paid from S100.</p> <p>The remaining 68.2% of Rural Director remuneration is paid from S101 Rural Administration.</p> <p>Additionally, an increase in committee stipend will have an impact on the three resource recovery budgets (East, Central, and West subregions), as well as Arrow Creek water and Sustainability, all of which have committees or commissions where the Chair and directors are provided a stipend for attending meetings.</p> <p>At Appendix A is a summary of the impact that the removal of the 1/3 non taxable allowance will have. Overall, if a director is in the first or lowest tax bracket, based on 2018 income tax rates, the removal of the non taxable allowance will increase taxes owing by approximately 7% of remuneration (Column G).</p> <p>This amount would be different for those directors who are not in that first tax bracket due to earning income from other sources.</p>			
b. Legislative Considerations (Applicable Policies and/or Bylaws):			
Director Remuneration Bylaw No. 1851			
Director Remuneration Policy No. 200-05-05			
c. Environmental Considerations:			
None at this time.			
d. Social Considerations:			
None at this time.			
e. Economic Considerations:			
None at this time.			
f. Communication Considerations:			
None at this time			
g. Staffing/Departmental Workplan Considerations:			
This would require administrative staff to amend the Director Remuneration bylaw No. 1851 and Director Remuneration Policy No. 200-05-05. Finance staff would also need to be involved in this process.			

**h. Board Strategic Plan/Priorities Considerations:**

Core Service Delivery.

**SECTION 4: OPTIONS & PROS / CONS**

OPTION 1:

THAT the Board direct staff to amend the Director Remuneration Bylaw No. 1851 and Director Remuneration Policy No. 200-05-05 to increase the base director stipends, meeting stipends, and committee Chair stipends for all Directors by 7% effective January 1, 2019; AND FURTHER, that the 2019-2023 Draft Financial plan include the new remuneration amount for all impacted services.

**PRO:** Increases the remuneration by the minimum impact that Directors would see by no longer having a portion of their remuneration considered non – taxable.

Allows Directors to claim home office expenses on their income tax returns.

**CON:** Will require an increase in local government taxation

May not cover the actual impact for Directors who have other income over and above the base stipend

OPTION 2:

THAT the Board direct staff to amend Director Remuneration Bylaw 1851 and Director Remuneration Policy No. 200-05-05 to increase the base director stipends, Committee Chair stipends, and for all Directors by \_\_\_\_% over and above the 2018 value; AND FURTHER, that the 2019-2023 Draft Financial plan include the new remuneration amount for all impacted services.

**PRO:** Increases the remuneration by the minimum impact that Directors would see by no longer having a portion of their remuneration considered non – taxable.

Allows Directors to claim home office expenses on their income tax returns.

**CON:** Might be more than is needed to cover the impact of the now taxable allowance.

Will require an increase in local government taxation

May not cover the actual impact for Directors who have other income over and above the base stipend

OPTION 3:

THAT staff take no action on the impact of the removal of the non taxable allowance for director remuneration at this time and refer the matter to the November 2018 Board Meeting.



**SECTION 5: RECOMMENDATION(S)**

Staff requests board direction on this matter.

Respectfully submitted,



Signature:

Name: Stuart Horn, Chief Administrative Officer.

