



Regional District of Central Kootenay  
REGULAR BOARD MEETING  
Open Meeting Addenda

**Date:** Thursday, April 18, 2024  
**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 AND RECORDING THE BOARD MEETING**

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=mae5594f6ac386f8f05d3c4041f284837>

**Join by Phone:**

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

**Meeting Number (access code):** 2773 062 9039

**Meeting Password:** JZmHWgaf453 (59649423 from phones)

**In-Person Location:**

Boardroom - Nelson Office  
202 Lakeside Drive Nelson, BC

**Recording the Board Meeting**

The RDCK Board meeting will be recorded as per Recording Meeting Policy No. 100-01-21.

**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 18, 2024 Regular Open Board meeting be adopted with the following:

- inclusion of Item 4.3.5 Director Main - FCM;
- inclusion of Item 4.4 Membership;
- inclusion of Item 4.4.1 Area D Advisory Planning and Heritage Commission; and
- with the addition of the addendum

before circulation.

**2.3 ADOPTION OF THE MINUTES**

21 - 44

**RECOMMENDATION:**  
(ALL VOTE)

The minutes from the March 21, 2024 Regular Open Board meeting be adopted as circulated.

**2.4 INTRODUCTIONS**

CAO Horn will introduce the following staff:

- Anamika Singh, Human Resources Advisor, replacing Alexandra Hadfield;
- Paige Lefranc, Human Resources Coordinator, replacing Regan Inniss;
- David Barnhart, Safety Advisor, filling in for Andre Noel;
- Shanna Eckman who is moving into a new role as the Contracts Administration Support; and
- Emma Clark, Environmental Services Administrative Coordinator, replacing Shanna Eckman.

**2.5 DELEGATIONS**

**2.5.1 Kootenay Freedom**

45 - 55

Kootenay Freedom presents 'expanding the local climate literacy conversation'

**Karyn Shaundell** - BA Criminology/Paralegal, Researcher

**Kevin Shaw** - BSc Engineering, Researcher

**Brian McLachlan** - Health Care Worker (retired); co-founder  
Nelson Eco-Society; Researcher

***NOTE: Presentation has been updated.***

- 2.5.2 **Forest Enhancement Society of BC (FESBC), OIB Nk Mip Forestry, Mercer Celgar** 56 - 59  
**Chris Longmore:** Manager, Fibre Procurement, Mercer Celgar  
**Brian Watson:** Operations Manager, FESBC

### 3. BUSINESS ARISING OUT OF THE MINUTES

- 3.1 **Directors Code of Conduct**  
**Board Meeting - December 8, 2022**  
**RES 782/22 referred to the April Board Meeting**

Staff is requesting to refer the Code of Conduct to the June 13, 2024 Board Meeting.

- 3.2 **Portion of Area E - Procter/Harrop/Balfour/Queens Bay Recreation Commission No. 10**  
**Board Meeting - January 18, 2024**  
**RES 10/24 referred to April Board Meeting**

Director Graham has requested to bring the appointments to Recreation Commission No.10 to the June 13, 2024 Board Meeting.

- 3.3 **Award Contract: Electoral Area K Dog Control**  
**Board Meeting - March 21, 2024**  
**RES 148/24 referred to April Board Meeting**

Staff is requesting the award contract for Electoral Area K Dog Control be addressed at the May 16, 2024 Board Meeting to allow for further discussion with the Directors.

### 4. COMMITTEES & COMMISSIONS

#### 4.1 FOR INFORMATION

- 4.1.1 **Riondel Commission: minutes February 6, 2024** 60 - 65  
Staff received direction to work with the Circle of Friends Society regarding the terms of the lease agreement.
- 4.1.2 **Nelson & District Recreation Commission No. 5: minutes February 13, 2024** 66 - 70  
Staff received direction to schedule a workshop to look at the

Service Review Background Report and to endorse the Service/Facility Prioritization Framework.

- 4.1.3 **Sunshine Bay Regional Park Commission: minutes March 14, 2024** 71 - 76
- 4.1.4 **Area I Advisory Planning and Heritage Commission: minutes March 25, 2024** 77 - 80
- 4.1.5 **Area G Advisory Planning and Heritage Commission: minutes March 27, 2024** 81 - 84  
Staff received direction regarding the Agricultural Land Reserve Referral for Non-Adhering Residential Use and the Development Permit Application.
- 4.1.6 **Riondel Commission: minutes April 2, 2024** 85 - 88  
Staff received direction to investigate the acquisition of volunteer injury insurance.
- 4.1.7 **Creston Valley Services Committee: minutes April 4, 2024** 89 - 93

#### 4.2 WITH RECOMMENDATIONS

- 4.2.1 **South Slovan Commission of Management: minutes February 22, 2024** 94 - 97  
Staff has received direction to move the appointments to the Alternates to the May 16, 2024 Board meeting to allow the Director time receive more information on the appointments.

**RECOMMENDATION:**

(ALL VOTE)

**STAFF RECOMMENDATION**

That the Board appoint the following individual(s) to the South Slovan Commission of Management for a term to end December 31, 2024:

Mandy Chutskoff  
George Mentz

And further, the Board send a letter to outgoing members Ian McGovern and Cindy Lawrence thanking them for their service.

- 4.2.2 ***All Recreation Committee: minutes March 27, 2024*** 98 - 108  
Staff has received direction for the Regional Parks, Trails, and Water Access Strategy working group and to develop a replacement option for the 10x punch pass.

***NOTE: The All Recreation minutes have been updated.***

**RECOMMENDATION:**

(ALL VOTE WGT)

1. That the Board approve the acquisition of Trans Canada Trail (TCT) Propulso Reports for an amount up to \$20,000, to be allocated from individual Regional Parks Reserves, with each Regional Park Service responsible for funding only their portion of the acquired reports.

**RECOMMENDATION:**

(ALL VOTE)

2. That the Board approve the Community Services Access & Inclusion Policy framework.

**RECOMMENDATION:**

(ALL VOTE WGT)

3. That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 3, 2024, as per the All Recreation Committee March 27, 2024 minutes.

**4.2.3 Water Services Committee: minutes April 3, 2024**

109 - 135

***NOTE: Staff has put forward a recommendation to amend the 2024-2028 Financial Plan and has attached an updated Bylaw No. 2951 (amendment to Schedule B Section 2 Balfour Water System).***

**RECOMMENDATION:**

(ALL VOTE WGT)

**STAFF RECOMMENDATION**

1. That the Board approve an amendment to the 2024 to 2028 Financial Plan to reduce for Service S255, Water Utility – Area E (Balfour) account 42030 user fees to \$296,826; AND FURTHER, reduce account 59000, Contribution to Reserves to \$124,367.

**RECOMMENDATION:**

(ALL VOTE)

**STAFF RECOMMENDATION**

2. That the Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be read the FIRST, SECOND, and THIRD **as amended** to repeal and replace Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2895, 2023.

**RECOMMENDATION:**

(ALL VOTE)

3. That the Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be ADOPTED and the Chair and

Corporate Officer be authorized to sign the same.

**RECOMMENDATION:**  
(ALL VOTE WGT)

4. That the Regional District Water Services Committee recommends that the Board direct staff to provide metering refunds to water customer Accounts 60704, 60412, 60490, 60413 in the amounts of actual costs for metering costs incurred, less administrative costs (refunds estimated at \$5,230.06, \$15,159.41, \$4,574.36, and \$9,473.36, respectively) that would have otherwise been covered under the Phase 1 Erickson Metering Program.

**4.2.4 Community Sustainable Living Committee: minutes April 16, 2024**

136 - 139

**RECOMMENDATION:**  
(PO WGT)

That the Board direct staff to review the current Community Sustainable Living Advisory Committee Terms of Reference and bring forward a report for the June 18, 2024 CSLAC meeting.

**4.2.5 Joint Resource Recovery Committee: minutes April 17, 2024**

140 - 150

**RECOMMENDATION:**  
(ALL VOTE WGT)

1. That the Board approve an amendment to the 2024 Financial Plan for the West Waste Service S188 Transfer from Reserves to increase by \$799,644 and Capital Expenditures accounts to increase by the following amounts for the West Transfer Station Upgrades projects:

- Nakusp (CAP1116-100) \$311,617
- Rosebery (CAP1120-100) \$262,102
- Slocan (CAP1425-100) \$225,925

**RECOMMENDATION:**  
(ALL VOTE WGT)

2. That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Loan Authorization Bylaw No. 2962, 2024 be read a FIRST, SECOND, and THIRD time by content.

**RECOMMENDATION:**  
(ALL VOTE WGT)

3. That the Board authorize staff to enter into a Services Agreement with North Mountain Construction Ltd for the Nakusp,

Rosebery and Slocan Transfer Station Upgrades in the amount of \$2,577,975.29 not including GST;

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

AND FURTHER, that the costs be paid from Service S188 West Sub-Region Resource Recovery.

**RECOMMENDATION:**  
(ALL VOTE WGT)

4. That the Board authorize staff to enter into a Services Agreement with Brenton Industries Ltd. for the HB Tailings Facility 2024 Erosion Control Works in the amount of \$87,490.84 not including GST;

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

AND FURTHER that the costs be paid from Service S187 Central Sub-Region Resource Recovery.

**RECOMMENDATION:**  
(ALL VOTE WGT)

5. That the Board accept the insurance deductible modification for SRK Consulting (Canada) Ltd.'s Professional Errors and Omissions Liability insurance to increase the deductible from \$50,000 to \$500,000;

AND FURTHER, that the Board also accept the modification to the Professional Errors and Omissions Liability coverage to reduce the in aggregate amount from \$10,000,000 to \$5,000,000.

**RECOMMENDATION:**  
(ALL VOTE)

6. That the Board authorize Staff to proceed with Central Kootenay Invasive Species Society's 2024 Option #1 (Recommended) treatment options for all sites, which involves the use of herbicides and/or mechanical treatments to control invasive species dependent on site specific conditions.

**RECOMMENDATION:**  
(ALL VOTE)

7. That the Board authorize Staff to apply for an Organic Waste-to-Energy business case grant from the Green Municipal Fund to assess viable waste-to-energy systems and business models for Creston and Ootischenia landfills;

AND FURTHER, that the balance of funding for this study, up to a

maximum of \$7,000, be covered by Local Government Climate Action Program funding in Service 100 – General Administration, should the grant application be successful.

**RECOMMENDATION:**

(ALL VOTE WGT)

8. That the Board authorize staff to purchase six roll off bins from Fusion West Manufacturing up to a total cost of \$103,445 (excluding GST) with the bins and cost to be evenly split by the West Resource Recovery Service S188 and Central Resource Recovery Service S187 and East Resource Recovery Service S186, Capital Expenditures;

AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

**RECOMMENDATION:**

(ALL VOTE WGT)

9. That resolution #57/24 being:

*That the Board direct staff not to enter into a Lease Agreement with Kokanee Creek Marine Ltd. for the lease of lands associated with the Kokanee Creek Marina Recycling Depot and permanently close the Kokanee Creek Marina Recycling Depot effective May 31, 2024.*

Be amended to read:

*That the Board authorize staff to extend the Lease Agreement with Kokanee Creek Marine Ltd. for the lease of lands associated with the Kokanee Creek Marina Recycling Depot until July 31, 2024.*

**4.3 DIRECTORS' REPORTS**

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

<b>4.3.1</b>	<b>Director Newell: Municipal Finance Authority</b>	151 - 152
<b>4.3.2</b>	<b>Director Hanegraaf: February to April 2024 Activities</b>	153 - 154
<b>4.3.3</b>	<b>Director McLaren-Caux: February to April 2024 Activities</b>	155 - 184
<b>4.3.4</b>	<b>Director Watson: Letter of Support - Great Slave Helicopter</b>	185 - 186
<b>4.3.5</b>	<b>Director Main: FCM</b>	187 - 189

**4.4 MEMBERSHIP**



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

**RECOMMENDATION:**

(ALL VOTE)

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

Ken Hart

**5. CORRESPONDENCE**

- 5.1 The letter dated February 29, 2024 from Sue McKortoff, Osoyoos, seeking local government support for their proposed resolution regarding personal and defamatory attacks on municipal leaders. 190 - 192**
- 5.2 The letter dated April 8, 2024 from Leandri Kleinhans, Creston Valley-Kootenay Lake Economic Action Partnership, seeking a letter of support for their application to ETSI-BC Innovating and Advancing Key Sector's stream for the agricultural forum. 193 - 196**

**RECOMMENDATION:**

(ALL VOTE)

That the Board send a letter of support to the Creston-Valley Kootenay Lake Economic Action Partnership for their application to Economic Trust of the Southern Interior of BC Innovating and Advancing Key Sector's stream for the organization of an agricultural forum in the southern interior of BC.

- 5.3 The email dated April 9, 2024 from Iraleigh Anderson, Nelson Disc Golf Society, seeking a letter of support from the Board for the Highwater Disc Golf course. 197**

**RECOMMENDATION:**

(ALL VOTE)

That the Board send a general letter of support to the Nelson Disc Golf Society for their ongoing fundraising and relationship building required to continue to build, improve, and maintain the Highwater disc golf course.

- 5.4 The email dated April 5, 2024 from Louise Poole, Nelson Nordic Ski Club, seeking a letter of support for their application to the Outdoor Recreation Council of BC for bridge maintenance that joins Busk Trail to the Great Northern Rail Trail. 198 - 201**

**RECOMMENDATION:**

(ALL VOTE)

That the Board send a letter of support to the Nelson Nordic Ski Club for their application to the Outdoor Recreation Council of BC for bridge maintenance that joins Busk Train to the Great Northern Rail Trail.

## 6. COMMUNICATIONS

- 6.1 The email dated March 20, 2024 from Honourable George Heyman, Ministry of Environment and Climate Change Strategy, providing information regarding the Local Government Climate Action Program funding. 202 - 204
- 6.2 The letter dated April 8, 2024 from Honourable Ravi Kahlon, Ministry of Housing, introducing Bill 16 intended to support local governments efforts to build more affordable and liveable communities. 205 - 207
- 6.3 The letter dated February 29, 2024 from Jay Chalke, Ombudsperson, providing the Ombudsperson Quarterly report from October - December, 2023. 208 - 213
- 6.4 The letter dated March 21, 2024 from Tara Faganello, Ministry of Municipal Affairs, advising the RDCK that a grant has been approved in the amount of \$250,000 towards development of a regional growth strategy. 214 - 215
- 6.5 The resolution dated March 27, 2024 from City of Port Alberni addressing the needs of rural seniors in BC. 216 - 218
- 6.6 The email dated April 8, 2024 from Taryn Skalbania, Interior Watershed Task Force (IWTF), inviting local governments to the IWTF Community Town Hall. 219 - 225

## 7. FOR INFORMATION: ACCOUNTS PAYABLE

The Accounts Payable Summary for March 2024 in the amount of \$1,677,433 has been received for information. 226 - 246

## 8. BYLAWS

- 8.1 **Bylaw 2923: Defined Area D Medical First Responder Service Establishment - Alternative Approval Process (AAP)** 247 - 264  
The Board Report dated January 31, 2024 from Tom Dool, Research Analyst, seeking Board approval to proceed with an Alternative Approval Process for Defined Area D Medical First Responder Service Establishment, has been received.

### RECOMMENDATION: (ALL VOTE)

That the Board direct staff to proceed with obtaining approval of the electors within a defined portion of Electoral Area D for Defined Area D

Medical First Responder Bylaw No. 2923, 2023 and that such approval be obtained by alternative approval process pursuant to Section 86 of the Community Charter, AND FURTHER, the Board hereby determines as follows:

1. The deadline for receipt of elector responses is 4:00 p.m. on June 17, 2024.
2. The required Elector Response Form shall be as attached to this report.
3. A fair determination of the total number of electors within the area to which the alternative approval process applies is 847.

**8.2 Bylaw 2949: Wynndel/Lakeside Fire Protection Local Service Area Establishment Amendment**

265 - 267

**RECOMMENDATION:**  
(ALL VOTE)

That the Wynndel/Lakeside Fire Protection Local Service Area Establishment Amendment Bylaw No. 2949, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**8.3 Bylaw 2960: Freedom of Information**

268 - 279

The Board Report dated April 8, 2024 from Shiree Worden, Records & Information Management Coordinator, seeking the Board approval to adopt Freedom of Information Bylaw No. 2960, 2024, has been received.

**RECOMMENDATION:**  
(ALL VOTE)

1. That the Freedom of Information Bylaw No. 2960, 2024 be read a FIRST, SECOND, and THIRD time by content to repeal and replace the Freedom of Information Bylaw No. 2525, 2016.

**RECOMMENDATION:**  
(ALL VOTE)

2. That the Freedom of Information Bylaw No. 2960, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**9. NEW BUSINESS**

**9.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY**

**9.1.1 Award: Kootenay and Boundary Farm Advisory Contract**

280 - 356

The Board Report dated April 8, 2024 from Sangita Sudan, General Manager of Development and Community Sustainability Services, seeking Board approval to award the Agricultural Liaison contract, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board approve awarding the Kootenay and Boundary Farm Advisors contract to Keefer Ecological Services Ltd. for five years from April 8, 2024 ending on April 8, 2029 as approved in the 2024-2028 Financial Plan for S100 General Administration; AND FURTHER, the Board Chair and Corporate Officer be authorized to sign the contract.

**9.1.2 RDCK Emergency Flood Response Plan**

357 - 362

The Board Report dated March 1, 2024 from Dan Séguin, Manager of Community Sustainability, seeking Board approval to amend the resolution for the grant application to UBCM under the Disaster Risk Reduction-Climate Adaptation of the Community Emergency Preparedness Fund to develop an RDCK Emergency Flood Response Plan, has been received.

**RECOMMENDATION:**

(ALL VOTE)

That resolution 153/24 being:

*That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$150,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service;*

be amended to read:

*That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$300,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service. Further, as the primary applicant, the Board supports the proposed activities is willing for the RDCK to receive and manage the grant funding.*

**9.1.3 RDCK Climate Action Next Steps**

363 - 446

The Board Report dated March 24, 2024 from Paris Marshall Smith, Sustainability Planner, and Dauna Ditson, Community Resilience Coordinator, seeking Board endorsement to the revised RDCK Climate Actions, has been received.

**RECOMMENDATION:**

(ALL VOTE)

That the Board endorse the revised RDCK Climate Actions (option 1) as presented in the March 24, 2024 Board report from Paris Marshall Smith and Dauna Ditson.

## 9.2 ENVIRONMENTAL SERVICES

- 9.2.1 Award: Creston Valley Alternative Water Supply Feasibility Study** 447 - 449  
The Board Report dated April 2, 2024 from AJ Evenson, Senior Project Manager, seeking Board approval to award the contract for the Creston Valley Alternative Water Supply Feasibility Study, has been received.

### RECOMMENDATION:

(ALL VOTE WGT)

That the Board authorize staff to enter into a Consulting Services Agreement with Associated Engineering for the Creston Valley Alternative Water Supply Feasibility Study to Associated Engineering; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$89,683.00 plus GST; AND FURTHER, that the cost be paid from service A102 as included in the approved 2024 Financial Plan.

## 9.3 FINANCE & ADMINISTRATION

- 9.3.1 Service Agreement Extension: IT Services - Creston** 450 - 452  
The Board Report dated April 2, 2024 from Dwayne Lau, Manager of Information Technology Services, seeking Board approval to extend the IT Services agreement with the Town of Creston, has been received.

### RECOMMENDATION:

(ALL VOTE WGT)

That the Board approve the extension of the IT Services Agreement with the Town of Creston for the period ending December 31, 2024, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

- 9.3.2 For Information: Communication Strategy** 453 - 470  
The Board Report dated April 5, 2024 from Dan Elliott, Communications Coordinator, seeking Board feedback by May 10, 2024 regarding the Communication Strategy, has been received for information.

## 9.4 FIRE SERVICES

- 9.4.1 Service Case Analysis: Kitchener Fire Response** 471 - 498

The Board Report dated April 3, 2024 from Tom Dool, Research Analyst, providing the Board with an updated service case analysis regarding the provision of a fire response service to the unincorporated community of Kitchener in Electoral Area B, has been received.

**RECOMMENDATION:**  
(ALL VOTE)

That the Board authorize staff to prepare a petition, regarding the establishment of a fire response service for the community of Kitchener, in accordance with the Section 337 of the *Local Government Act* and that the petition be provided to the Director of Area B to facilitate circulation within the Community.

**9.5 GRANTS**

**9.5.1 Discretionary**

**9.5.1.1 Discretionary Grants**

499 - 511

**RECOMMENDATION:**  
(ALL VOTE)

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

**AREA A**

BC Senior Games Society, Zone 7	55+ BC Games	\$400
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**AREA B**

BC Senior Games Society, Zone 7	55+BC Games	\$200
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Creston Valley Chamber of Commerce	Canada Day Celebration	\$2,000
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Creston Valley Chamber of Commerce	Dash 4 Trash 2024	\$500
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**AREA C**

Creston Valley Chamber of Commerce	Dash 4 Trash 2024	\$300
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Creston Valley Chamber of Commerce	Canada Day Celebration	\$750
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**AREA F**

Nelson Minor Hockey	Funding for BC	\$1,500
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Association	Provincial Champions in Quesnel	
<b><u>AREA H</u></b>		
Winlaw Highway Accident Management Fundraiser Event		\$1,000
Society		
Slocan Solutions Society	An Evening of Poetry	\$550
<b><u>AREA I</u></b>		
Horse Association Central Kootenay	Youth Show & Shine	\$800
<b><u>AREA J</u></b>		
Horse Association Central Kootenay	Youth Show & Shine	\$800
<b><u>AREA K</u></b>		
Fauquier Volunteer Fire Brigade	Spring Seminar	\$850
Robertson Memorial United Church	Energy efficient - Heat pump	\$3,000

**9.5.1.2 RES 177/24: Discretionary Amendment (Area J)**

512 - 519

**RECOMMENDATION:**

That Resolution 177/24, being the allocation of Discretionary grants funds, be amended by changing:

**AREA J**

U15 Rep Hockey Team (Nelson Minor Hockey Association)  
\$1,500

to

Nelson Minor Hockey Association \$1,500

**9.5.2 Community Development**

520 - 544

**RECOMMENDATION:**

(ALL VOTE)

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

**AREA A**

South Kootenay Lake Community Service Society	East Shore Seniors Transportation	\$3,000
Creston Valley Kootenay	Southern BC Agri-forum	\$1,390

Lake Action Partnership

**AREA B**

Creston Valley Kootenay Lake Action Partnership Southern BC Agri-forum \$2,453

**AREA C**

Creston Valley Kootenay Lake Action Partnership Southern BC Agri-forum \$2,453

**AREA E**

Blewett Elementary PAC Set of Chromebooks \$2,500

Queens Bay Residents Association AED purchase for Community Hall \$2,500

Nelson Public Library Nelson Public Library Services for RDCK Area E residents \$20,000

Horse Association Central Kootenay Youth Show & Shine \$500

**AREA F**

Blewett Elementary PAC Set of Chromebooks \$1,100

**AREA G**

Salmo District Arts Council Non profit advisory program \$760

Salmo Valley Trail Society 2024-2025 Build Season \$5,000

Ymir Arts and Museum Society Ymir School House Upgrades \$10,000

Renascence Arts and Sustainability Society 12th Annual Tiny Lights Festival Inflation Support \$5,000

**AREA H**

Horse Association Central Kootenay Youth Show & Shine \$1,200

WE Graham community Service Society Community Garden Expansion \$1,500

**AREA I**

Castlegar & District Chamber of Commerce West Kootenay Trade Show 2024 \$1,000

Castlegar Festivals Society Castlegar Sunfest 2024 \$2,500

**AREA J**

Castlegar & District Chamber of Commerce West Kootenay Trade Show 2024 \$2,000

Castlegar Festivals Society Castlegar Sunfest 2024 \$2,500

**AREA K**

Fauquier CARE Society Harmony in Motion \$3,000

**NAKUSP**

Arrow Lakes Caribou Society Central Selkirk Caribou Maternity Pen Video \$2,000

Arrow Lakes Fine Arts Guild Society Art Programming series \$6,040

Arrow Lakes Historical Brochure Updates and \$3,000



Society	Reprint	
Nakusp Mixed Slow Pitch Society	Nakusp Ball Field Electrical Service Upgrade and LED Field Light Upgrade	\$10,000
Arrow Lakes Search and Rescue	SAR Responder Uniforms	\$2,000

**9.6 CHAIR/CAO REPORTS**

545 - 546

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

**10. RURAL AFFAIRS COMMITTEE**

547 - 554

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.4  
Development Variance Permit - Campbell  
Electoral Area A**

1. That the Board APPROVE the issuance of Development Variance Permit V2402A to Jeff Shatzko for the property located at 4481 Highway 3A, Electoral Area A and legally described as LOT 2, DISTRICT LOT 4595, KOOTENAY DISTRICT PLAN 9520, EXCEPT PART INCLUDED IN PLAN 10068 (PID: 007-640-510) to vary Section 18.17 of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 in order to permit a 1.5 metre setback from the southern interior lot line and a 0.4 metre setback from the eastern lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.5  
Development Variance Permit - McBlain  
Electoral Area B**

2. That the Board APPROVE the issuance of Development Variance Permit V2405B to Jody McBlain and Delaney McBlain for the property located at 4328 – 40th Street, Electoral Area B and legally described as LOT 174, DISTRICT LOT 812, KOOTENAY DISTRICT PLAN 921 (PID: 009-896-490) to vary Section 23.5 in the Rural Creston Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013, as follows:

- From a 60 metre maximum depth from the Front Lot Line for a Farm Residential Footprint to allow a Farm Residential Footprint with a maximum depth of 140 metres from the Front Lot Line to permit the conversion of an existing structure in to a dwelling unit.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.6  
Development Variance Permit - Sperling  
Electoral Area I**

3. That the Board APPROVE the issuance of Development Variance Permit V23091 to Arthur Patrick Sperling and Terese Sperling for the property located at 2464 Pass Creek Road, Electoral Area I and legally described as DISTRICT LOT 8430, KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 12090 & 15269 (PID: 016-449-312) to vary Section 2901.3, 2901.4, and 2901.6 b. of the Regional District of Central Kootenay's Zoning Bylaw No. 1675, 2004 to permit, as follows:

1. To permit a Farm Residential Footprint of approximately 3,800 m<sup>2</sup> (40,903 ft<sup>2</sup>) whereas the bylaw permits a Farm Residential Footprint of 2,500 m<sup>2</sup> (26,910 ft<sup>2</sup>) for a Single Family Dwelling and additional permitted dwelling unit.
2. To allow a Farm Residential Footprint with a maximum depth of 200 metres (656 ft) from the Front Lot Line whereas the bylaw requires that the maximum depth of the Farm Residential Footprint shall not exceed 60 metres from the Front Lot Line.
3. To permit an accessory dwelling with a maximum Gross Floor Area (GFA) of 136 m<sup>2</sup> (1,464 ft<sup>2</sup>) whereas the bylaw permits a maximum GFA of 90 m<sup>2</sup> (969 ft<sup>2</sup>).

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.7**

**Site Specific Floodplain Exemption - Pruett  
Electoral Area E**

4. That the Board APPROVE a Site Specific Floodplain Exemption to reduce the required setback from Kootenay Lake from 15 metres from the natural boundary to 8.86 metres from the natural boundary in accordance with the Engineering Report prepared by Vast Resource Solutions Inc., dated December, 2023, for property located at 389 Park Avenue, Electoral Area E and legally described as STRATA LOT 31, DISTRICT LOT 873, KOOTENAY DISTRICT STRATA PLAN NES3286, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V (PID: 027-785-114) SUBJECT to preparation by Holly Pruett and Donald Pruett of a restrictive covenant under Section 219 of the Land Title Act and Section 56 of the Community Charter in favour of the Regional District of Central Kootenay.

**11. DIRECTORS' MOTIONS**

**11.1 Director Page: Nelson, Areas E and F Economic Development  
Commission**

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to bring forward a bylaw to repeal the City of Nelson, Electoral Area E, and Electoral Area F Economic Development Commission Bylaw No. 901,1991.

**11.2 Director Watson: Prioritization Matrix for Staff Workload**

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to prepare a report for consideration that provides options for a prioritization matrix that will outline how the Board can determine whether or not to proceed with a new project, and used to prioritize current work plan items based on strategic priorities, human resource capacity and financial resource constraints, among other factors.

**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.

**RECOMMENDATION:**

(ALL VOTE)

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (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 2024 was held on Thursday, March 21, 2024 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 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	
Director A. DeBoon	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	In-Person
Director A. McLauren-Caux	Village of Nakusp	In-Person
Director K. Page	City of Nelson	In-Person
Director L. Casley	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director L. Main	Village of Silverton	In-Person
Director J. Lunn	Village of Slocan	In-Person

**ELECTED OFFICIALS**

**ABSENT**

Director W. Popoff	Electoral Area H
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**STAFF PRESENT**

S. Horn	Chief Administrative Officer
A. Lund	Deputy Corporate Officer
J. Chirico	General Manager of Community Services
S. Sudan	General Manager of Development & Community Sustainability Services
Y. Malloff	General Manager of Finance, Information Technology and Economic Development
D. Séguin	Manager of Community Sustainability
T. Davison	Regional Manager – Recreation & Client Services
H. Smith	Finance Manager
A. Evenson	Senior Project Manager
M. Friesen	Financial Analyst
D. Zol	Financial Analyst
N. Hannon	Disaster and Mitigation and Adaptation Senior Advisor

S. Worden

Records and Information Management  
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 (hybrid model).

**Meeting Time:**

9:00 a.m. PST

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mae5594f6ac386f8f05d3c4041f284837>

**Join by Phone:**

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

**Meeting Number (access code):** 2773 062 9039

**Meeting Password:** JZmHWgaf453 (59649423 from phones)

**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**

The Board took a moment of silence for former Canadian Prime Minister Brian Mulroney who passed away in February 2024.

Moved and seconded,  
And Resolved:

125/24

The agenda for the March 21, 2024 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 4.1.17 Creston Valley Services Committee (Special Budget Meeting): minutes March 20, 2024
- inclusion of Item 4.4.6 Director Watson: 2024 - 2028 Financial Plan - Area D;
- inclusion of Item 10.4 Director Main: Federation of Canadian Municipalities; and
- with the addition of the addendum

before circulation.

**Carried**

**2.3 ADOPTION OF THE MINUTES**

Moved and seconded,  
And Resolved:

126/24

The minutes from the February 15, 2024 Regular Open Board meeting be adopted as circulated.

**Carried**

Moved and seconded,  
And Resolved:

127/24

The minutes from the February 16, 2024 Special (Budget) Open Board meeting be adopted as circulated.

**Carried**

## **2.4 DELEGATION**

### **2.4.1 Kootenay Mountaineering Club**

Bruce Reeder - Remote

David Heyduck – In-Person

Sandra Fuller – In-Person

David Heyduck, Kootenay Mountaineering Club (KMC), gave a presentation to the Board regarding the Bonnington Huts Renewal Program.

The KMC is a not-for-profit society that promotes conservation and are stewards for non-motorized recreation in the Kootenays since the 1980s. The KMC, in partnership with Recreation Sites and Trails Program of BC, have built five (5) backcountry huts in the Bonnington Range. The revenue from the hut network is used for hut maintenance and provision of firewood. The huts are fully booked from December to April. In 2022 -2023, the huts saw 2500 person-days of use. It is estimated that 40% is local use, 20% is international and the remainder are people from the United States and all over Canada.

Since 2020, the KMC has received funding from multiple organizations, including the RDCK, to help the volunteers to replace and maintain the huts as part of the Bonnington Huts Renewal Program.

Mr. Heyduck provided an overview of some of the projects completed to date and the focus to enhance waste management at the Grassy and Lost Lake huts (Phase 1) and Huckleberry, Copper and Steed huts (Phase 2). He describe the barrel outhouses system and how this will improve waste management at the huts.

In conclusion, KMC is seeking the remaining \$19,050 to move this project forward and is requesting the RDCK consider supporting the initiative or provide direction to other funding opportunities.

David and Sandra answered the Board's questions.

Chair Watson thanked David and Sandra for the presentation.

## **2.5 INTRODUCTIONS**

CAO Horn introduced Tanya Pauls, Emergency Program Coordinator, replacing Stephane Coutu.

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

### **3.1 Staffing Request: Development and Community Sustainability - Emergency Program Coordinator - Nelson**

**Special (Budget) Board Meeting: February 16, 2024**

**RES 121/24 Referred to the March 21, 2024 Board Meeting**

The Board Report dated February 28, 2024 from Dan Séguin, Manager of Community Sustainability, seeking Board approval to hire an additional Emergency Program Coordinator - Nelson, has been received.

Moved and seconded,  
And resolved:

128/24

That Item 3.1 Staffing Request: Development and Community Sustainability - Emergency Program Coordinator - Nelson be postponed and considered at the same time as Item 8.3.3 Bylaw 2952: Financial Plan (2024-2028).

**Carried**

#### **4. COMMITTEES & COMMISSIONS**

##### **4.1 FOR INFORMATION**

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

- 4.1.1 Castlegar and District Recreation Commission No. 5: minutes February 6, 2024**  
Staff received the direction to refer the budget discussion for Capital Budget for Service No. S222 Arena(Castlegar Complex) – Castlegar and Areas I and J and Service No. S227 Aquatic Centre – Castlegar and Areas I and J to another meeting.
- 4.1.2 Kaslo and Area D Economic Development Commission: minutes February 12, 2024**  
Staff received direction to set the requisition for the 2024-2028 Financial Plan at zero for Kaslo and Area D Economic Development Service S109.
- 4.1.3 Riondel Commission: minutes February 12, 2024**
- 4.1.4 Salmo and Area G Recreation Commission No. 7: minutes February 12, 2024**
- 4.1.5 Castlegar and District Recreation Commission: minutes February 22, 2024**  
Staff received direction to begin the procurement process for the 2024 Capital Plan for Capital Budget for Service No. S222 Arena (Castlegar Complex) – Castlegar and Areas I and J and Service No. S227 Aquatic Centre – Castlegar and Areas I and J
- 4.1.6 North Kootenay Lake Services Committee: minutes February 26, 2024**  
Staff received direction to adjust the 2024-2028 Financial Plan for Regional Facilities, Recreation, and Park Service S221, Emergency Consolidated Services A101, Emergency Planning - Kaslo and Area D Service S162, and Fire Service S280.
- 4.1.7 Area B Advisory Planning Commission: minutes February 27, 2024**  
Staff received direction regarding the Crown Land Referral and Development Variance Permit Application.
- 4.1.8 Creston Valley Agricultural Advisory Commission: minutes March 4, 2024**  
Staff received direction regarding the Development Variance Permit application.
- 4.1.9 Area I Advisory Planning and Heritage Commission: minutes March 4, 2024**  
Staff received direction for the Development Variance Permit Application.
- 4.1.10 Nelson, Salmo, E, F and G Regional Park Commission: minutes March 5, 2024**  
Staff received direction for the Regional Parks - Nelson, Salmo and Areas E, F and G Service S202
- 4.1.11 Riondel Commission: minutes March 5, 2024**  
Staff has received direction for the duct cleaning at the Riondel Community Centre, the requisition increase to Recreation Facility - Area A (Riondel) Service S209, and maintenance of the AED defibrillator at the Riondel Community Centre.
- 4.1.12 Rosebery Parklands and Trails Commission: minutes March 6, 2024**



**4.1.13 Area A Advisory Planning and Heritage Commission: minutes March 7, 2024**  
Staff received direction for the Development Variance Permit Applications.

**4.1.14 Creston Valley Services Committee: minutes March 7, 2024**

**4.1.15 Area H, New Denver & Silverton (Slocan Lake) Recreation Commission No. 6: minutes March 7, 2024**

Staff received direction regarding the following:

- 3rd party rentals at the New Denver gym;
- 0% increase to the requisition for Recreation Commission No. 6 Service S229;
- creating a reserve line in the operating budget for S229;
- Next Commission meeting date; and
- letter of support to West Kootenay Minor Football.

**4.1.16 East Resource Recovery Committee: minutes March 8, 2024**

**4.1.17 Creston Valley Services Committee (Special Budget Meeting): minutes March 20, 2024**

Staff received direction to amend the draft financial plan for the following services:

- Airport - Creston and Areas B, C and Area A Service S240
- Economic Development - Creston and Areas B and C Service S108
- Discretionary Grants - Area C Service S263

**4.2 WITH RECOMMENDATIONS**

**4.2.1 Slocan and Valley South Regional Parks Recreation Commission No. 8: minutes March 5, 2024**

Staff received direction to organize a workshop for Slocan & Valley South Regional Parks Commission No. 8 members.

Moved and seconded,  
And Resolved:

129/24

That the Board send a letter to outgoing member JoAnn Chatten thanking her for her service with the Slocan & Valley South Regional Parks Recreation Commission No. 8.

**Carried**

**4.2.2 Castlegar and District Recreation Commission: minutes March 5, 2024**

Moved and seconded,  
And Resolved:

130/24

That staff coverage in the fitness centre at the Castlegar & District Community Complex be reduced from 84 hours per week to 70 hours per week.

**Carried**

**4.2.3 Regional Accessibility Advisory Committee: minutes March 7, 2024**

Moved and seconded,  
And Resolved:

131/24 That the Board direct staff to procure a consultant to assist with the RDCK Accessibility Plan SUBJECT TO receiving grant funding from the Local Community Grant Program and Disability Alliance BC.

**Carried**

Moved and seconded,  
And Resolved:

132/24 That the Board direct staff to apply to the Local Community Accessibility Grant Program, Stream 2 Policies and Programs - Funding for legal and consulting advice, for the one-time funding of up to \$25,000, and that it be included in the General Administration Service S100.

**Carried**

Moved and seconded,  
And Resolved:

133/24 That the Board direct staff to apply to Disability Alliance BC for the Accessible Organization Project funding to assist with resource and service development of up to \$4,000, and that it be included in the General Administration Service S100.

**Carried**

**4.2.4 Area A Economic Development Commission: minutes March 12, 2024**

Moved and seconded,  
And Resolved:

134/24 That the Board approve the payment of the following grant from the Area A – Economic Development Commission Service S107 2024 budget:

Kootenay Lake Geothermal Project - Phase Four \$10,000.

**Carried**

**4.3 MEMBERSHIP**

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

Moved and seconded,  
And Resolved:

135/24 That the Board appoint the following individual to the Area E Advisory Planning and Heritage Commission for a term to end December 31, 2026:

Dan Rye  
Marvin Paisner  
Karyn Shaundell

**Carried**

**4.3.2 Village of Slocan: West Resource Recovery Committee and Joint Resource Recovery Committee**

Moved and seconded,  
And Resolved:

136/24 That the recommendation from the Village of Slocan appointing Councillor Ezra Buller as the representative and Director Jessica Lunn as the Alternate for the

West Resource Recovery Committee and Joint Resource Recovery Committee be ratified.

**Carried**

Moved and seconded,  
And Resolved:

137/24

That Item 4.4 verbal Directors' Reports be postponed to the April 18, 2024 Board Meeting.