**CONCURRENCE**

**Initials:**

**ATTACHMENTS:**

**Attachment A – Summary of impact of removal of non taxable allowance based on first tax bracket.**

**Summary of Tax Impact on 1/3 Non-Taxable Allowance**

	2018 Rates - First Tax Bracket - On non Taxable Portion						
	2018 Monthly Amount	Per Director	1/3 Portion Non Taxable	Federal Tax	Provincial Tax	Total Tax	% of 2018 Stipend
				@ 15%	@5.06%		
<b>A</b>	<b>A*12=B</b>	<b>B/3=C</b>	<b>C*.15=D</b>	<b>C*.0506=E</b>	<b>D+E=F</b>	<b>F/B=G</b>	
Municipal Director Allowance Monthly	\$ 1,101	\$ 13,212	\$ 4,404	\$ 661	\$ 223	\$ 883	7%
Area Director Allowance Monthly	2,838	34,056	11,352	1,703	574	2,277	7%
Chair Monthly Allowance	2,700	32,400	10,800	1,620	546	2,166	7%
Vice Chair Monthly	535	6,420	2,140	321	108	429	7%
Committee Stipend Per Approved Meeting	128	128	43	6	2	9	7%
Brd stipend/Alternates	346						
Resource Recovery meeting stipend	218						
<b><u>Committee Chairs</u></b>							
Rural Affairs	235	2,820	940	141	48	189	7%
East, West, Central Waste	235	2,820	940	141	48	189	7%
Arrow Creek	235	2,820	940	141	48	189	7%
Community Sustainable Living	235	2,820	940	141	48	189	7%

**Summary of Tax Impact on 1/3 Non-Taxable Allowance**

**Annual increased Cost to Service at 7%**

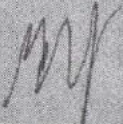

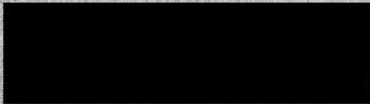

	<b>S100</b>	<b>S101</b>	<b>S105</b>	<b>S186</b>	<b>S187</b>	<b>S188</b>	<b>S242</b>	<b>Notes</b>
Municipal Director Allowance Monthly	\$ 8,324		\$ -	\$ -	\$ -	\$ -	\$ -	100% of Municipal Allowance
Area Director Allowance Monthly	8,365	17,884						68.2% of Rural Allowance to S101, balance to S100
Chair Monthly Allowance								Not included
Vice Chair Monthly								Not Included
Committee Stipend Per Approved Meeting Brd stipend/Alternates								Will impact various services
Resource Recovery meeting stipend				366	641	824		Assumes 6 Meetings per year (4 joint, 2 local service area)
<b><u>Committee Chairs</u></b>								
Rural Affairs		197						
East, West, Central Waste Arrow Creek				197	197	197		
Community Sustainable Living			197				197	
	<b>\$ 16,689</b>	<b>\$ 18,082</b>	<b>\$ 197</b>	<b>\$ 564</b>	<b>\$ 838</b>	<b>\$ 1,021</b>	<b>\$ 197</b>	



## Regional District of Central Kootenay Petition

We the undersigned owners of property located within a portion of Electoral Area C, as shown on the attached map, hereby petition the Regional District of Central Kootenay to extend the "Wynndel Fire Protection Local Service Area" to include our properties. We understand that the annual cost for the service will be recovered by means of a Property Value Tax, on the basis of land and improvements, and that the property taxation will be at the same rate of taxation as the "Wynndel Fire Protection Local Service Area" properties.

*Note: Signatures must be received from a majority of the registered owners of a given property in order to be counted. For example, if owned by two individuals, both owners must sign the petition.*


Owner Name & Mailing Address	Legal Description of Property Owned	Signatures of Majority For Each Property
Glen Hubick 	1335 Channel RD Lot 16 Plan NEP 2765 District Lot 15150 DL 5-071-499.	
Kim Hubick 	1401 Channel RD DL 15150 Lot 18	



# Regional District of Central Kootenay Petition

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*Note: Signatures must be received from a majority of the registered owners of a given property in order to be counted. For example, if owned by two individuals, both owners must sign the petition.*

Owner Name & Mailing Address	Legal Description of Property Owned	Signatures of Majority For Each Property
Ken Shakin [REDACTED]	PARCEL A, Lot 34, PLAN NEP 2765, DISTRICT LOT 15150 KOOTENAY LAND DISTRICT	

# Regional District of Central Kootenay Petition

We the undersigned owners of property located within a portion of Electoral Area C, as shown on the attached map, hereby petition the Regional District of Central Kootenay to extend the "Wynndel Fire Protection Local Service Area" to include our properties. We understand that the annual cost for the service will be recovered by means of a Property Value Tax, on the basis of land and improvements, and that the property taxation will be at the same rate of taxation as the "Wynndel Fire Protection Local Service Area" properties.