**Carried**

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

##### **4.4.1 Director Jackman: CBRAC/RCC**

##### **4.4.2 Director Tierney: Letters of Support**

###### **4.4.2.1 Creston Valley Minor Hockey Association: 100 Years of Ice Sports Legacy Project**

###### **4.4.2.2 Economic Action Partnership and Creston Community Forest: Mountain Biking Trail Project**

##### **4.4.3 Director Vandenberghe: Director Reports**

###### **4.4.3.1 January 2024 Activities**

###### **4.4.3.2 February 2024 Activities**

##### **4.4.4 Director Graham**

###### **4.4.4.1 Directors Report: January and February Activities**

###### **4.4.4.2 Letter of Support: Balfour Childcare Facility**

###### **4.4.4.3 Letter of Support: Procter Childcare Facility**

##### **4.4.5 Director Hewat: CKISS/WKBRHD/LGLA/FCM/IKSC**

##### **4.4.6 Director Watson: 2024-2028 Financial Plan - Area D**

#### **5. COMMUNICATIONS**

- 5.1 The letter dated February 2, 2024 from Kermit Dahl, City of Campbell River, to the Ministry of Public Safety and Solicitor General regarding the Community Safety Act and amendments.**
- 5.2 The letter dated February 8, 2024 from Gabriel Bouvet-Boisclair, City of Nelson, sending AKBLG resolutions for consideration at the 2024 AKBLG Annual General Meeting.**
- 5.3 The email dated February 21, 2024 from HCA Transformation Project Team, thanking those who participated in the Fall 2023 Heritage Conservation Act Transformation Project engagement sessions.**
- 5.4 The letter dated February 29, 2024 from Trish Mandewo, UBCM, providing the Province's response to the RDCK's 2023 UBCM resolutions.**
- 5.5 The letter dated March 7, 2024 from Travous Quibell, District of Hudson's Hope, supporting Bill-34 and the Restricting Public Consumption of Illegal Substance Act.**

#### **6. FOR INFORMATION: ACCOUNTS PAYABLE**

The Accounts Payable Summary for February 2024 in the amount of \$1,882,112 has been received for information.

## 7. BYLAWS

### 7.1 Bylaw 2912 and 2916: West Creston Fire Protection Service

The Board Report dated March 6, 2024 from Tom Dool, Research Analyst, seeking Board approval to give three readings to Bylaws No. 2912 and 2916 and approve the assent vote questions, has been received.

Moved and seconded,  
And Resolved:

138/24

That the Board appoint Tom Dool as Chief Elections Officer and Angela Lund as Deputy Chief Election Officer for the West Creston Fire Protection Area Service Establishment Amendment Bylaw No. 2912, 2024 and West Creston Fire Protection Service Loan Authorization (Fire Hall, Water Tender & Frontline Fire Engine) Bylaw No. 2916, 2024 assent vote.

**Carried**

Moved and seconded,  
And Resolved:

139/24

That the West Creston Fire Protection Area Service Establishment Amendment Bylaw No. 2912, 2024 be read a FIRST, SECOND, and THIRD time by content.

**Carried**

Moved and seconded,  
And Resolved:

140/24

That the West Creston Fire Protection Service Loan Authorization (Fire Hall, Water Tender & Frontline Fire Engine) Bylaw No. 2916, 2024 be read a FIRST, SECOND, and THIRD time by content.

**Carried**

Moved and seconded,  
And Resolved:

141/24

The Board approve the following question in relation to the Assent Voting:

*Are you in favour of the Regional District adopting both of the following bylaws?*

Yes    No

1. *West Creston Fire Protection Area Service Establishment Amendment Bylaw No. 2912, 2024 which will permit the Regional District to increase the maximum annual allowable requisition for West Creston Fire Service S291 from \$146,250 or \$1.57/\$1,000 of net taxable value of land and improvement within the service area, whichever is greater, to \$393,831 or \$2.5519/\$1000 of net taxable value of land and improvements within the service area, whichever is greater; and*
2. *West Creston Fire Protection Service Loan Authorization (Fire Hall, Water Tender & Frontline Fire Engine) Bylaw No. 2816, 2024, which will permit the Regional District to borrow an amount not to exceed \$2,151,900 for the purpose of completing the construction of the West Creston Fire Hall and replacing the frontline West Creston Water Tender and Fire Engine.*

**Carried**

**7.2 Bylaw 2922: Defined Area E (Nelson Contract) Fire Service Conversion**

Staff has identified that Defined Area E (Nelson Contract) Fire Service Area Establishment Bylaw No. 2229, 2011 and amendment (Bylaw No. 2428) convert Defined Area E (Nelson Contract) Fire Service Area Establishment Bylaw No. 500, 1984.

Moved and seconded,  
And Resolved:

142/24

That the following resolution 631/23 being:

*That the Defined Area E (Nelson Contract) Fire Protection Local Service Establishment Bylaw No. 2922, 2023 be read a FIRST, SECOND, and THIRD time by content;*

BE RESCINDED.

**Carried**

**7.3 Bylaw 2938: Erickson Water Distribution Service Establishment Amendment**

Moved and seconded,  
And Resolved:

143/24

That the Erickson Water Distribution Service Establishment Amendment Bylaw No. 2938, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**7.4 Bylaw 2945: Arrow Creek Water Service and Supply Service Establishment Amendment**

Moved and seconded,  
And Resolved:

144/24

That the Arrow Creek Water Service and Supply Service Establishment Amendment Bylaw No. 2945, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**7.5 Bylaw 2949: Wynndel/Lakeview Fire Protection Service Area Establishment Amendment**

The Board Report dated March 6, 2024 from Tom Dool, Research Analyst, seeking Board approval to give three readings to Bylaw No. 2949, has been received.

Moved and seconded,  
And Resolved:

145/24

That Wynndel/Lakeview Fire Protection Local Service Area Establishment Amendment Bylaw No. 2949, 2024 be read a FIRST, SECOND, and THIRD time by content.

**Carried**

**8. NEW BUSINESS**

**8.1 COMMUNITY SERVICES**

**8.1.1 Contract Award: Nelson, Salmo, Areas E, F and G Regional Parks Janitorial Contract**

The Board Report dated March 6, 2024 from Cary Gaynor, Regional Parks and Trails Manager, seeking Board approval to award the contract for the Nelson, Salmo, Areas E, F and G Regional Parks Janitorial Contract, has been received.

Moved and seconded,  
And Resolved:

146/24

That the Board approve the RDCK entering into an agreement for Nelson, Salmo and Electoral Areas E, F, and G Regional Parks Janitorial Services with Riverside Farms for the period of three years plus an option of a two year extension in the amount of \$76,698 + GST from April 1, 2024, and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the costs be paid from the Nelson, Salmo, Areas E, F, and G Regional Parks Service (\$202).

**Carried**

## 8.2 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

### 8.2.1 Award Contract: Electoral Area I and J Dog Control

The Board Report dated February 28, 2024 from Jordan Dupuis, Supervisor Bylaw Enforcement Team, seeking Board approval to award the Dog Control - Electoral Areas I and J, has been received.

Moved and seconded,  
And Resolved:

147/24

That the Board direct staff to repost the Request for Proposal for the Dog Control Officer contract for Animal Control - Area I (Brilliant) Service S180 and Animal Control - Area J (Robson, Raspberry) Service S181.

**Carried**

### 8.2.2 Award Contract: Electoral Area K Dog Control

The Board Report dated February 28, 2024 from Jordan Dupuis, Supervisor Bylaw Enforcement Team, seeking Board approval to award the Dog Control - Area K, has been received.

Moved and seconded,  
And Resolved:

148/24

That the following recommendation **BE REFERRED** to April 18, 2024 Board meeting:

That the Chair and Corporate Officer be authorized to sign the Dog Control Officer contract for portion of Electoral Area K and Nakusp to Jackie Kilburn for a term of one year with option to extend by two years and all associated costs be paid from Animal Control - Nakusp and Area K Service S182.

**Carried**

### 8.2.3 Feedback on Proposed BC High Efficiency Equipment Standards

The Board Report dated March 4, 2024 from Shari Imada, Senior Energy Specialist, provide information on the proposed provincial High Efficiency Equipment Standards (HEES), and to share the feedback given to the BC Ministry of Energy, Mines and Low-Carbon Innovation as part of a regulatory consultation, has been received.

Moved and seconded,

And Resolved:

149/24

That the Board direct staff to solicit the Directors for feedback for a further submission to the BC Ministry of Energy, Mines and Low-Carbon Innovation regarding High Efficiency Equipment Standards and that the feedback be provided by April 5, 2024.

**Carried**

**8.2.4 FortisBC Education and Behavior Program: Facility Manager/Operator Training Strategy**

The Board Report dated March 6, 2024 from Shari Imada, Senior Energy Specialist, introducing the facility manager / operator training and peer network strategy, and to provide a recommendation to submit an application to FortisBC's education and behavior programs fund, has been received.

Moved and seconded,  
And Resolved:

150/24

That the Board direct staff to submit an application to the FortisBC education and behavior programs fund to a maximum of \$40,000 to support the facility manager / operator training strategy for RDCK facilities; AND FURTHER, that staff be authorized to enter into a funding agreement with FortisBC should the RDCK be awarded the grant; AND FURTHER, that the costs be included in the 2024 Financial Plan in Service A108 – Development Services subject to a successful application.

**Carried**

**8.2.5 Agreement: Regional Invasive Species Working Group**

The Board Report dated February 28, 2024 from Paris Marshall Smith, Sustainability Planner, seeking Board approval to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity, has been received.

Moved and seconded,  
And Resolved:

151/24

That the recommendation **BE REFERRED** to the May 16, 2024 Board meeting:

That the Board direct staff to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity for a total not to exceed \$15,000 + GST from April 2024 to April 2025; AND FURTHER, that the costs be included in in the 2024-2028 Financial Plan for General Administration Service S100.

**Carried**

**8.2.6 Policy 500-01-07: Parkland Dedication**

The Board Report dated March 6, 2024 from Corey Scott, Planner, and Mark Crowe, Regional Parks Planner, providing the Board a revised parkland dedication policy, administrative guideline, and information brochure to replace the existing policy, has been received.

Moved and seconded,  
And Resolved:

152/24

That the Board direct staff to refer the Updated Parkland Dedication Policy to a future Board meeting in order to incorporate feedback from the Directors.

**Carried**

**RECESS/  
RECONVENED**

The meeting recessed at 10:37 a.m. for a break and reconvened at 10:49 a.m.

**8.2.7 UBCM Disaster Risk Reduction-Climate Adaptation - Community Emergency Preparedness Fund: RDCK Emergency Flood Response Plan**

The Board Report dated March 1, 2024 from Dan Séguin, Manager of Community Sustainability, seeking Board approval to apply for the Union of BC Municipalities (UBCM) under the Disaster Risk Reduction-Climate Adaptation of the Community Emergency Preparedness Fund (CEPF) for funds to develop an RDCK Emergency Flood Response Plan, has been received.

Moved and seconded,  
And Resolved:

153/24

That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$150,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service.

**Carried**

**8.2.8 For Information: Emergency and Disaster Management - Feedback Letter to Premier Eby**

The Board Report dated February 28, 2024 from Dan Séguin, Manager of Community Sustainability, providing the Board with the feedback letter to Premier Eby regarding Emergency and Disaster Management, has been received for information.

The letter dated March 12, 2024 from the Ministry of Emergency Management and Climate Readiness providing the RDCK with clarification regarding questions and concerns, has been received.

Moved and seconded,  
And Resolved:

154/24

That the Board direct the Chair and CAO to have a conversation with other Regional District Chair and CAOs with the view to scheduling a meeting with the Premier and relevant Ministers on the impact of the Emergency and Disaster Management Act will have on Regional Districts in British Columbia, and to recommend that a working group be established to work through these concerns in more detail with the Province.

**Carried**

**8.3 FINANCE & ADMINISTRATION**

**8.3.1 Memorandum of Understanding: Southeastern BC Regional Connectivity Committee**

Moved and seconded,  
And Resolved:



155/24

That the Board authorize Stuart Horn, Chief Administrative Officer, to sign the Memorandum of Understanding with Southeastern BC Regional Connectivity Committee for the purpose of connectivity throughout Southeastern BC.

**Carried**

**8.3.2 Policy No. 100-01-21: Recording Meetings**

The Board Report dated March 8, 2024 from Shiree Worden, Records and Information Management Coordinator, seeking Board approval to adopt Recording Meetings Policy No. 100-01-21, has been received.

Moved and seconded,

**MOTION ONLY**

That the Board adopt Policy Number 100-01-21 Recording Meetings as amended, effective immediately, and that, the transitory recorded meetings be retained for a three (3) period, subject to this policy being revisited by the Board prior to the end of the initial three (3) year period.

Moved and seconded,

And Resolved:

**AMENDMENT TO THE MOTION**

156/24

That the following motion, being:

*That the Board adopt Policy Number 100-01-21 Recording Meetings as amended, effective immediately, and that, the transitory recorded meetings be retained for a three (3) period, subject to this policy being revisited by the Board prior to the end of the initial three (3) year period;*

be amended to replace "three (3 )years" to "four (4) years", thus reading:

*That the Board adopt Policy Number 100-01-21 Recording Meetings as amended, effective immediately, and that, the transitory recorded meetings be retained for a **four (4) period**, subject to this policy being revisited by the Board prior to the end of the initial **four (4) year** period.*

**Defeated**

Moved and seconded,

And Resolved:

**MAIN MOTION**

157/24

That the Board adopt Policy Number 100-01-21 Recording Meetings as amended, effective immediately, and that, the transitory recorded meetings be retained for a three (3) period, subject to this policy being revisited by the Board prior to the end of the initial three (3) year period.

**Carried**

**ORDER OF AGENDA CHANGED** That the Order of Business be changed to address public time with Item 11 Public Time considered at this time.

**11. PUBLIC TIME**

The Chair acknowledged Deb Anderson, Customer Service Representative - Nelson and District Community Complex, after 27 years of service with the RDCK.

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

Public members provided comments regarding the following:

- the 2024-2028 Financial Plan; and
- Recording Board meetings, the storage, securities, and the available platforms for the public to hearing and watching the meetings.

**RECESS/  
RECONVENED** That the meeting recessed at 11:53 a.m. for lunch and reconvened at 12:55 p.m.

**ORDER OF AGENDA  
RESUMED** That Item 8.3.3 Financial Plan (2024-2028) considered at this time.

Moved and Seconded,  
And Resolved:

158/24

That Item 3.1 Staffing Request: Development and Community Sustainability - Emergency Program Coordinator - Nelson be considered with Item 8.3.3 Bylaw 2952: Financial Plan (2024-2028) at this time.

**Carried**

**8.3.3 Bylaw 2952: Financial Plan (2024-2028)**

**NOTE:** Recommendations have been added to the item.

CFO Malloff thanked the finance team for all their hard work and the Directors and public for their input through the budgeting process.

Moved and seconded,  
And Resolved:

159/24

That the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 2952, 2024 be read a FIRST and, SECOND time by content.

**Carried**

Moved and seconded,  
And Resolved:

160/24

That the Board direct staff to reduce investment income related to operating bank accounts by \$105,185 in General Administration Service S100 and increase investment income by \$105,185 in Rural Administration Service S101 for the 2023 fiscal year to account for the requisition split between Electoral Areas and Municipalities; and further, in General Administration Service S100 reduce Prior Year Surplus in by \$105,185 and increase the tax requisition by \$105,185 for the 2024 year in the 2024 Financial Plan; and further, in Rural Administration Service S101 increase Prior Year Surplus by \$105,185 and reduce tax requisition by \$105,185 in the 2024 year in the 2024 Financial Plan.

**Carried**

Moved and seconded,  
And Resolved:

161/24

That the Board direct staff to increase investment income by \$296,212 in General Administration Service S100 and reduce tax requisition in the same service by \$296,212 in the 2024 year in the 2024 Financial Plan; and further, increase

investment income by \$97,947 in Rural Administration Service S101 and reduce tax requisition in the same service by \$97,947 in the 2024 year in the 2024 Financial Plan; and further increase investment income by \$225,000 in General Administration Service S100 and reduce tax requisition in the same service by \$225,000 in the 2025 through 2028 years in the 2024-2028 Financial Plan; and further, increase investment income by \$73,000 in Rural Administration Service S101 and reduce tax requisition in the same service by \$73,000 in the 2025 through 2028 years in the 2024-2028 Financial Plan.

**Carried**

Moved and seconded,  
And Resolved:

162/24

That the Board direct staff to increase interest income, for interest on projected reserve balances, for the services listed below, by the amount shown for each year 2024 through 2028 and that contribution to reserves be increased by the same amount for each service and each year 2024 through 2028 in the 2024-2028 Financial Plan.

**Carried**

Moved and seconded,  
And Resolved:

163/24

That the RDCK Board refers the decision on a new position for a second Emergency Program Coordinator in Nelson to the 2025 budget discussions.

**Defeated**

Director Vandenberghe recorded opposed.

Moved and seconded,  
And Resolved:

164/24

That the Board approve the hiring of a second full-time, permanent Emergency Program Coordinator based in Nelson at an annual amount not to exceed \$103,625.00 in salary and benefits, plus approximately \$7,000 for position-related expenses (IT, education and training, PPE, phone, etc.), and that this will be prorated in 2024 based on the expected April 1 hiring date to \$77,718.78 salary and benefits, and approximately \$5,250 for position-related expenses; AND FURTHER, that staff include 50% of the related expenses to fund the position in the 2024 A101 Emergency Program budget and request that the other 50% be funded from the Ministry of Emergency Management and Climate Readiness.

**Carried**

Directors Graham and Davidoff recorded opposed.

Moved and seconded,  
And Resolved:

165/24

That the Board direct staff to reduce the contribution to reserves in General Administration Service S100 by \$58,000 and decrease the requisition by \$58,000 in the 2024 Financial Plan.

**Defeated**

Moved and seconded,  
And Resolved:

166/24

That the Board direct staff to reduce the contribution to reserves in Rural Administration Service S101 by \$12,150 and decrease the requisition by \$12,500 in the 2024 Financial Plan.

**Defeated**

Moved and seconded,  
And Resolved:

167/24

That the Board direct staff to reduce Consulting Fees in Geospatial Information Systems S102 by \$10,000 and reduce the requisition by \$10,000 in the 2024 Financial Plan.

**Defeated**

Moved and seconded,  
And Resolved:

168/24

That the Board direct staff to reduce Contracted Services in Community Sustainability Service S105 by \$12,030 and decrease the requisition by \$12,030 in the 2024 Financial Plan.

**Defeated**

Moved and seconded,  
And Resolved:

169/24

That the Board include a Community Development Grant from Electoral Area I of \$5,000 as income and reduce the requisition by \$5,000 for Fire Protection – Area I (Tarrys and Pass Creek) Service S137.

**Carried**

Moved and seconded,  
And Resolved:

170/24

That the Board direct staff to reduce the contribution to reserve in Fire Protection – Area I (Tarrys and Pass Creek) Service S137 by \$5,000 and the requisition by \$5,000 in the 2024 Financial Plan.

**Carried**

Moved and seconded,  
And Resolved:

171/24

That the Board direct staff to reduce Grants Expense in Discretionary Grants – Area I Service S269 by \$2,000 and reduce the requisition by \$2,000 in the 2024 Financial Plan.

**Carried**

Chair Watson declared the recommendation to investigate the cessation of the establishment and elimination of RDCK services with respect to the collection of

taxes for municipalities that should and could be more appropriately collected by the municipalities to save on RDCK administrative costs to be out of order due to it not being relevant to the 2024 Financial Plan.

Director Davidoff challenged the Chair.

Moved and seconded,  
And Resolved:

172/24

That the Chair was sustained.

**Carried**

Moved and seconded,  
And Resolved:

173/24

That the Board direct staff to reduce proceeds from borrowing by \$22,748 in Fire Response – West Creston Service S291 and to increase requisitions by \$22,748 in the 2024 Financial Plan; and further that the requisitions be increased to \$225,000 for the years 2025 through 2028 and that the Contribution to Reserve expense be increased by the same amount as the increases in requisitions in the respective years 2025 through 2028 in the 2024-2028 Financial Plan.

**Carried**

**RECESS/  
RECONVENED**

The meeting recessed at 2:46 p.m. for a break and reconvened at 2:55 p.m.

Moved and seconded,  
And Resolved:

174/24

That the Board direct staff to set the requisition in Recreation Facility - Nelson, Area F and Defined E Service S226 at \$3,512,582 and set the contribution to reserve at \$185,200 in the 2024 Financial Plan.

**Carried**

Moved and seconded,  
And Resolved:

175/24

That the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 2952, 2024 be read a THIRD as amended.

**Carried**

Director Davidoff recorded opposed.

Moved and seconded,  
And Resolved:

176/24

That the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 2952, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Director Davidoff recorded opposed.

**8.4 GRANTS**

**8.4.1 Discretionary**

Moved and seconded,  
 And Resolved:

177/24

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

**AREA A**

KRSS Parent Prom Committee	Kootenay River Secondary School Prom 2024	\$500
East Shore Kootenay Lake Community Health Society (ESKLCHS)	ESKLCHS Health Fair	\$1,550

**AREA B**

KRSS Parent Prom Committee	Kootenay River Secondary School Prom 2024	\$1,000
Creston Valley Beef Growers Association	Farm Equipment Caution Road Sign	\$450

**AREA C**

KRSS Parent Prom Committee	Kootenay River Secondary School Prom 2024	\$500
Creston Ladies Iron Maiden	Iron Maiden Golf Tournament	\$250
Creston Valley Beef Growers Association	Farm Equipment Caution Road Sign	\$450

**AREA E**

Bealby Point Lighting Commission	Street Light Funding	\$400
Taghum Community Society	Community Contra Dances	\$300
West Shores Leisure Advancement Society	Community Leisure Calendar and Website	\$950

**AREA F**

A.P.E.S.A.	Sports equipment for the school	\$1,500
Taghum Community Society	Community Contra Dances	\$500

**AREA H**

Taghum Community Society	Community Contra Dances	\$200
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**AREA I**

Glade Recreation Commission	Glade Easter	\$500
BC Senior Games Society, Zone 6	2024 55+ Games	\$1,000

**AREA J**

BC Old Time Fiddlers, Kootenay #9	Kootenay Fiddle, Guitar, Piano Camp	\$600
Robson Community Memorial Church Society	RCMC UPGRADE 2024	\$5,000
U15 Rep Hockey Team (Nelson Minor Hockey Association)	Funding for BC Provincial Champions in Quesnel	\$1,500

**AREA K**

Arrow Lakes ATV Club	Burton - Windy Lake Loop Project Part 2	\$4,999
The Edgewood Volunteer Fire Department Society	Old Water well upgrades	\$3,700
Arrow and Slocan Lakes Community Services	Creative Connections Seniors appreciation	\$500
Burton Community Association	Burton Yard Waste Clean Up	\$2,500
<b><u>SLOCAN</u></b>		
Village of Slocan	Egg Hunt	\$150 <b>Carried</b>

**8.4.2 Community Development**

Moved and seconded,  
 And Resolved:

178/24

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

**AREA A**

Creston Valley Cycling Association	Wynndel Mountain Bike Trail Network	\$4,980
Riondel Curling Club Society	Replace Compressor & Oil Pump	\$13,900

**AREA B**

Erickson Community Association	Operational Expenses	\$2,400
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**AREA D**

Ainsworth Recreation Association	Hall upgrade	\$10,000
Lardeau Valley Opportunity LINKS Society	Emergency Preparedness and Communications	\$3,000

**AREA E**

Okanagan Nation Alliance	Fish in Schools	\$500
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**AREA H**

RDCK Environmental Services A100	Valhalla Wilderness Program	\$9,000
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**AREA I**

Kootenay Region Branch of the United Nations	Fundraiser for Palestine Children's Relief Fund	\$500
Castlegar & District Community Complex	Free Family Day Skate & Swim	\$850
SHSS Safe Grade	Graduation Day	\$1,000

**AREA J**

Kootenay Gallery of Art, History and Science Society	Soup for the Cultured Soul 2024	\$2,200
Castlegar & District Community Complex	Free Family Day Skate & Swim	\$850
Kootenay Region Branch of the United Nations	Fundraiser for Palestine Children's Relief Fund	\$500

**AREA K**

Arrow and Slokan Lakes Community Services	Community Works	\$850
Fauquier Community Club	Hall Upgrades	\$20,000
The Village Of New Denver	WildSafeBC Community Program Bear Smart	\$1,000
Arrow Lakes Caribou Society	Central Selkirk Caribou Herd Video #2	\$2,000

**SLOCAN**

Village of Slokan	Fish in Schools	\$1,000
Village of Slokan	Generator Project	\$3,000

**Carried**

**8.5 CHAIR/CAO REPORTS**

Chair Watson discussed the following:

- 911 levy follow up and more details to come;
- RDCK staff is looking into the RDCK Indigenous Statement and the Code of Conduct for the April 18, 2024 Board meeting;
- the Chair and CAO Forum is being held next week;
- the RDCK held nine (9) Public Information Sessions for the 2024 Financial Plan; and
- some Directors are experiencing bullying and harassment, and the Chair is seeking advice on the best way to support the Directors.

CAO Horn had no items.

**9. RURAL AFFAIRS COMMITTEE**

Moved and seconded,  
 And Resolved:

179/24 That the Corporate Officer be authorized to remove the Notice on Title relating to 851 Lower Inonoaklin Road, Electoral Area K, currently owned by Martin Nolan Janssen, property legally described as LOT 1, DISTRICT LOT 8135, KOOTENAY DISTRICT PLAN 10859, 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:

180/24 That the Board APPROVE the issuance of Development Variance Permit V2307J-01455.042 to Jonas Russell Horvath and Lexis Tori Dollevoet for the property located at 2875 Broadwater Road, Electoral Area J and legally described as LOT 2, DISTRICT LOT 301A, KOOTENAY DISTRICT PLAN 4417, EXCEPT PART INCLUDED IN PLAN 5566 (PID: 013-787-381) to vary Sections 701.7 and 701.8 of the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 to permit the existing unauthorized accessory structure, as follows:

1. Increase the maximum height of an accessory building from 6.0 metres to 7.54 metres; and,
2. Increase the maximum gross floor area of an accessory building from 100 m2 to 101.1 m2.



**Carried**

Moved and seconded,  
And Resolved:

- 181/24 That the Board APPROVE a Site Specific Floodplain Exemption to permit the construction of a deck with a floodplain setback of 10 metres in accordance with the Engineering Report prepared by SNT Geotechnical Ltd. for property located at 10789 Highway 3A, Electoral Area A and legally described as LOT A, DISTRICT LOT 913, KOOTENAY DISTRICT PLAN 5183 (PID: 014-539-551), SUBJECT to preparation by John Drysdale and Bradley Drysdale of a restrictive covenant under Section 219 of the Land Title Act and Section 56 of the Community Charter in favour of the Regional District of Central Kootenay.

**Carried**

Moved and seconded,  
And Resolved:

- 182/24 That the Board APPROVE a Site Specific Floodplain Exemption to reduce the required setback from Kootenay Lake from 15 metres from the natural boundary to 11.42 metres from the natural boundary in accordance with the Engineering Report prepared by Crowsnest Engineering (dated January 12, 2024) for property located at 1434 Highway 31, Queens Bay, Electoral Area E and legally described as LOT B, PLAN NEP78423, DISTRICT LOT 12075, KOOTENAY LAND DISTRICT (PID: 026-329-981) as follows:

1. SUBJECT to preparation by Ruth Elizabeth Pilla, Lisa Marie Crottey and Michael Raymond Crottey of a restrictive covenant under Section 219 of the Land Title Act and Section 56 of the Community Charter in favour of the Regional District of Central Kootenay; and,
2. SUBJECT TO the registration of a Section 219 restrictive covenant, which identifies on the subject property a primary and back up area of land for sewerage systems by an Authorized Person.

**Carried**

Moved and seconded,  
And Resolved:

- 183/24 That Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024 being a bylaw to amend the Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

**Carried**

Moved and seconded,  
And Resolved:

- 184/24 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2024 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

**Carried**

Moved and seconded,  
And Resolved:

- 185/24 That in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area 'I' Director Davidoff is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**Carried**

Moved and seconded,  
And Resolved:

- 186/24 That the Board direct staff to respond to Front Counter BC regarding “Referral Number 163692944 – 002, a Crown Referral for proposed telecommunication utilities” as described in the Committee Report “Crown Referral – Licence of Occupation for Utilities (File: R2404ADE – Kaslo InfoNet Society)” dated March 1, 2024.

**Carried**

**10. DIRECTORS' MOTIONS**

**10.1 Director Davidoff: Recouping RDCK Recycling Costs**

Moved and seconded,  
And Resolved:

- 187/24 That the RDCK submit an accounting of the amount recommended by staff to the Province of British Columbia, RecycleBC and any other appropriate entities to recoup the annual costs paid by RDCK ratepayers for recycling costs beyond RBC program incentives that should be fully funded; AND FURTHER, that the invoice be included in the upcoming Board communication to the Province of British Columbia to address Extended Producer Responsibility (EPR) concerns and be sent to the BC Minister of Finance and any other entities listed in the invoice along with a supporting statement prepared by staff.

**Carried**

**10.2 Director Hewat: Federation of Canadian Municipalities**

Moved and seconded,  
And Resolved:

- 188/24 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 Annual Conference and Trade Show will be held June 6 to 9, 2024, 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 June 2024 and ending June 2025; 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**

**10.3 Notice of Motion: Director Watson - RDCK Staff Workloads**

Director Watson request a recommendation regarding the workloads of RDCK staff be included on the April 18, 2024 Board agenda.

**10.4 Director Main: Federation of Canadian Municipalities**

Moved and seconded,  
And Resolved:

189/24

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 Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, June 6 to 9, 2024, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Board of the Regional District of Central Kootenay endorse Leah Main to stand for election on FCM's Board of Directors for the period starting in June 2024 and ending June 2025; and

BE IT FURTHER RESOLVED that Board assumes all costs associated with Leah Main attending FCM's Board of Directors meetings.

**Carried**

## **12. IN CAMERA**

### **12.1 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:

190/24

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;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**Carried**

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

Moved and seconded,  
And Resolved:

191/24

The Open Meeting be recessed at 3:46 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 4:37 p.m.

**Carried**

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

Moved and seconded,  
And Resolved:

192/24 That the Board recommend Debra Hamilton as a representative to the Nelson Kootenay Lake  
IC19/24 Tourism (NKLT) Board.

**Carried**

Moved and seconded,  
And Resolved:

193/24 That the Board rescind the following appointment to the Area E Advisory Planning and Heritage  
IC26/24 Commission, effective immediately:

John Doyle

**Carried**

**14. ADJOURNMENT**

Moved and seconded,  
And Resolved:

195/24 That the meeting adjourn at 4:37 p.m.

**Carried**

---

Aimee Watson, RDCK Board Chair

---

Angela Lund, Deputy Corporate Officer



*"We (UN-IPCC) redistribute de facto the world's wealth by climate policy..." "One has to free oneself from the illusion that international climate policy is environmental policy. This has almost nothing to do with environmental policy anymore."*

Dr. Ottmar Endenhofer, IPCC co-chair of Working Group 3, November 13, 2010 interview (H/t Dr. Charles Battig)

# Global Cooling

1973



1977



1977



1979



# Global Warming

1987



2001



2006



2007





**North Pole Could Be Ice Free in 2008**

## **Why Arctic sea ice will vanish in 2013**

**Ice-free Arctic in two years heralds  
methane catastrophe - scientist  
2015**

**Arctic expert predicts final collapse of  
sea ice within four years 2016**



**Greta Thunberg** 

@GretaThunberg

Follow 

"A top climate scientist is warning that climate change will wipe out all of humanity unless we stop using fossil fuels over the next five years."

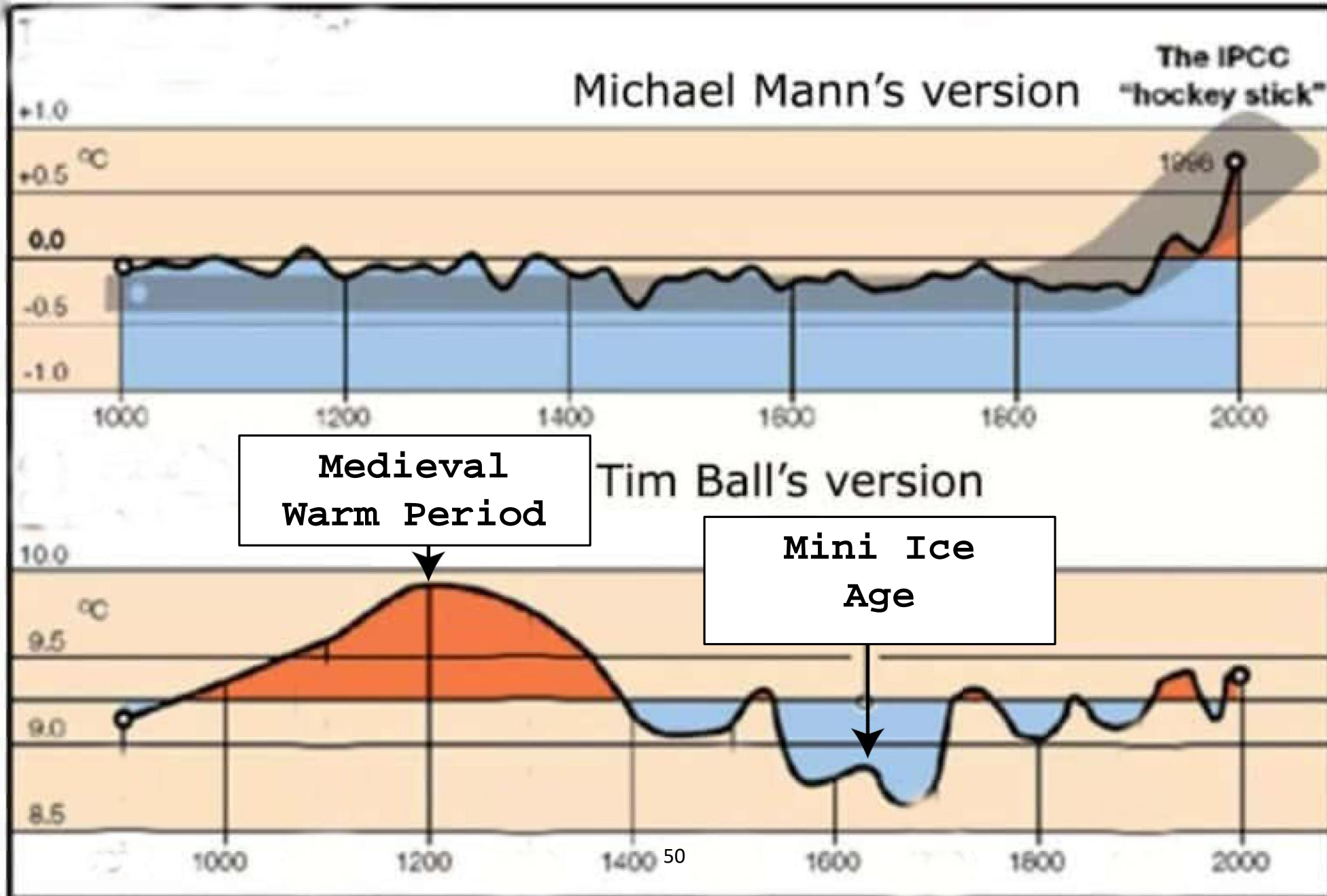
4:18 AM - 21 Jun 2018



**97% of Scientists  
agree with whoever  
is funding them.**

The other 3%  
are banned from  
social media.

# Battle of the graphs: Mann versus Ball



# Canadian National Average Carbon Emissions



Source: worldometers.info

51

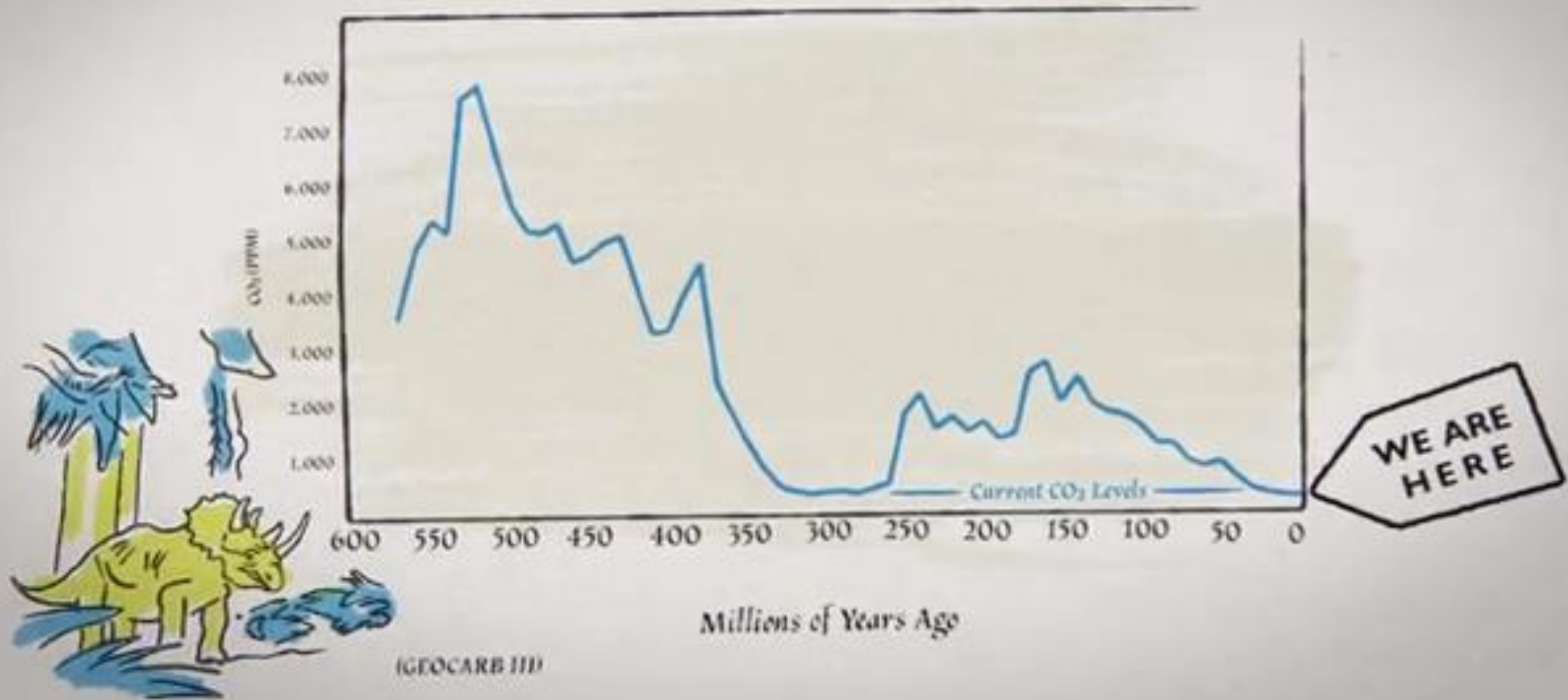
Source: p7 RDCK Climate Actions 2023



# **UN Agenda 2050 Parking Lot over 1500 private Jets Climate Summit 2019**



## 600 Million Years – CO<sub>2</sub>



Source: Climate: The  
Movie 2024

# **Aluminum**

**Barium**

**Maganese**

**silver oxide**

**Increase electro sensitivy in the atmosphere**

**and act as drying agents**

Aerosol  
Spraying

# RDCK spend millions on their own builings



**Meanwhile poverty is at all time highs**

**Nelson City Hall  
Tent City  
April 2024**



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# OIB AND MERCER- CELGAR FIBRE RECOVERY PARTNERSHIP

April 18, 2024

Regional District of Central  
Kootenay



Forest Enhancement  
Society of BC



NK'MIP FORESTRY







## ABOUT FESBC

- An agency of government
- Proponent driven – we rely on eligible parties to submit applications to complete eligible activities

Fund projects on Provincial crown land

- Reduce the risk of wildfire around communities
- To utilize fibre that would be burnt
- And where possible both

In the last 7 years FESBC has funded \$23.5 Million worth of projects in the Kootenay Boundary





## COLLABORATION WITH THE OIB AND MERCER CELGAR

- Fibre utilization from harvesting practices on their unceded territory is very important to the Osoyoos Indian Band.
- The OIB recognizes how logging has economic, environmental and social benefits to all our communities, but ensuring that fibre is not piled and burned is critical.
- With the assistance of funding from FESBC, the OIB has managed the incremental costs of delivering that fibre to Mercer Celgar when it is too expensive for the contractor to do so.
- This funding keeps logs out of the brush piles, pays contractors to move that pulp fibre, and helps to leave the cutblock with much less fuels that could contribute to a wildfire.