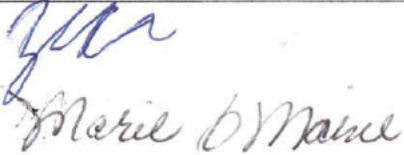
*Note: Signatures must be received from a majority of the registered owners of a given property in order to be counted. For example, if owned by two individuals, both owners must sign the petition.*

Owner Name & Mailing Address	Legal Description of Property Owned	Signatures of Majority For Each Property
Royer O Sanders [Redacted]	Lot 24 Plan NEP2765 District Lot 151SD Kootenay Land District PID 015-071-120	Royer [Signature]
Royer O Sanders [Redacted]	Lot 26 Plan NEP2765 District Lot 151SD Kootenay Land District PID 015-071-103	Royer [Signature]

# Regional District of Central Kootenay Petition

We the undersigned owners of property located within a portion of Electoral Area C, as shown on the attached map, hereby petition the Regional District of Central Kootenay to extend the "Wynndel Fire Protection Local Service Area" to include our properties. We understand that the annual cost for the service will be recovered by means of a Property Value Tax, on the basis of land and improvements, and that the property taxation will be at the same rate of taxation as the "Wynndel Fire Protection Local Service Area" properties.

Note: Signatures must be received from a majority of the registered owners of a given property in order to be counted. For example, if owned by two individuals, both owners must sign the petition.

Owner Name & Mailing Address	Legal Description of Property Owned	Signatures of Majority For Each Property
Kip & Michele Cantrell [REDACTED]	Lot 26 A, PLAN NEP 2765, DISTRICT LOT 15150, KOOTENAY LAND DISTRICT	
MARIE AGNES MAINE ZACHARY MICHAEL MILLER [REDACTED]	Lot 27, PLAN NEP 2765, DISTRICT LOT 15150, KOOTENAY LAND DISTRICT	
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Ken	PARCELA 200 30 PLAN NEP 2765, DISTRICT LOT 15150, KOOTENAY LAND DISTRICT	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Kip Cantrell  
1497 Channel Road  
Wynndel, BC V0B2N1

March 7th, 2023

To Whom It May Concern,

I am proposing the expansion of the fire response district boundary in Wynndel to service several properties including my own on Channel Road. I have attached maps of the expansion area and signatures for 6 of the 8 properties included. The remaining 2 properties (lot number 20 and 22) are under the same ownership and have verbally expressed support, but have not returned a signed petition. Please see attached petition documents and mapping for more detail.

Please advise on additional steps for the application to move forward.