# PHOTOS



*Mercer Celgar operations in Castlegar, B.C. Photos credit: Mercer Celgar.*

FESBC: DELIVERING THE SOCIETY'S GOALS ACROSS B.C.





**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the February 6, 2024 Riondel Commission meeting be adopted.

**Carried**

**4. RECEIPT OF MINUTES**

The January 2, 2024 Riondel Commission minutes have been received as information.

**5. DELEGATE**

Christine Hamilton, applicant, provided the Committee with a verbal presentation in regards to the New Circle of Friends Society's proposed use of the old Medical Building. The space would potentially provide for a community Food Bank with consignment services (winter months only) and an art gallery in the summer. Winter occupancy would help to preserve the building. Garbage dumping is an issue with similar centers for which deterrents (such as cameras) may need to be used.

**6. PUBLIC TIME**

No members of the public were present.

**7. OLD BUSINESS**

**7.1 Welcoming Commissioners Donna Lavigne and Andrew Cop**

Chair Panio welcomed our new members to the Riondel Commission.

**7.2 Review of Highway and Cell Service Letters Submitted for Regional District of Central Kootenay (RDCK) Approval**

Proper channels of protocol were discussed. Community members can contact their MLA or government ministries with concerns. The Riondel Commission of Management has no power to issue letters without RDCK Board approval, which was denied in the case of the two letters proposed at the January 2 Commission meeting.

**7.3 Street Lighting Concerns**

Commissioner Donna expressed concern over the brightness of streetlights. Noted a lack of covers on bulbs which would normally shield some of the light pollution. Bulbs may be replaced with smart luminaires. Bulb replacements have been traditionally completed by the Riondel Cable Society. Moving forward, however, RDCK staff have requested that the Cable Society contact staff prior to acting on replacement requests. RDCK staff will discuss protocols with representatives of the Riondel Cable Society.

**Commissioner Wilkinson left the meeting at 8:00 p.m.**

**7.4 Riondel Community Centre Development Plan Report**

Chair Panio reviewed the Community Centre Development Plan. A joint meeting of Commissioners, RDCK staff, and architect Nelson Roha is scheduled for February 12, 2024, to review details and priorities of the proposed Development Plan.

**Commissioner Wilkinson joined the meeting at 8:03pm.**

**7.5 RDCK Budget Meeting March 5<sup>th</sup> at the Riondel Community Centre**

Meeting to be held in the Activity Room at the Riondel Community Centre from 6:00 p.m. to 7:30 p.m. Riondel Commission meeting to follow at 7:30 p.m. in the Riondel Commission Office.

**8. NEW BUSINESS**

**8.1 Seasonal Furnace Maintenance**

Chair Panio reported the control for venting on the auditorium furnace was corrected; however, inlet and outlet temperatures on ventilation may need to be adjusted further. Commissioner Cop offered to manage trades operating in building. Commissioners are encouraged to act as resources for the Community Centre's regular maintenance persons.

**8.2 Duct Cleaning**

Chair Panio will contact Kootenay Duct Cleaners in Creston for duct cleaning in the Riondel Community Center. Last cleaning was completed 5-6 years ago. Commissioner Cop will look into the possible purchase of higher quality filters for the furnaces.

**8.3 Water Line Break and Repair**

Recent water line break near the Riondel outside arena has been attributed to a poor quality line and quick valve shut off hammering the line. This is the third time there has been a break in this line and a solution needs to be found (possibly changing the valve or changing the line). Remainder of the curling season has been lost, and partial membership fees may need to be refunded. These challenges, along with escalating maintenance costs, could put the future of the Curling Club in jeopardy. Commission Anderson pointed out that substantial funding has gone into upgrading the Curling Rink's infrastructure over the past couple of years, and that suspension of Club activities would negatively impact the East Shore community in terms of health and recreation.

**8.4 Tailgate Flea Market Proposal**

Bonnie Anderson proposed to run a Flea Market in the Regional Park during the August long weekend. Her request for a regional park permit was denied without explanation. Director Jackman will follow-up for clarification.

**8.5 Garbage Tag Rate**

Possible need to raise ticket price rates to match transfer station charges. Suggestion made to encourage recycling and composting in order to keep bin usage lower and keep individual costs down. Further information to come from upcoming budget meeting. Garbage sticker rates to remain the same until the Refuse budget has been reviewed.

**Commissioner Wilkinson left the meeting at 8:44pm.**

### **8.6 Snow Removal**

Commissioner Lavigne spoke with Yellowhead Road and Bridge (YRB) over road conditions in Riondel following a large snowfall. She was assured that changes would be made to improve snow clearance.

### **Commissioner Wilkinson joined the meeting at 8:47pm.**

YRB will send a skid steer right away going forward for public access to essential services. Ainsworth Avenue will be cleared as an active school bus route. YRB should be contacted by citizens as concerns arise.

### **8.7 Request for Financial Statements for Streetlight and Riondel Regional Park Budgets**

Director Jackman shared budget meeting dates and board agenda posting location on the RDCK website. Administration will look into financial statement accessibility for Commissioners.

### **8.8 Rental Conditions for old Medical Building**

**MOVED** and seconded,  
AND Resolved:

To support an additional occupancy by the repurposed Circle of Friends Society with similar terms as the lease agreement offered in the past.

**Carried**

Christine Hamilton, Circle of Friends Society, will speak with RDCK staff about the logistics of the building use before proceeding further.

### **8.9 Change in Auditorium rentals for Riondel Community Assn act.**

Chair Panio reviewed new revenue management for auditorium rentals regarding regularly scheduled activities. Pickleball and dance previously charged as pay-per-use have changed to an annual membership fee with the Riondel Community Association. Past financial statements are needed to verify the impact this change will have on the Riondel Community Centre rental income. The Riondel Community Association has offered to compensate the Commission for some of the lost rental revenue.

### **8.10 Garbage Collection**

Commissioner Lavigne received a quote from Tip It Waste Solutions for curbside pickup service. Clarity is needed on how many houses are required to participate to make provision of this service viable. Will discuss at the next meeting.

## **9. CORRESPONDENCE**

The Building Condition Assessment Report dated November, 1, 2023 from Roth IAMS Ltd., regarding the Riondel Curling Rink, has been received.

## **10. AREA A DIRECTOR'S REPORT**

The Climate Action Plan is a current focal point. Funds from the Emergency Disaster Management Act may be available to support plans.

**11. FINANCIAL REPORTS**

The January 2024 income and expense statement for the Riondel Community Centre was reviewed.

**12. PUBLIC TIME**

No members of the public were present.

**13. NEXT MEETING**

The next Riondel Commission meeting will be held on February 12<sup>th</sup> at 12:00 p.m. in the Riondel Commissions of Management Office.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission meeting be adjourned at 9:37 p.m.

**Carried**

**DIGITALLY APPROVED**

---

G. Panio, Chair



**From:** [Panio Gerald](#)  
**To:** [Jenna Chapman](#)  
**Cc:** [Teresa Johnson](#); [Angela Lund](#)  
**Subject:** Re: PLEASE APPROVE - RCM - February 6, 2024 Meeting Minutes  
**Date:** March 15, 2024 4:38:31 AM

---

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

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Hi Jenna,

I approve the attached February 6, 2024 Commission minutes.

Gerald Panio

On Thu, Mar 14, 2024 at 11:14 AM Jenna Chapman <[JChapman@rdck.bc.ca](mailto:JChapman@rdck.bc.ca)> wrote:

Good Morning Chair Panio,

Please see attached meeting minutes from February 6, 2024. Teresa did a wonderful job but if you could please provide Digital Approval, I can then send these for Board inclusion.

Thank you,

**Jenna Chapman (She/Her) | Administrative Coordinator - Community Services**

**Regional District of Central Kootenay**

**Phone:** 250.352.8195 |

**[rdck.ca](http://rdck.ca)**



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# NELSON & DISTRICT RECREATION COMMISSION NO. 5 OPEN MEETING MINUTES

**9:00 a.m. (PST)  
February 13, 2024**

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

### COMMISSION MEMBERS PRESENT

Commissioner Page	City of Nelson – Chair
Commissioner Graham	Electoral Area E – Joined remotely
Commissioner Newell	Electoral Area F – Joined remotely

### COMMISSION MEMBERS ABSENT

Commissioner Morrison	City of Nelson
Commissioner Tait	City of Nelson

### STAFF

Stuart Horn	Chief Administrative Officer
Yev Malloff	Chief Financial Officer – Joined remotely
Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager - Operations and Asset Management
Trisha Davison	Regional Manager – Recreation & Client Services
Teresa Johnson	Meeting Coordinator – Joined remotely

### GUEST(S)

David McCulloch	Nelson Regional Sports Council – Co-Chair – Joined remotely
-----------------	---

### 1. CALL TO ORDER

RDCK Staff Member Joe Chirico called the meeting to order at 9:07 a.m.

### 2. ELECTION OF CHAIR

#### CALL FOR NOMINATIONS (3 Times)

Director Graham nominated Director Page.

### DECLARATION OF ELECTED OR ACCLAIMED CHAIR

RDCK Staff Joe Chirico ratifies the appointed Director Page as Chair of the Nelson and District Recreation Commission No. 5 for 2024.

**Moved** and Seconded,  
And Resolved

**Carried**

**1. CALL TO ORDER**

Chair Page called the meeting to order at 10:09 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 February 13, 2024 Nelson and District Recreation Commission No. 5 meeting, be amended:

To reorder items 7.4 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget and 7.5 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Operating Budget respectively for discussion after item 5. Delegate.

**Carried**

**4. RECEIPT OF MINUTES**

The November 29, 2023 Nelson and District Recreation Commission No. 5 minutes, have been received.

**5. DELEGATE**

Owen Nakamura, Danielle Rossiter, Genevieve Letourneau, from Nelson Roller Skate provided a power point presentation requesting support from the Nelson and District Recreation Commission No. 5 to help secure a facility that will be mainly focused on providing opportunity for indoor roller skating. They have received over 650 signatures and 20 letters of support. They currently host learn to skate programs in schools, various outdoor events and roller derby pop ups which all receive high participation, however school gyms are typically booked with other events. Possible venues to provide the required 10,000 square feet of indoor space for a legal roller derby include the Nelson Curling Rink or an arena in the Civic Centre. Cement floors would pose a greater risk for injury over wood floors. Nelson Roller Skate may need to cover the cost of formal survey reporting to be eligible for grant funding.

**7.4 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget**

The Commission Report dated January 24, 2024 from Craig Stanley, Regional Manager – Operations and Asset Management, re: Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget, was presented. Questions from the Commissioners were answered. The report was received as information.

**6. OLD BUSINESS**

**6.1 Community Engagement Project Update**

The Commission Report dated January 18, 2024 from Trisha Davison, Regional Manager – Recreation & Client Services, re: Nelson Campus Study – Community Engagement Project update, was verbally presented. Questions from the Commissioners were answered. The report was received as information.

## **7. STAFF REPORTS**

### **7.1 Service No. S226 – Recreation Facility Nelson & Areas F & Defined E Service Review Background Report**

The RDCK S226 Service Review Background Report, dated September 20, 2022 from RC Strategies has been received.

**MOVED** and seconded,  
AND Resolved:

That a workshop be made available to look at the Service Review Background Report and expand it to other recreation options.

**Carried**

### **7.2 Commission Decision Making Framework on Project Prioritization**

The Commission Report dated January 18, 2024 from Trisha Davison, Regional Manager – Recreation & Client Services, re: Commission Decision Making Framework on Project Prioritization has been received. Questions from the Commissioners were answered.

**MOVED** and seconded,  
AND Resolved:

That Recreation Commission 5 use the combined average weighting scores in the final “Service/Facility Prioritization Framework” document; And further that, Recreation Commission 5 endorse the “Service/Facility Prioritization Framework” as a decision making tool for future use.

**Carried**

### **7.3 Nelson and District Community Complex Quarterly Operations Report**

The Commission Report dated January 08, 2024 from Ryan Ricalton, Facility Manager re: Nelson & District Community Complex Quarterly Operations Report has been received as information. Discussion items include:

- The aquatic centres universal change room locker area be made a public space and mandate that changing in and out of swimwear must be done in private rooms. Special consideration should be made since change room designation is shifting away from gender-based use and spaces are shared with youth.
- A 3-day pool shutdown will be scheduled in the spring, for which the public should be made aware of in advance.

**7.4 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget**

The Commission Report dated January 24, 2024 from Craig Stanley, Regional Manager – Operations and Asset Management, re: Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Capital Budget, was presented. Questions from the Commissioners were answered. The report was received as information.

**7.5 Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Operating Budget**

The Commission Report dated January 24, 2024 from Joe Chirico, Regional Manager of Community Services re: Draft Service No. S226 Recreation Facility – Nelson and Areas F and Defined E Operating Budget, was presented.

Notable points of discussion:

- Restructuring training budgets will provide more efficiency and cost saving.
- Increase in reserve funds will provide more flexibility with future borrowing.
- The 2023 budget realized a higher than projected revenue stream and lower than projected expenses.
- Spontaneous use significantly increased the centres revenue streams, primarily through access to the fitness centres.
- Having user credit cards on file with recurring billing may increase revenue.

Questions from commissioners were answered. The report was received as information.

**RECESS/RECONVENE** The meeting recess at 10:28 a.m. for a short break and reconvened at 10:40 a.m.

**8. CORRESPONDENCE**

A proposal from Bill McDonnell, dated December 21, 2023 re: Nelson and District Community Complex Ice Skating Lessons and Ringette Program have been received. Commissioner Newell expressed his appreciation of Bill McDonnell's commitment to the grassroots development of youth in Nelson and area, along with his ongoing input, feedback and perspective. Currently no Ringette groups are known to exist.

**9. PUBLIC TIME**

The Chair called for questions from the public at 11:22 a.m. One member of the public was present. The member of the public indicated a need for proper skating lessons to be available to the public, and expressed the value of sports and recreation for our youth and how similar programs greatly impacted his life in a positive way. Currently there is a lack of instruction for skating that would provide safe practice for all ages and skill levels. Received as information and will look into possibilities of implementation in 2024.

April 6 – 13 2024 is volunteer appreciation week. Possibility of directing staff to develop further volunteer appreciation was received as information.

**10. NEXT MEETING**

The next Nelson and District Recreation Commission No. 5 meeting is scheduled for April 24, 2024 at 9:00 a.m.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Nelson and District Recreation Commission No. 5 meeting be adjourned at 12:37pm.

**Carried**

Approve by  
Keith Page, Chair

**RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

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*1. [List of Items]*

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

***Future Nelson and District Recreation Commission No. 5 Meetings***

---

2. That Recreation Commission 5 use the combined average weighting scores in the final “Service/Facility Prioritization Framework” document; And further that, Recreation Commission 5 endorse the “Service/Facility Prioritization Framework” as a decision making tool for future use.
3. That a workshop be made available to look at the Service Review Background Report and expand it to other recreation options.
- 4.



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**SUNSHINE BAY REGIONAL PARK COMMISSION  
OPEN MEETING MINUTES**

**6:00 p.m.  
March 14, 2024**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=me85b782f9332b44e8812317628db43ab>

**Join by Phone:**

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

**Meeting Number (access code):** 2770 796 6074

**Meeting Password:** h3PWYeqp5b4 (43799377 from phones)

**This meeting will be held virtually**

**COMMISSION MEMBERS**

Commissioner Dosenbeger	Area E
Commissioner Beaulac	Area E
Commissioner Dehnel	Area E
Commissioner Prosser	Area E
Commissioner Foot	Area E
Director Graham	Area E

**MEMBERS ABSENT:**

Commissioner McCulloch	Area E
Commissioner Newton	Area E

**STAFF**

Jeff Philips	Regional Parks Operation Supervisor
Pearl Anderson	Meeting Coordinator

**5 out of 7 voting Commission members were present – quorum was met.**

**1. CALL TO ORDER**

Pearl Anderson, Meeting Coordinator, called the meeting to order at 6:07 p.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Commissioner Foot nominated Commissioner Dosenberger.

Commissioner Dosenberger accepted the nomination.

Pearl Anderson, Meeting Coordinator, called for nominations 2 more times.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

There being no further nominations, Pearl Anderson, Meeting Coordinator, ratified the appointed Commissioner Dosenberger as Chair of the Sunshine Bay Regional Park Commission for 2024.

**1. CALL TO ORDER**

Chair Dosenberger called the meeting to order at 6:09 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 14, 2024 Sunshine Bay Regional Park Commission meeting be adopted with the following:

- Addition of Item 8.3 – Wetlands Update; and
- Addition of Item 8.4 – Official Community Parks Management Plan

**Carried**

**COMMISSIONER PRESENT:** Commissioner Prosser joined the meeting at 6:11 p.m.

**4. RECEIPT OF MINUTES**

The November 9, 2023 Sunshine Bay Regional Park Commission minutes have been received.

**5. CONFIRMATION OF CURRENT COMMISSION APPOINTMENTS**

The Commission advised that as per the following noted in Item No. 5 from the November 9, 2023 Sunshine Bay Regional Park Commission minutes, confirmation of Current Commission Appointments for a one (1) year term ending December 31, 2024 has been received:

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



**6. DELEGATES**

**6.1** There were no Delegates scheduled for this Commission Meeting.

**7. STAFF REPORTS**

**7.1 Sunshine Bay Regional Park Operational Update**

Jeff Phillips, Regional Park Operational Supervisor, provided the Commission with a verbal update re: Sunshine Bay Regional Park Operation Update, with the following discussed:

- Swim buoys are being replaced with the cost being carried forward from the 2023 budget;
- No major improvements for this year with regular maintenance being completed as per previous years;
- Groundskeeper position is being posted, position will decrease costs and offer flexibility and options;
- A request has been received to have a market at the Park every Sunday from 9:00 a.m. to 1:00 p.m. from June to September – if Commission members have input or ideas, please email them to Jeff.

**7.2 Sunshine Bay Regional Park 2024 Budget Update**

Jeff Phillips, Regional Parks Operation Supervisor, provided, a verbal report to the Commission in regards to the following budget items:

<b>BUDGET ITEM</b>	<b>COMMENTS</b>
<b>Swimming Platform</b>	Summer 2024
<b>Waterline Leak</b>	To be repaired in Spring of 2024 – Jeff Phillips to obtain a quote on replacement (pending)
<b>Sign at Entrance</b>	Goal to install banner sign in 2024 and prohibition sign
<b>Maintenance Contractor</b>	To employee model for 2024
<b>Buoy Replacement</b>	Morgan Davies identified patching not working and ropes need to be changed to white, orange not for swimming.
<b>Parking Solutions</b>	Need to re-adjust logs near boat launch, vehicles are starting to drive on beach again.

Director Graham, declared a conflict of interest regarding the budget item - Swimming Platform, as she is owner of a business that could potentially be asked for a quote for the Swimming Platform; and, further, she asked that discussion regarding the Swimming Platform be delayed to the end of the meeting for discussion after Item 8.4 – Official Community Parks Management Plan. Director Graham advised she would leave the meeting prior to discussion regarding the Swimming Platform.

**8. NEW BUSINESS**

**8.1 Future Recreational Activities/Planning**

Commissioner Dosenbeger provided a discussion with the Commission, re: Future Recreational Activities/Planning with a decision made to have future recreational activities/planning placed on the fall 2024 Commission meeting

### 8.2 Spring Cleanup

Commissioner Dosenbeger provided a discussion with the Commission, re: Spring Cleanup as follows:

- Commissioner Dosenberger will email Commission members to ask if they are interested in participating in the Spring Cleanup with a potential date being set.

### 8.3 Wetlands Update

Commissioner Prosser presented an update re Wetlands, with the following discussed:

- Only 1 eagle nest left – used to be 6 or 7, no heron nest was visible;
- There is 1 – 1 ½ feet of water in the wetlands;
- Beach is looking clean and lovely;
- Trees have been pruned;
- No sign of the grass seed that had been spread;
- Question whether the Friends of Kootenay Lake group are continuing – advised they are not in operation currently.

### 8.4 Official Community Parks Management Plan

Information regarding the Official Community Parks Management Plan will be reviewed by Jeff Phillips, Regional Parks Operation Supervisor, with an update provided at an upcoming Commission meeting regarding where it fits in the plan for Sunshine Bay.

Chair, I, Director Graham, wish to declare at this time that I am not entitled to participate in the discussion or vote on the next item of business on the meeting agenda, that is Item 7.2 – Swimming Platform by reason of I am owner of a company that could potentially be asked for a quote on the swimming platform and that I wish to leave the meeting at this time and request that the minutes record my leaving the meeting for the reasons stated.

Director Graham declared a conflict of interest as she is owner of a business that could potentially be asked for a quote for the swimming platform and left the meeting at 7:00 p.m.

### 7.2 Sunshine Bay Regional Park 2024 Budget Update (Continued)

BUDGET ITEM	COMMENTS
Swimming Platform	Summer 2024

Jeff Phillips, Regional Parks Operation Supervisor, advised he will get quotes regarding the cost for a swimming platform. Once the quotes are received, Mr. Phillips, advised he will send the information to the Commission members.

## 9. PUBLIC TIME

The Chair called for questions from the public at 7:03 p.m.

## 10. NEXT MEETING

The next Sunshine Bay Regional Park Commission meeting is scheduled for June 13, 2024 at 6:00 p.m.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Sunshine Bay Regional Park Commission meeting be adjourned at 7:10. p.m.

**Carried**

**Digitally approved,**  
L. Dosenbeger, Chair

**RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

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*N/A*

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

***Future Meetings of the Sunshine Bay Regional Park Commission***

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- 1. Request a market to be held in the Park every Sunday from 9:00 a.m. to 1:00 p.m. from June to September.*
- 2. Future Recreational Activities/Planning – to be placed on Fall agenda.*
- 3. Update regarding the Official Community Parks Plan where it fits for Sunshine Bay.*
- 4. Quotes for a swimming platform.*

**From:** [Dosenberger Excavating](#)  
**To:** [Pearl Anderson](#)  
**Cc:** [Joe Chirico](#); [Jeff Phillips](#); [Jenna Chapman](#); [Dosenberger Excavating](#)  
**Subject:** Fw: March 14, 2024 Sunshine Bay Regional Park Commission Draft Minutes  
**Date:** March 19, 2024 1:51:47 PM  
**Attachments:** [2024-03-14-SUB-MINUTES-draft.pdf](#)

---

**CAUTION**

**This email originated from outside the organization. Please proceed only if you trust the sender.**

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Hi Pearl,

Meeting Minutes approved.

Lorie Dosenberger  
Chair, Sunshine Bay Regional Park Commission.  
PH 250-229-5214

----- Original Message -----

**From:** [Pearl Anderson](#)  
**To:** [Dosenberger Excavating](#)  
**Cc:** [Joe Chirico](#) ; [Jeff Phillips](#) ; [Jenna Chapman](#)  
**Sent:** Thursday, March 14, 2024 9:27 PM  
**Subject:** March 14, 2024 Sunshine Bay Regional Park Commission Draft Minutes

Dear Chair Dosenberger,

Attached please find the draft March 14, 2024 Sunshine Bay Regional Park Commission minutes.

Kindly let me know of any changes you would like made.

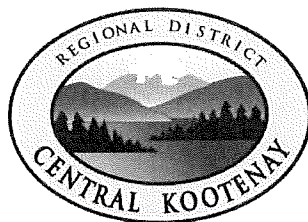
If there are no changes, please email me that the minutes are approved.

Respectfully,

**Pearl Anderson** | Community Meeting Administrative Support

**Regional District of Central Kootenay**  
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REGIONAL DISTRICT OF CENTRAL KOOTENAY

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

6:30PM

Monday, March 25, 2024

Hybrid Meeting

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

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m30688f14c53315f00b45e59e0b68f1c3>

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

**Meeting Number (access code):** 2773 249 6325

**Meeting Password:** M6BhVJqQ2M9 (66248577 from phones)

**Meeting Location:** Brilliant Cultural Centre – *BCC Basement*  
Youth Room (Downstairs), 1876 Brilliant Rd, Castlegar, BC  
*Banquet Area*

**COMMISSIONERS**

Commissioner Kelly Poznikoff

Electoral Area I

Commissioner Andy Ozeroff (Acting Chair)

Electoral Area I

**DIRECTORS**

Andy Davidoff

Electoral Area I, Director

**STAFF**

Dana Hawkins

Planner

**PUBLIC**

Lisa Markin

Area I OCP Review Guest

Eileen Kooznetsoff

Area I OCP Review Guest

Marcia Strelaeff

Area I OCP Review Guest

Adrienne Lovely

Public

Bill Lovely

Public

Deb (online)

Public

**1. CALL TO ORDER**

Chair Bebelman called the meeting to order at 6:35 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 25, 2024 Electoral Area I Advisory Planning and Heritage Commission meeting, be adopted as amended.

**Carried**

**4. RECEIPT OF MINUTES**

The March 04, 2024 Electoral Area I Advisory Planning and Heritage Commission minutes, have been received.

**5. NEW BUSINESS**

**5.1 Director's Update**

Director Davidoff provided an update on the following:

- 2024 Budget tax increase of 8.5%
- Tarry's Community Hall Annual General Meeting
  - Mural project
  - Heat pump
  - Radon mitigation
- Columbia Basin Trust ReDi Grants review April 10
- Castlegar and District Recreation Commission community consultation
  - Glade April 22
  - Tarrys April 23
  - Pass Creel April 24
  - Brilliant April 29
  - Shoreacres TBD
- Glade Regional Park upgrade meeting April 4
- Pioneer Arena announcement – 68 units of housing and medical offices
- Z23071 (TSL Developments) rezoning application going to Public Hearing
- Advocacy for Rogers cell tower potential siting in Pass Creek / Crescent Valley

**6. OLD BUSINESS**

**6.1 Official Community Plan (OCP) Review Project**

The APHC and guests provided feedback on Part 1 and 2 of the draft OCP.

**7. PUBLIC TIME**

Questions from the public were taken on an ongoing basis. It was requested information be provided on Provincial legislation Bill 44 and how it may impact Area I.

**8. NEXT MEETING**

The next Electoral Area I Advisory Planning and Heritage Commission Meeting is scheduled for April 8<sup>th</sup>, 2024 at 6:30 pm.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area I Advisory and Heritage Commission meeting be adjourned at 9:00 p.m.

**Carried**

**Approved by**  
Andy Ozeroff, Acting Chair







**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Area G Advisory Planning and Heritage Commission  
OPEN MEETING MINUTES**

**7:00 pm**

**Wednesday, March 27<sup>th</sup>, 2024**

**Online 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=me86136abfc8b9c68576e6e217ebb2781>

**Join by Phone:**

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

**Meeting Number (access code):** 2770 538 4546

**Meeting Password:** rqMeAMDk255 (77632635 from phones)

**In-Person Location:** Online only

**COMMISSION MEMBERS**

Commissioner/Committee Member Dave Lang Area G

Commissioner/Committee Member Laurie MacDonald Area G

Commissioner/Committee Member Carla Stephenson Area G

**MEMBERS ABSENT**

Commissioner/Committee Member Tom Nixon Area G

Commissioner/Committee Member Tammy Rushforth Area G

**STAFF**

Laura Christie Planning Technician

Zachari Giacomazzo Planner

**PUBLIC**

Robert Measures Applicant

One unidentified member of the public

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

**1. CALL TO ORDER**

RDCK staff called the meeting to order at 7:05 p.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Member Lang nominated member Stephenson. Member Stephenson declined the nomination. Member Stephenson nominated Member MacDonald. Member MacDonald declined the nomination.

Member MacDonald nominated Member Lang. Member Stephenson seconded the nomination.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

RDCK staff ratifies the appointed Member Dave Lang as Chair of the Area G Advisory Planning and Heritage Commission for 2024.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**4. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the March 27<sup>th</sup>, 2024 Area G Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The October 25, 2023 Area G Advisory Planning and Heritage Commission minutes, have been received.

**6. STAFF REPORTS- APPLICATIONS**

**5.1 Agricultural Land Reserve (ALR) Referral for Non-Adhering Residential Use - A2401G**

The Agricultural Land Reserve Referral package dated March 8<sup>th</sup>, 2024 from Zachari Giacomazzo, Planner, regarding the ALR referral for non-adhering residential use, has been received.

- The applicant described why they are seeking approval to construct a larger sized dwelling than the Agricultural Land Commission (ALC) permits for a second dwelling.
- A commissioner questioned the applicant about converting the barn to a dwelling and wondered about complications that could arise with converting a portion of the barn to residential space.
- Planner Zachari Giacomazzo informed commissioners that the planning referral is circulated to the building department as part of the planning process.
- Applicant described the barn as a beautiful, old log building that he thinks is worth preserving.

- Commissioner MacDonald and Stephenson stated their support of revitalizing an old building for this use

**Moved** and seconded,  
AND Resolved:

That the Area G Advisory Planning and Heritage Commission **SUPPORT** the Agricultural Land Reserve Referral Package for the property located at 8965 Highway 6, Rural Salmo, Electoral Area 'G', legally described as LOT C DISTRICT LOTS 273 and 1237 KOOTENAY DISTRICT PLAN 2329, EXCEPT PARTS INCLUDED IN REFERENCE PLAN 103021I and PLAN 5659

**Carried**

## **5.2 Development Permit Application to Authorize a Resort Commercial/Event Space - DP2312G**

The Development Permit Application Package dated March 15<sup>th</sup>, 2024 from Planner Zachari Giacomazzo, regarding the development of a resort commercial/event space has been received. Although none of the proposed buildings are within the watercourse development permit area associated with a wetland feature, it is anticipated that there may be a small amount of site preparation within the 15 metre development permit area. This Development Permit application is associated with RDCK File No. Z2304G.

- All of the commissioners expressed concerns about the broader environmental impacts of the project due to its location.
- Several commissioners expressed concern over the precedent the development would set for future development in this area.
- Commissioners discussed the impacts of the development on the Ymir fires service, as well as the impacts of increased traffic from the site. Planner Zachari Giacomazzo commented that these discussions came up during the rezoning. He clarified that access related issues are with the jurisdiction of The Ministry of Transportation and Ymir Fire Services are being consulted as part of the larger project.

**Moved** and seconded,  
AND Resolved:

That the Area G Advisory Planning and Heritage Commission **NOT SUPPORT** the Development Permit Application Package for the property located at 4626 Highway 6, Hall Siding, Electoral Area 'G', legally described as LOT 1 DISTRICT LOT 1241 KOOTENAY DISTRICT PLAN EPP121813 because they have additional questions surrounding the environmental impact of the project. The Area G Advisory Planning and Heritage Commission would like to see further consultation with Ymir Fire Department and confirmation that the Ymir Fire Department has sufficient capacity and resources to service the proposed development.

**Carried**

**7. PUBLIC TIME**

The Chair called for questions from the public at 8:06 p.m.

- No questions

**8. NEXT MEETING**

The next Area G Advisory Planning and Heritage Commission meeting is scheduled for April 24th, 2024 at 7:00pm.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Area G Advisory Planning and Heritage Commission meeting be adjourned at 8:10 p.m.

**Carried**

***Approved***

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Dave Lang, Chair



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RIONDEL COMMISSION OPEN MEETING MINUTES

**7:00 PM**

**April 2, 2024**

### 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=m379e54c5c213884ee461a71aa5228417>

**Toll Free number:** 1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2770 493 4225

### COMMISSION/COMMITTEE MEMBERS

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

### STAFF

Teresa Johnson	Administrative Assistant – Meeting Coordinator
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**7 out of 7 voting Commission/Committee 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:

The Agenda for the April 2, 2024 Riondel Commission meeting, be adopted.

**Carried**

**4. RECEIPT OF MINUTES**

The March 5, 2024 Riondel Commission minutes, have been received.

**5. DELEGATE**

No delegates are scheduled to present.

**6. PUBLIC TIME**

The Chair calls for questions from the public at 7:02 p.m.

**7. OLD BUSINESS**

**7.1 Commissioner Introduction**

Commissioner Lavigne has observed that introductions are not being done when new commissioners begin their term. Round table introductions will be made at initial commission meetings that include new members, and a paragraph summary introduction will be posted by staff to <https://commission.riondel.ca/> for visibility to the community.

**7.2 Unsightly Property Bylaw**

Commissioner Cop led a review of the unsightly property bylaw. Enforcement is typically initiated through citizen complaints to bylaw officers with property value reduction being a primary concern. Volunteer compliance through town cleanups have been successful in the past, along with initiatives such as free yard waste drop off which is now in effect for the month of April. Properties are actively targeted on an ongoing basis with those properties causing safety hazards taking precedence. Detailed information can be found at [rdck.ca](http://rdck.ca) under "Bylaw Enforcement and Dog Control".

**7.3 Volunteer and Contractor Liability Insurance**

Commissioner Cop led a follow-up discussion on whether volunteer insurance should be pursued by the Regional District of Central Kootenay (RDCK). Volunteers under direction of RDCK staff are covered for liability, however WorkSafeBC coverage is not available. Currently, volunteers waive liability for personal injury when they assume their role. Standing offers are being set up which will list available contractors who meet the insurance requirements for working onsite at RDCK owned properties. Until standing offers take effect, individual contractors should have their WorkSafeBC coverage verified.

**MOVED** and seconded,  
AND Resolved:

That the commission requests RDCK staff to investigate the acquisition of volunteer injury insurance for volunteers completing duties with the RDCK.

**Carried**

#### **7.4 Riondel Community Centre Development Report**

The Community Centre Development Report has been submitted to Columbia Basin Trust (CBT). The Commission will meet to identify and prioritize immediate repairs, and larger projects that require CBT funding. Staff will reach out to CBT to ask how they would like the RDCK to communicate project priorities. Assessment of the foundation by a structural engineer will be completed.

#### **7.5 Duct Cleaning**

Chair Panio will send a request to RDCK staff to arrange for Kootenay Duct Cleaners to complete duct cleaning in the Riondel Community Centre. Commissioner Cop will verify MSDS sheets to ensure product ingredient transparency.

#### **7.6 AED Defibrillator Maintenance**

Riondel is anticipating a new community paramedic, as the former paramedic is no longer holding the position. Once someone is in place, the Commission will request their assistance with routine maintenance of the AED Defibrillator in the Riondel Community Centre.

#### **7.7 Garbage Collection**

Commissioner Lavigne will no longer pursue curbside refuse pickup through the RDCK, unless a referendum can be held and voted on by residents. Agreements can be made for garbage collection service outside of local government, however more defined information regarding service delivery parameters is needed to proceed.

### **8. NEW BUSINESS**

#### **8.1 Auditorium Usage Protocols**

Chair Panio expressed the need for visibility on major activities at the Riondel Community Centre. All major activities will be added to the commission agenda for record in the minutes.

#### **8.2 Recent Maintenance of the Riondel Community Centre**

Chair Panio reviewed some of the recent maintenance work completed in the Riondel Community Centre including:

- Security grating on basement windows
- Painting and finishing doors
- Repair of building survey holes
- Additional painting as needed

- New boards for the front benches
- Reinforced arbor in front of building
- Fixed main access doors in auditorium

Chair Panio expressed his gratitude to Evan, James and Commissioner Anderson for their hard work and continued contributions.

**9. CORRESPONDENCE**

No correspondence was presented.

**10. AREA A DIRECTOR'S REPORT**

Director Jackman provided the Commission with the Area A Directors report.

Resident Directed CBT Funding Grants will be dispersed on April 3, 2024 at 6:00 p.m. in Boswell, with Area A receiving grants totaling \$36,316. Chair Panio thanked Director Jackman for answering the Commissions questions, and providing detailed information throughout the meeting.

**11. FINANCIAL REPORTS**

The March 2024 financial report for the Riondel Community Centre has been received. A verbal review was made by Chair Panio.

**12. PUBLIC TIME**

Chair Panio called for questions at 8:36 p.m. Three members of the public were present. No questions were presented.

**13. NEXT MEETING**

The next Riondel Commission meeting will be held on May 7, at 7:00 pm.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission meeting be adjourned at 8:38 pm.

**Carried**

Approved by  
Gerald Panio, Chair





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

**9:00 am MST**

**Thursday, April 4, 2024**

**Creston and District Community Complex - Erickson Room  
312 19 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

### **RDCK STAFF PRESENT**

S. Horn	Chief Administrative Officer
Y. Malloff	Chief Financial Officer – RDCK
J. Chirico	General Manager of Community Services
C. Stanley	Regional Manager – Operations and Asset Management
T. Davison	Regional Manager - Recreation & Client Services
M. Crowe	Park Planner
J. Jackson	Emergency Program Coordinator
C. Feeney	Meeting Coordinator

### **CRESTON STAFF PRESENT**

M. Moore	Chief Administrative Officer – Creston
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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 (hybrid model).

#### **Meeting Time:**

9:00 a.m. PST

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mdd69894035cfc4f7093e125523e8da4f>

**Join by Phone:**

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

**Meeting Number (access code):** 2770 093 4113

**Meeting Password:** gVtAWEyN323 (48829396 from phones)

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

**2. CALL TO ORDER**

Chair DeBoon called the meeting to order at 8:59 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 AGENDA**

Moved and seconded,  
And resolved:

The agenda for the April 20, 2024 Creston Valley Services Committee meeting be adopted with the inclusion of Item 8.3 Propulso/Trans Canada Trail data before circulation.

**Carried**

**5. RECEIPT OF MINUTES**

The March 20, 2024 Creston Valley Services Committee minutes, have been received.