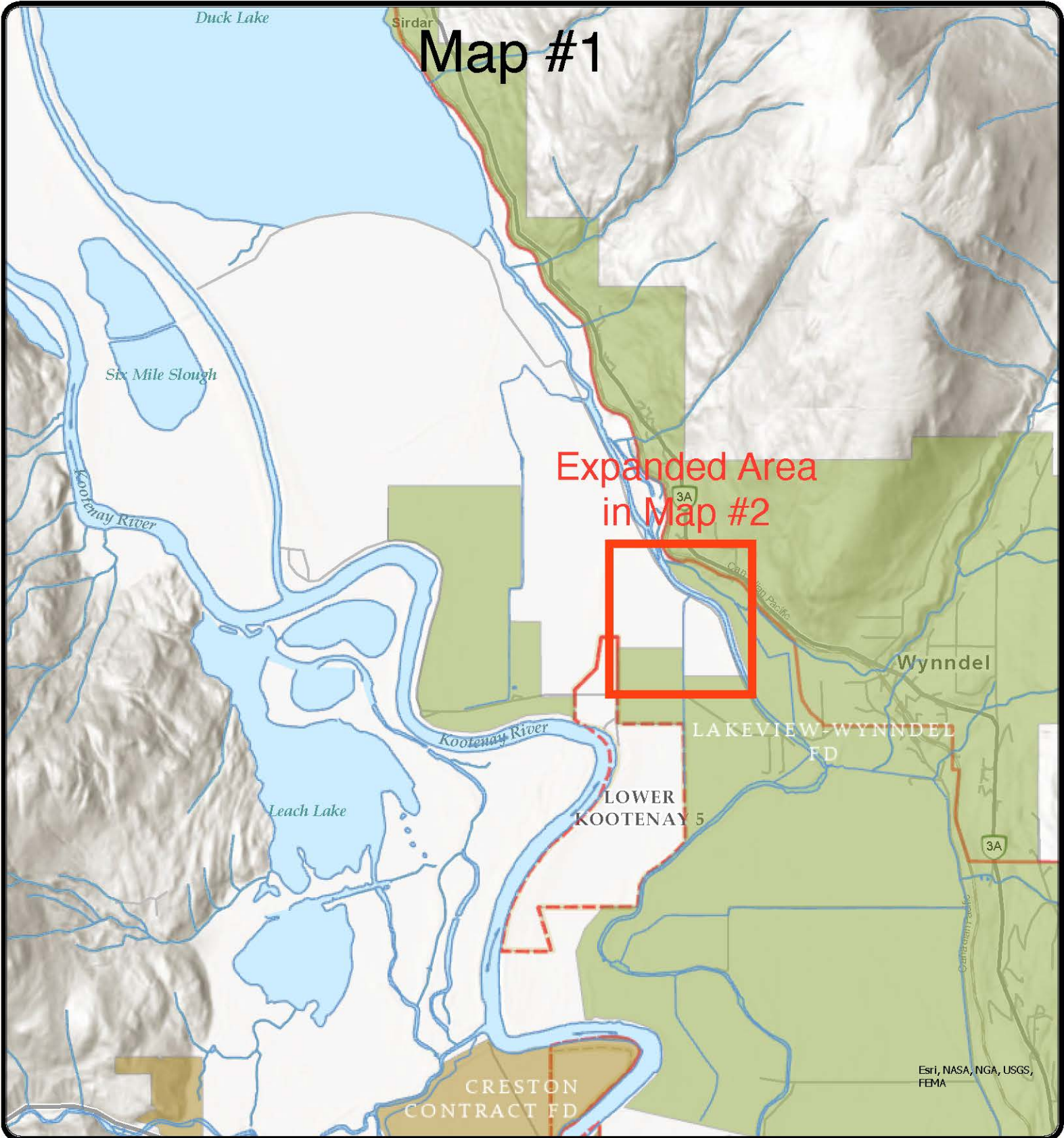
Thank you,

Kip Cantrell  
Thistle Farm - 250-431-401





# Map #1



Esri, NASA, NGA, USGS, FEMA



REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 Box 590, 202 Lakeside Drive,  
 Nelson, BC V1L 5R4  
 Phone: 1-800-268-7325 www.rdck.bc.ca  
 maps@rdck.bc.ca