**6. DELEGATE****6.1 WLOKA FARMS**

Frank Wloka, Wloka Farms, gave a verbal presentation to the Committee on the devastating impacts to the agricultural operations when record breaking cold weather temperatures settled in Creston in January 2024. Frank shared that the fruit trees have suffered 100% bud mortality due to this weather event and they will have no fruit to sell this year. It is unknown how these trees will bounce back for 2025.

Frank answered the Committee's questions.

**6.2 FIELDS FORWARD**

Tanya Wall, from Fields Forward, will give a verbal presentation for the Fields Forward and Creston Valley Food Action Coalition.

Tanya Wall provided an overview of the many projects that Fields Forward and Creston Valley Food Action Coalition provide for the community. She provided insight on the different aspects of the organizations that need financial support. Fields Forward and the Creston Valley Food Action Coalition is requesting the Directors consider discretionary grant funding in the amount of \$10,000 for Harvest Share Program to help stabilize the program for 2024. They are also asking for a review to be conducted to redistribute funding from Kootenay Boundary Farm Advisors and the Central Kootenay Food Policy Council and use some of those funds for their projects.

Tanya answered the Committee's questions.

The Committee requested that Fields Forward and Creston Valley Food Action Coalition come back to the May Creston Valley Services Committee meeting to present on the grant funding request.

## **7. STAFF REPORTS**

### **7.1 EMERGENCY PROGRAM - QUARTER 1 REPORT**

The Committee Report dated March 25, 2024 from Jon Jackson, Emergency Program Coordinator, re: Emergency Program Report: 1st Quarter 2024, has been received.

Jon Jackson, Emergency Program Coordinator, provided an overview to the Committee regarding the Emergency program 1<sup>st</sup> quarter report. Jon highlighted the need to modernize their approach for recruitment and revamp the RDCK website/social media for Emergency Support Services.

Jon answered the Committee's questions.

## **8. NEW BUSINESS**

### **8.1 LETTER REQUEST FOR FUNDING: KOOTENAY EMPLOYMENT SERVICES AND THE ECONOMIC ACTION PARTNERSHIP**

The letter received March 26, 2024, from Leandri Kleinhans, Creston Valley-Kootenay Lake Economic Action Partnership Manager, re: Southern BC Agricultural Forum, has been received.

Leandri Kleinhans provided an overview of the proposed multi-day agricultural forum and the Economic Trust of the Southern Interior (ETSI-BC) funding request.

Leandri answered the Committee's questions.

### **8.2 DISCUSSION ITEM: HOMELESS SHELTER**

Director Vandenberghe requested an update from the Town of Creston regarding the Homeless Shelter.

The Committee had a discussion about the potential Homeless Shelter being considered in Creston. Michael Moore clarified that the Town of Creston is not involved in the homeless shelter and that it's being organized by a local non-profit group called the Creston Valley Den Society with BC Housing. The Town of Creston is helping to facilitate the conversation to help all voices be heard.

### **8.3 DISCUSSION ITEM: PROPULSO/TRANS CANADA TRAIL DATA**

Staff have requested a discussion with the Committee regarding Propulso/Trans Canada Trail data.

Mark Crowe, Parks Planner, provided an overview of Propulso and Trans Canada Trail who have partnered together to use cellular data from people phones who consent to share their location to track park & trail data. The Committee had a discussion to whether Creston Valley Services Committee would be interested in acquiring this sort of data for the parks in Creston, Area A, Area B and Area C. Mark answered the Committee's questions.

## **9. OLD BUSINESS**

### **9.1 Review Action Item List**

The Committee reviewed the action item list from March 20, 2024 Creston Valley Services Committee meeting.

Director Tierney requested that Committee members review the Action Item list and bring these back specific items on the next agenda to give staff time to prepare.

## **10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:12 a.m.

The members of the public had questions and comments regarding accessing Goat River and the Homeless Shelter.

The Committee and staff answered the public's questions.

## **11. IN CAMERA**

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

Moved and seconded,  
And resolved:

In the opinion of the Board and, in accordance with Section 90 of the *Community Charter* the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the basis(es) identified in the following Subsections:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

**Carried**

**11.2 RECESS OF OPEN MEETING**

Moved and seconded,  
And resolved:

The Open Meeting be recessed in order to conduct the Closed In Camera meeting.

**Carried**

**12. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for May 5, 2024 at 9am MST.

**13. ADJOURNMENT**

Moved and seconded,  
And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:10 p.m.

**Carried**

Digitally Approved By

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Arnold DeBoon, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**SOUTH SLOCAN COMMISSION OF MANAGEMENT  
OPEN MEETING AGENDA**

**7:00 p.m.  
February 22, 2024**

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

**COMMISSION/COMMITTEE MEMBERS**

Director Popoff	Area H
Commissioner McGovern	Area H/South Slocan
Commissioner Niminiken	Area H/South Slocan
Commissioner Wood	Area H/South Slocan
Commissioner Loxam	Area H/South Slocan
Commissioner Euerby	Area H/South Slocan
Commissioner Lawrence	Area H/South Slocan
Commissioner Throop	Area H/South Slocan

**STAFF**

Joe Chirico	General Manager of Community Services
Jenna Chapman	Meeting Coordinator
Sarah Fuhr	Communications and Community Engagement Lead

**1. CALL TO ORDER**

Joe Chirico, General Manager of Community Services called the meeting to order at 7:07 p.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Director Popoff nominated Member K. Loxam.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

Joe Chirico, General Manager of Community Services ratifies the appointed Member Loxam as Chair of the South Slocan Commission of Management 2024.

**1. CALL TO ORDER**

Chair Loxam called the meeting to order at 7:10 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 February 22, 2024 South Slokan Commission of Management meeting, be adopted as circulated with the inclusion of item:

- 7.2 Formation of a Working Group.

**Carried**

**4. RECEIPT OF MINUTES**

The August 29, 2023 South Slokan Commission of Management minutes, have been received.

**5. DELEGATE**

**5.1** There are no Delegates scheduled for this Commission Meeting.

**6. STAFF REPORTS**

**6.1 Old School House Project Review**

Joe Chirico, General Manager of Community Services provided a detailed summary of The Old School House Project Review February 21, 2024.

**7. NEW BUSINESS**

**7.1 Re-Appointments of Commission Members**

**MOVED** and seconded,  
AND Resolved and Recommended to the Board:

That the Board appoint the following individual(s) to the South Slokan Commission of Management for a term to end December 31, 2024.

G. Niminiken	Area H/South Slokan
P. Wood	Area H/South Slokan
K. Loxam	Area H/South Slokan
B. Euerby	Area H/South Slokan
S. Throop	Area H/South Slokan
M. Chutskoff	Area H/South Slokan
G. Mentz	Area H/South Slokan

That the Board appoint the following individual(s) as Alternates to the South Slokan Commission of Management.

I. McGovern	Area H/South Slokan
C. Mentz	Area H/South Slokan
G. Veenstra	Area H/South Slokan

And further, the Board send a letter to outgoing member(s) of the South Slokan Commission of Management thanking them for their service at the RDCK.

C. Lawrence

Area H/South Slokan

**RECESS/** The meeting recessed at 8:14 p.m. for a short break and reconvened at  
**RECONVENE** 8:24 p.m.

**Carried**

## **7.2 Working Group**

The Commission did a call for people to join a working group for the Old School House Property. The Commission needs help with fundraising and guiding design.

The following individuals volunteered to form the working group:

Mandy Chutskoff  
Stacey Throop  
Chris Mentz  
Derek Levan

## **8. PUBLIC TIME**

The Chair will call for questions from the public at 8:35 p.m.

Joe Chirico, General Manager of Community Services and the South Slokan Commission of Management addressed many questions from the public whom were in attendance.

## **9. NEXT MEETING**

The next South Slokan Commission of Management meeting is scheduled for May 6, 2024 at 7:00p.m.

## **10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The South Slokan Commission of Management meeting be adjourned at 9:17 p.m.

**Carried**

**DIGITALLY APPROVED**

---

K. Loxam, Chair



## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

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1. That the Board appoint the following individual(s) to the South Slokan Commission of Management for a term to end December 31, 2024.

**MOVED** and seconded,  
AND Resolved and Recommended to the Board:

G. Niminiken	Area H/Slokan
P. Wood	Area H/Slokan
K. Loxam	Area H/Slokan
B. Euerby	Area H/Slokan
S. Throop	Area H/Slokan
M. Chauskof	Area H/Slokan
G. Mentz	Area H/Slokan

That the Board appoint the following individual(s) as Alternates to the South Slokan Commission of Management.

I. McGovern	Area H/Slokan
C. Mentz	Area H/Slokan
G. Veenstra	Area H/Slokan

And further, the Board send a letter to outgoing member(s) of the South Slokan Commission of Management thanking them for their service at the RDCK.

C. Lawrence	Area H/Slokan
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**THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.**

### *Future South Slokan Commission of Management Meetings*

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1. N/A



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# ALL RECREATION COMMITTEE OPEN MEETING MINUTES

**9:00 a.m.**  
**March 27, 2024**

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).

### 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 H. Cunningham	Electoral Area G
Director W. Popoff	Electoral Area H
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K
Director M. McFaddin	City of Castlegar
Director A. DeBoon	Town of Creston
Director S. Hewat	Village of Kaslo
Director A. McLaren-Caux	Village of Nakusp
Director K. Page	City of Nelson
Director D. Lockwood	Village of Salmo
Director L. Main	Village of Silverton
Director J. Lunn	Village of Slocan

### INVITEES

S. Heaton-Sherstobitoff	City of Castlegar
K. Tait	City of Nelson

### ABSENT

Director A. Watson	Electoral Area D
Director T. Newell	Electoral Area F
Director L. Casley	Village of New Denver

**17 out of 20 voting Committee members were present – quorum was met.**

**STAFF**

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager of Operation and Asset Management
Trisha Davison	Regional Manager of Recreation and Client Services
Mark Crowe	Regional Parks Planner
Cary Gaynor	Regional Parks Manager
Sarah Fuhr	Communications and Community Engagement Lead
Teresa Johnson	Meeting Coordinator

**1. CALL TO ORDER**

RDCK Staff Joe Chirico called the meeting to order at 9:12 a.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Director Jackman nominated Director Popoff.  
Director Popoff declined the nomination.

Director Jackman nominated Director Page.  
Director Page accepted the nomination.

Director McLaren-Caux nominated Director Hewat.  
Director Hewat declined the nomination.

Director Lockwood nominated Director McFaddin.  
Director McFaddin accepted the nomination.

**OPPORTUNITY FOR CANDIDATES TO ADDRESS THE ALL RECREATION COMMITTEE**

Two minutes per address.

**VOTE BY SECRET BALLOT**

Joe Chirico distributed the ballots.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

RDCK Staff Joe Chirico ratifies the appointed Director McFaddin as Chair of the ALL Recreation Committee for 2024.

**DESTROY BALLOTS**

**Moved** and Seconded,  
And Resolved

That the ballots used in the election of the ALL Recreation Committee be destroyed.

**Carried**

**1. CALL TO ORDER**

Chair McFaddin called the meeting to order at 9:29 a.m.

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

Freedom of the floor be granted to Councillor K. Tait, and Councillor S. Heaton-Sherstobitoff.

**Carried**

**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 27, 2024 ALL Recreation Committee meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The September 27, 2023 ALL Recreation Committee minutes, have been received.

**5. DELEGATE**

**5.1** There are no Delegates scheduled for this Committee meeting.

**6. STAFF REPORTS**

**6.1 Regional Parks, Trails and Water Access Strategy (PTWAS) Start Up**

The Committee Report dated March 19, 2024 from Mark Crowe, Regional Parks Planner, re: Regional Parks, Trails and Water Access Strategy (PTWAS) has been received.

**Moved** and seconded,  
AND Resolved:

That the All Recreation Committee appoints Director Tierny, Director Lockwood, and Director Hanegraaf, to the Regional Parks, Trails and Water Access Strategy (PTWAS) Work Group.

**Carried**

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

That the Board supports the purchase of Trans Canada Trail (TCT) Propulso Reports for an amount up to \$20,000, to be allocated from individual Regional Parks Reserves, with

each Regional Park Service responsible for funding only their portion of the acquired reports.

**Carried**

### **6.2 Punch Pass Expiry – Communications Update**

The Committee Report dated March 20, 2024 from Sarah Fuhr, Communications and Community Engagement Lead, re: Punch Pass Expiry – Communications Update has been received. Trish Davison answered the committee’s questions.

The meeting recessed at 10:27 a.m. for a break and reconvened at 10:37 a.m.

### **6.3 Community Services Financial Access and Inclusion Policy**

The Committee Report dated March 15, 2024 from Trisha Davison, Regional Manager of Recreation & Client Services, re: Community Services Financial Access and Inclusion Policy has been received. Trisha Davison answered the committee’s questions.

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

That the All Recreation Committee advance the Community Services Access & Inclusion Policy framework to the RDCK Board for approval; AND FURTHER that all participants be exempt from the funding ceiling until August 31 2025.

**Defeated**

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

That the Board approve the Community Services Access & Inclusion Policy framework.

**Carried**

### **6.4 Memberships Services – Restructuring Framework**

The Committee Report dated March 20, 2024 from Trisha Davison, Regional Manager of Recreation & Client Services, re: Membership Services – Restructuring Framework has been received. Trisha Davison answered the committee’s questions.

**Moved** and seconded,  
AND Resolved:

That the All Recreation Committee direct staff to further develop and implement a replacement option to the 10x punch pass; And Further that the All Recreation committee support staff to further develop the feasibility of moving away from term based memberships to a monthly ongoing membership model.

**Carried**

#### 6.4 2025 Community Services Fee and Charges Schedule

The Committee Report dated March 19, 2024 from Joe Chirico, General Manager of Community Services, re: 2024/2025 Community Services Fee and Charges Schedule has been received. Joe Chirico answered the committee’s questions.

**DIRECTOR ABSENT:** Director Vandenberghe left the meeting at 12:01 p.m.

**DIRECTOR ABSENT:** Director Hewat left the meeting at 12:02 p.m.

**DIRECTOR ABSENT:** Director Popoff left the meeting at 12:04 p.m.

**Moved** and seconded,

AND Resolved that it be recommended to the Board:

That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 3, 2024:

For the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (\$224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (\$226)
- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (\$222)
- Castlegar and Area Indoor Aquatic Centre Local Service Area (\$227)
- Salmo and Area G Recreational Program Service (\$230)\*

	FEE TYPE	AMOUNT	UNIT
<b>1</b>	<b>Single Admission Fees</b>		
1.1	Adult	\$8.08	Single
1.2	Youth	\$4.04	Single
1.3	Child	\$0.00	Single
1.4	Golden Guest (75 +)	\$0.00	Single
1.5	Family Unit	\$16.16	Single
1.6	Salmo and District Fitness Centre Adult*	\$6.06	Single
1.7	Salmo and District Fitness Centre Youth*	\$3.03	Single
<b>2</b>	<b>Ten Single Admission Pass</b>		
2.1	Adult	\$72.72	10 Single (Expire in 1 year)
2.2	Youth	\$36.36	10 Single (Expire in 1 year)
2.3	Salmo and District Fitness Centre Adult*	\$54.54	10 Single (Expire in 1 year)
2.4	Salmo and District Fitness Centre Youth*	\$27.27	10 Single (Expire in 1 year)
<b>3</b>	<b>One Month Pass</b>		
3.1	Adult	\$72.72	1 Month
a)	2 <sup>nd</sup> Adult same household	\$65.48	
3.2	Youth	\$36.36	1 Month

a)	With the Purchase of Adult One Month Pass	\$32.74	
3.3	Salmo and District Adult*	\$54.54	1 Month
a)	2 <sup>nd</sup> Salmo and District Adult*	\$49.10	
3.4	Salmo and District Youth*	\$27.27	1 Month
a)	With the purchase of an Adult One Month Pass*	\$24.55	
<b>4</b>	<b>Three Month Pass</b>		
4.1	Adult	\$185.44	3 Months
a)	2 <sup>nd</sup> Adult same household	\$166.90	
4.2	Youth	\$92.72	3 Months
a)	With the Purchase of Adult Three Month Pass	\$83.45	
4.3	Salmo and District Adult*	\$139.08	3 Months
a)	2 <sup>nd</sup> Salmo and District Adult*	\$125.00	
4.4	Salmo and District Youth*	\$69.54	3 Months
a)	With the purchase of an Adult Three Month Pass*	\$62.50	
<b>5</b>	<b>Six Month Pass</b>		
5.1	Adult	\$327.24	6 Months
a)	2 <sup>nd</sup> Adult same household	\$294.52	
5.2	Youth	\$163.62	6 Months
a)	With the Purchase of Adult Six Month Pass	\$147.26	
5.2	Salmo and District Adult*	\$245.44	6 Months
a)	2 <sup>nd</sup> Salmo and District*	\$220.90	
5.3	Salmo and District Youth*	\$122.72	6 Months
a)	With the purchase of an Adult Six Month Pass*	\$110.45	
<b>6</b>	<b>Golden Guest Pass</b>		
6.1	Golden Guest Pass	\$0.00	1 Year

For the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)

	2024-25 Rental Rate		
	Nelson	Castlegar	Creston
<b>Arena: Ice Rentals</b>			
Youth Non-Profit: Prime	\$126.75	\$102.33	\$86.60
Youth Non-Profit: Non-Prime (75%)	\$95.06	\$76.75	\$67.27 (no change)
Representative Practices	\$126.75	\$102.33	As per contract
Representative Games	\$152.63	\$574.41	As per contract
Adult - Non-Profit: Prime	\$199.19	\$167.75	\$157.26
Adult - Non-Profit: Non-Prime (75%)	\$149.39	NA	\$117.95
Private Group or Individual or Fundraising or Non-Profit Special Event	\$419.21	\$261.06	\$261.06
Commercial	\$524.01	\$326.33	\$326.33
<b>Arena: Dry Floor Rentals</b>			
Youth Non-Profit: Prime	\$56.48	\$56.48	\$56.48
Youth Non-Profit: Non-Prime	\$50.83	\$50.83	\$50.83
Adult - Non-Profit: Prime	\$84.72	\$84.72	\$84.72
Adult - Non-Profit: Non-Prime	\$76.25	\$76.25	\$76.25
Private Group or Individual or Fundraising or Non-Profit Special Event	\$112.96	\$112.96	\$112.96
Commercial	\$141.20	\$141.20	\$141.20
All Day Private Group or Individual or Non-Profit Special Event* <sup>2</sup>	\$1,016.64	\$1,016.64	\$1,016.64
All Day Commercial	\$1,412.00	\$1,412.00	\$1,412.00

For the following services:

- North Shore Hall Service (S211)
- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)
- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and Area Indoor Aquatic Centre Local Service Area (S227)
- Area H, New Denver, Silverton Recreation Service – Rec #6 (S229)



	Rental Type	2024/2025	Unit
<b>1</b>	<b>Large Multipurpose Room</b>		
1.1	Youth Non-Profit	\$58.99	Per Hour
1.2	Adult Non-Profit	\$88.64	Per Hour
1.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$117.98	Per Hour
1.4	Commercial Organization	\$147.48	Per Hour
<b>2</b>	<b>Medium/Small Multipurpose Room</b>		
2.1	Youth Non-Profit	\$19.77	Per Hour
2.2	Adult Non-Profit	\$29.65	Per Hour
2.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$39.53	Per Hour
2.4	Commercial	\$49.41	Per Hour