### Legend

## Fire Service Areas

- CRESTON CONTRACT
- LAKEVIEW-WYNNDEL
- Streams and Shorelines
- Electoral Areas

### Map Scale:

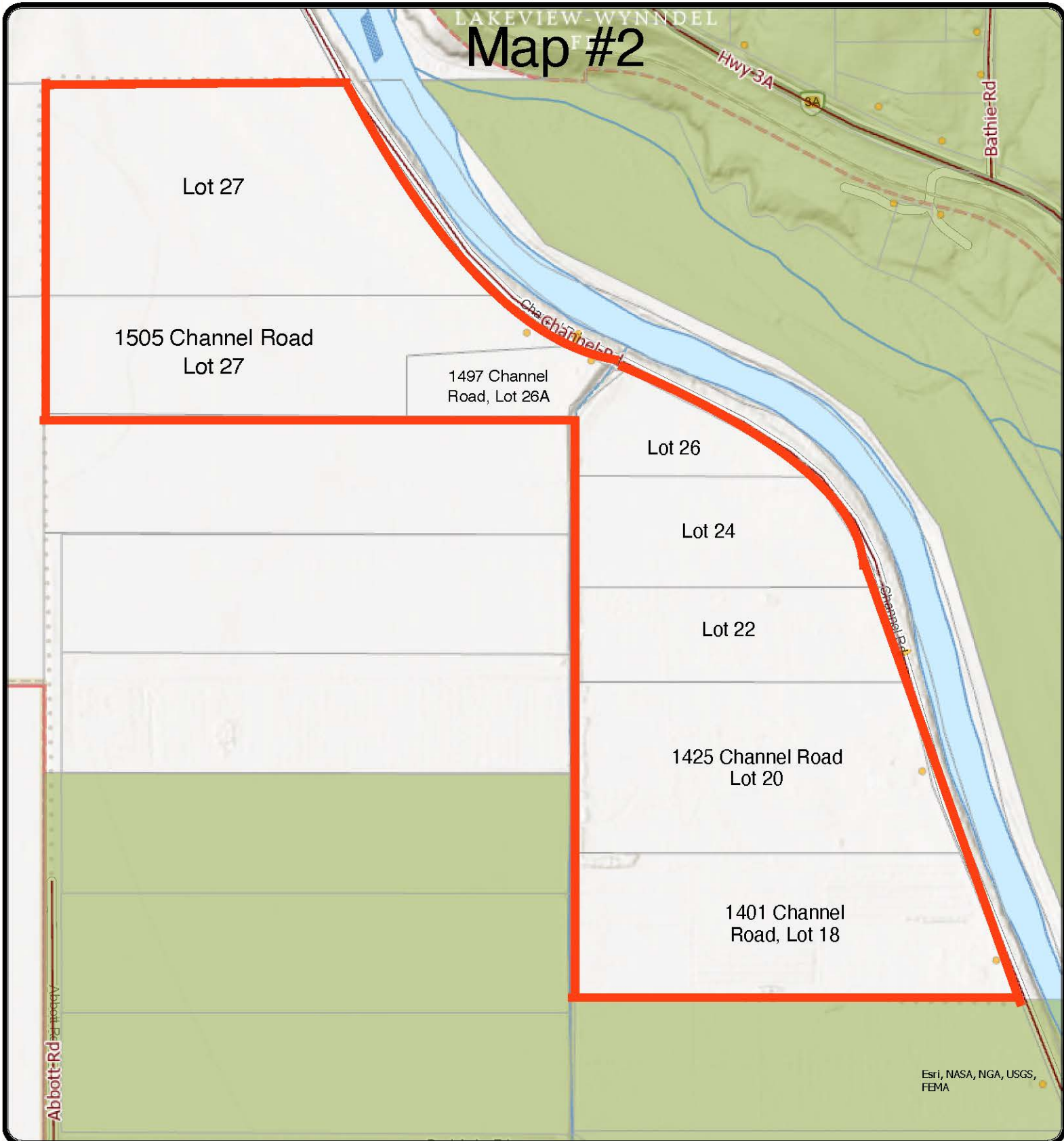
1:72,224

Date: March 7, 2023



The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.

# Map #2



Esri, NASA, NGA, USGS, FEMA



REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 Box 590, 202 Lakeside Drive,  
 Nelson, BC V1L 5R4  
 Phone: 1-800-268-7325 www.rdck.bc.ca  
 maps@rdck.bc.ca

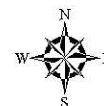
### Legend

- Fire Service Areas**
- LAKEVIEW-WYNNDEL
  - Streams and Shorelines
  - Electoral Areas
  - RDCK Roads
  - Cadastre - Legal Parcels
  - Civic Address

### Map Scale:

1:9,028

Date: March 7, 2023



The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.