	Room Rental Maximums	2024/2035	Unit
<b>1</b>	<b>Large Multipurpose Room</b>		
1.1	Private Group or Individual or Fundraising or Non-Profit Special Event	\$530.91	Per Day
1.2	Commercial	\$884.88	Per Day
<b>2</b>	<b>Medium/Small Multipurpose Room</b>		
2.1	Private Group or Individual or Fundraising or Non-Profit Special Event	\$177.89	Per Day
2.2	Commercial	\$296.46	Per Day

For the following services:

- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Nelson and District Community Facilities, Recreation and Leisure Service Area (S226)
- Castlegar and Area Indoor Aquatic Centre Local Service Area (S227)
- Salmo and Area G Recreational Program Service (S230)

**Nelson and Castlegar and District Community Complexes**

	Rental Type	Amount	Unit
<b>1</b>	<b>Per Lap Lane Rental Fees</b>		
1.1	Youth Non-Profit	\$20.94	Per Hour
1.2	Adult Non-Profit	\$31.41	Per Hour
1.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$41.88	Per Hour
1.4	Commercial	\$52.36	Per Hour
<b>2</b>	<b>Lap pool cost per hour</b>		
2.1	Youth Non-Profit	\$79.08	Per Hour

2.2	Adult Non-Profit	\$118.62	Per Hour
2.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$158.16	Per Hour
2.4	Commercial	\$197.42	Per Hour
<b>3</b>	<b>Leisure Pool: Full Pool</b>		
3.1	Youth Non-Profit	\$43.98	Per Hour
3.2	Adult Non-Profit	\$65.97	Per Hour
3.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$87.96	Per Hour
3.4	Commercial	\$109.95	Per Hour
<b>4</b>	<b>Leisure Pool: Half Pool</b>		
4.1	Youth Non-Profit	\$21.99	Per Hour
4.2	Adult Non-Profit	\$32.99	Per Hour
4.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$43.98	Per Hour
4.4	Commercial	\$54.97	Per Hour

**Salmo and Creston and District Community Complex\***

	Rental Type	Amount	Unit
<b>1</b>	<b>Per Lap Lane Rental Fees</b>		
1.1	Youth Non-Profit	\$16.78	Per Hour
1.2	Adult Non-Profit	\$25.16	Per Hour
1.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$33.55	Per Hour
1.4	Commercial	\$52.36	Per Hour
<b>2</b>	<b>Lap pool cost per hour</b>		
2.1	Youth Non-Profit	\$79.08	Per Hour
2.2	Adult Non-Profit	\$118.17	Per Hour
2.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$158.62	Per Hour
2.4	Commercial	\$197.42	Per Hour

For the following services:

- Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service Area (S222)
- Creston and District Community Facilities, Recreation and Leisure Service Area (S224)
- Regional Parks – Creston and Areas B and C (S201)
- Regional Parks - Nelson, Salmo and Areas E, F, and G (S202)
- Regional Parks – New Denver, Silverton, Slocan and Area H (S203)
- Regional Parks – Area A (S205)
- Recreation Commission No. 8 – Area H South (S231)

	Rental Type	Amount	Unit
<b>1</b>	<b>Field Rental Fees</b>		
1.1	Youth Non-Profit	\$24.68	Per Hour
1.2	Adult Non-Profit	\$37.01	Per Hour
1.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$49.35	Per Hour
1.4	Commercial	\$61.69	Per Hour
<b>2</b>	<b>Outdoor Court Rental Fees (Pickleball, Tennis, Sport, Volleyball)</b>		
2.1	Youth Non-Profit	\$7.80	Per Hour
2.2	Adult Non-Profit	\$11.70	Per Hour
2.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$15.60	Per Hour
2.4	Commercial	\$19.50	Per Hour
<b>2</b>	<b>Shelter Rental Fees (Pavilion, Gazebo)</b>		
2.1	Youth Non-Profit	\$10.39	Per Hour
2.2	Adult Non-Profit	\$15.86	Per Hour
2.3	Private Group or Individual or Fundraising or Non-Profit Special Event	\$20.78	Per Hour
2.4	Commercial	\$25.98	Per Hour

**Carried**

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

The following discussion item BE REFERRED to the June 26, 2024 All Recreation Committee Meeting:

**6.5 Recreation Asset Management Progress Updates**

The Committee Report dated March 21, 2024 from Craig Stanley, Regional Manager of Operations and Asset Management re: Recreation Asset Management Progress updates, has been received.

**Carried**

**7. PUBLIC TIME**

The Chair called for questions from the public at 12:19 p.m. One member of the public was present, no questions were presented.

**8. NEXT MEETING**

The next ALL Recreation Committee meeting is scheduled for June 26, 2024 at 9:00 a.m.

**9. ADJOURNMENT**

**MOVED** and seconded,  
 AND Resolved:

The ALL Recreation Committee meeting be adjourned at 12:19 p.m.

**Carried**

## **Digitally Approved**

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Maria McFaddin, Chair

### **RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

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- 1. That the Board approve the acquisition of Trans Canada Trail (TCT) Propulso Reports for an amount up to \$20,000, to be allocated from individual Regional Parks Reserves, with each Regional Park Service responsible for funding only their portion of the acquired reports.*
- 2. That the Board approve the Community Services Access & Inclusion Policy framework.*
- 3. That the Board approves the following schedule of Fees and Charges for Admissions be implemented for September 3, 2024:*

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

### ***Future All Recreation Committee Meetings***

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- 1. Recreation Asset Management Progress Updates will be considered at the June 26, 2024 meeting.*
- 2. That the All Recreation Committee appoints Director Tierny, Director Lockwood, and Director Hanegraaf, to the Regional Parks, Trails and Water Access Strategy (PTWAS) Work Group.*
- 3. That the All Recreation Committee support staff advancing their efforts to further develop and implement a replacement option to the 10x punch pass; And Further that the All Recreation committee support staff to further develop the feasibility of moving away from term based memberships to a monthly ongoing membership model.*



## Water Services Committee Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, April 3, 2024 at 9:00 am PST / 10:00 am MST through a hybrid meeting model.

Quorum was maintained throughout the meeting.

<b>ELECTED OFFICIALS</b>	Director T. Newell	Area F (2024 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	
	Director T. Weatherhead	Area K	
	Councillor D. Dumas	Town of Creston	
<b>STAFF PRESENT:</b>	U. Wolf	GM – Environmental Services	In-Person
	A. Divlakovski	Water Operations Manager	In-Person
	J. McDiarmid	Utility Services Manager	In-Person
	E. Senyk	Water Services Liaison	In-Person
	N. Nick	Environmental Coordinator, Utility Services	In-Person
	S. Eckman	Meeting Coordinator	In-Person
	N. Metz	Alternate Meeting Coordinator	In-Person

### 1. **WEBEX REMOTE MEETING INFO**

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

#### **Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m7197db500e295fa392c00e33210ad8cb>

**Meeting Number (access code):** 2771 361 2611

**Meeting Password:** jPhQ4Gukz53 (57474485 from phones)

**Join by Phone:**

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

**In-Person Location:** RDCK Board Room, 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Chair Newell called the Water Services Committee meeting to order at 9:01 am PST / 10:01 am MST.

**2.1 Traditional Lands Acknowledgement Statement**

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

**2.2 Adoption of the Agenda**

**Moved** and seconded,  
And resolved that:

The Agenda for the April 3, 2024 Water Services Committee meeting be adopted as circulated.

**Carried**

**2.3 Receipt of Minutes**

The February 2, 2024 Water Services Committee minutes, have been received.

**3. 2024 WATER AND WASTEWATER SYSTEMS ACQUISITION PLAN & EVALUATION MATRIX – 2ND DRAFT**

The following documents have been received:

- a. April 3, 2024 Committee Report from Jason McDiarmid, Utility Services Manager presenting the second draft of the 2024 Water & Wastewater System Acquisition Plan for review and feedback.
- b. 2024 Water & Wastewater System Acquisition Plan - RED LINE version.
- c. 2024 Water & Wastewater System Acquisition Plan - CLEAN version.
- d. Water & Wastewater System Acquisition Potential Benefits brochure.
- e. Water & Wastewater System Acquisition Process brochure.

**DIRECTOR** Director Cunningham joined the meeting at 9:08 am.

**PRESENT**

**4. UTILITIES RATES, FEES AND CHARGES BYLAW NO. 2951, 2024**

The April 7, 2024 Committee Report from Jason McDiarmid, Utility Services Manager, seeking approval for Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2951, which repeals and replaces the existing Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023, 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. 2951, 2024 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. 2895, 2023.

**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. 2951, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**RECESS** Meeting recessed from 10:44 am to 10:55 am.

**5. ERICKSON WATER SYSTEM: PHASE 1 METERING PROGRAM - POTENTIAL REBATE**

The April 3, 2024 Committee Report from Jason McDiarmid, Utility Services Manager, seeking direction on provision of potential refunds or rebates under the Erickson Phase 1 Metering project to Erickson customers who have been required in recent years to pay the cost of a meter install, has been received.

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

That the Regional District Water Services Committee recommends that the Board direct staff to provide metering refunds to water customer Accounts 60704, 60412, 60490, 60413 in the amounts of actual costs for metering costs incurred, less administrative costs (refunds estimated at \$5,230.06, \$15,159.41, \$4,574.36, and \$9,473.36, respectively) that would have otherwise been covered under the Phase 1 Erickson Metering Program.

**Carried**

**6. WATER OPERATIONS AND CAPITAL PROJECT UPDATE**

The March 27, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update to the Committee and highlight the larger maintenance and capital projects completed to date in 2024, has been received.

**7. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:18 am PST / 12:18 pm MST.

**8. ADJOURNMENT**

**Moved** and Seconded,  
And Resolved:

The April 3, 2024 Water Services Committee meeting adjourn at 11:19 am PST / 12:19 pm MST.

CERTIFIED CORRECT

Approved by

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Director T. Newell  
2024 Water Services Committee Chair



**BOARD RECOMMENDATIONS AS ADOPTED AT THE APRIL 3, 2024 WATER SERVICES COMMITTEE MEETING**

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**RECOMMENDATION #1**

That the Regional District of Central Kootenay Water Utility Rates, Fees and Charges Bylaw No. 2951, 2024 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. 2895, 2023.

**RECOMMENDATION #2**

That the Regional District of Central Kootenay Utility Rates, Fees and Charges Bylaw No. 2951, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**RECOMMENDATION #3**

That the Regional District Water Services Committee recommends that the Board direct staff to provide metering refunds to water customer Accounts 60704, 60412, 60490, 60413 in the amounts of actual costs for metering costs incurred, less administrative costs (refunds estimated at \$5,230.06, \$15,159.41, \$4,574.36, and \$9,473.36, respectively) that would have otherwise been covered under the Phase 1 Erickson Metering Program.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2951

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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 Activation** means physically turning on the water and re-establishing or adjusting an Account as required.

**Account Deactivation** means physically turning off the water to an Owner's Property, removal of any part of the Regional District Water Connection as required by the Manager, adjusting the Owner's Account accordingly and suspending the account.

**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*.

**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.

**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 Deactivated -.
  - (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. 2951, 2024.**

**REPEAL**

**12** **Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2895, 2023,** and amendments thereto, are hereby repealed.

READ A FIRST TIME this 18<sup>th</sup> day of April, 2024.

READ A SECOND TIME this 18<sup>th</sup> day of April, 2024.

READ A THIRD TIME this 18<sup>th</sup> day of April, 2024.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 18<sup>th</sup> day of April, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

**SCHEDULE A TO BYLAW NO. 2951  
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	\$140	hour
b)	Water Operations Manager	\$128	hour
1.2	Utilities Supervisor		
a)	Operations, Maintenance, Installations & Repairs	\$100	hour
b)	Projects & Administration	\$117	hour
1.3	Water Services Liaison	\$117	hour
1.4	Environmental Services Technologist/Coordinator	\$110	hour
1.5	Utility Tech 2	\$81	hour
1.6	Utility Tech 1 or Maintenance Person	\$71	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	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		
	Per First 1 to 10 Capital Infrastructure Charges Assessed		
a)	Per Additional 11 or More Capital Infrastructure Charges	\$500	each
b)	Assessed	\$200	each
c)	Latecomer Agreement Application	\$500	each
4.5	Account Deactivation	\$150	each
4.6	Account Activation		
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

No.	Item	Rate	Unit
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
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		
b)	Burton Water System	1,500	each
c)	Duhamel Water System	2,500	each
d)	Edgewood Water System	1,000	each
e)	Erickson Water System	2,000	each
f)	Fauquier Water System	1,500	each
g)	Grandview Properties Water System	2,500	each
h)	Lister Water System	2,500	each
i)	Lucas Road Water System	2,500	each
j)	McDonald Creek Water System	1,500	each
k)	Riondel Water System	1,000	each
l)	Rosebery Highlands Water System	1,000	each
m)	Sanca Water System	2,500	each
n)	South Slocan Water System	1,000	each
o)	West Robson Water System	2,500	each
p)	Woodbury Water System	2,000	each
q)	Woodlands Heights Water System	2,000	each
r)	Ymir Water System	1,500	each
		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	

No.	Item	Rate	Unit
6.5	Water Connection Charges		
a)	Installation		Actual Cost
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		\$10,000
6.6	Abandonment of Water Connection		Actual Cost
<b>7</b>	<b>Water Service Area Boundary Extension</b>		
7.1	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		
a)	Balfour Water System	25,000	each
b)	Burton Water System	25,000	each
c)	Duhamel Water System	18,000	each
d)	Edgewood Water System	25,000	each
e)	Erickson Water System	25,000	each
f)	Fauquier Water System	25,000	each
g)	Grandview Properties Water System	25,000	each
h)	Lister Water System	25,000	each
i)	Lucas Road Water System	25,000	each
j)	McDonald Creek Water System	17,000	each
k)	Riondel Water System	20,000	each
l)	Rosebery Highlands Water System	25,000	each
m)	Sanca Water System	20,000	each
n)	South Slocan Water System	25,000	each
o)	West Robson Water System	25,000	each
p)	Woodbury Water System	25,000	each
q)	Woodlands Heights Water System	25,000	each
r)	Ymir Water System	22,000	each
7.2	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		
a)	Balfour Water System		
b)	Burton Water System	12,500	each
c)	Duhamel Water System	12,500	each
d)	Edgewood Water System	9,000	each
e)	Erickson Water System	12,500	each
f)	Fauquier Water System	12,500	each
g)	Grandview Properties Water System	12,500	each
h)	Lister Water System	12,500	each
i)	Lucas Road Water System	12,500	each
j)	McDonald Creek Water System	12,500	each
k)	Riondel Water System	8,500	each
l)	Rosebery Highlands Water System	10,000	each
m)	Sanca Water System	12,500	each
n)	South Slocan Water System	10,000	each
o)	West Robson Water System	12,500	each
p)	Woodbury Water System	12,500	each
q)	Woodlands Heights Water System	12,500	each
r)	Ymir Water System	11,000	each
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. 2951  
WATER SYSTEM SPECIFIC RATES, FEES AND CHARGES**

<b>1. ARROW CREEK WATER TREATMENT AND SUPPLY SERVICE AREA</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Town of Creston (Operations and Maintenance)	\$727,285	annually
2	Erickson Water Distribution Service (Operations and Maintenance)	\$625,124	annually

<b>2. BALFOUR WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Metered Rate		
a)	Base Charge: 3/4" meter	\$171	quarterly
b)	Base Charge: 1" meter	\$212	quarterly
c)	Base Charge: 1 1/2" meter	\$266	quarterly
d)	Base Charge: 2" meter	\$332	quarterly
e)	Metered Consumption: First Block (Up to 100 cubic meters)	\$1.36	per cubic meter quarterly
f)	Metered Consumption: Second Block (Over 100 cubic meters)		per cubic meter quarterly
	Metered Consumption: Approved Non Profit (Per cubic meter)	\$2.04	per cubic meter quarterly
g)		\$0.91	
2	Unmetered or Failed Meter	\$952	annually
3	Capital Reserve Fund Contribution (per dwelling unit - applied to 10 or more dwelling unit sites for new developments starting and after 2020)	\$184	annually per dwelling unit site

<b>3. BURTON WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$2,535	annually
2	Commercial: Business	\$1,674	annually
3	Commercial: Food and Beverage Service	\$1,674	annually
4	Commercial: Orchard	\$1,674	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$1,674	annually
b)	Additional Dwelling	\$839	annually
c)	Additional Mobile Housing Unit Dwelling	\$839	annually
6	Dwelling: Single Family	\$1,674	annually
7	Institutional: Church	\$1,524	annually
8	Institutional: Community Hall	\$1,524	annually
9	Institutional: School	\$2,535	annually
10	Metered Rate		
a)	Base Charge	\$168	quarterly
b)	Metered Consumption	\$2.85	per cubic meter quarterly

<b>4. DUHAMEL WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Short-Term Accommodation Rentals	\$791	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$791	annually
b)	Additional Dwelling	\$791	annually
c)	Additional Mobile Housing Unit Dwelling	\$791	annually

<b>4. DUHAMEL WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
3	Dwelling: Single Family	\$791	annually
4	Metered Rate		
a)	Base Charge	\$80	quarterly
b)	Metered Consumption	\$1.20	per cubic meter quarterly

<b>5. EDGEWOOD WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Business (Includes store, bank, post office, office, concession & small business)	\$950	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,632	annually
b)	Additional Dwelling	\$818	annually
c)	Additional Mobile Housing Unit Dwelling	\$818	annually
3	Dwelling: Single Family	\$1,632	annually
4	Industrial: Road Maintenance Yard	\$2,846	annually
5	Institutional: Church	\$1,426	annually
6	Institutional: Community Hall	\$1,426	annually
7	Institutional: Health Facility	\$713	annually
8	Institutional: Fire Hall	\$1,632	annually
9	Institutional: School	\$2,369	annually
10	Recreational (includes park & field Irrigation and Restroom Facilities)	\$2,369	annually
11	Metered Rate		
a)	Base Charge	\$163	quarterly
b)	Metered Consumption	\$2.06	per cubic meter quarterly

<b>6. ERICKSON WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Agricultural: Land Charge (Per acre, excluding first acre)	\$381	annually
2	Agricultural: Greenhouse (for each square foot over 2,000)	\$0.14	per square foot annually
3	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate	\$1,228	annually
b)	Rate per additional Rental Room	\$205	annually
4	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,265	annually
5	Commercial: Campground		
a)	Base Rate (for Retail/Business /Dwelling)	\$1,265	annually
b)	Per Camp Site	\$90	annually
6	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,265	annually
7	Commercial: Food & Beverage Process & Storage	\$6,222	annually
8	Commercial: Hotel/Motel		
a)	Base Rate	\$0	annually
b)	Per Room Rate	\$664	annually
c)	Restaurant	\$1,265	annually
d)	Lounge	\$1,265	annually
e)	Swimming Pool	\$644	annually

<b>6. ERICKSON WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
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	\$1,265	annually
b)	Per Dwelling	\$845	annually
10	Dwelling: Multi Family		
a)	First Dwelling	\$1,228	annually
b)	Additional Dwelling	\$1,228	annually
c)	Secondary Suite	\$845	annually
d)	Additional Mobile Housing Unit Dwelling	\$1,228	annually
e)	Swimming Pool (greater than 5,000 Litres)	\$301	annually
11	Dwelling: Single Family		
a)	Dwelling	\$1,228	annually
b)	Swimming Pool (greater than 5,000 Litres)	\$301	annually
12	Industrial: Small Business (Includes office and yard)	\$1,265	annually
13	Industrial: Saw Mill	\$7,752	annually
14	Institutional: Church	\$1,164	annually
15	Institutional: Community Hall	\$1,164	annually
16	Institutional: School (per classroom)	\$1,084	annually
17	Water Usage with No Development	\$381	annually
18	Metered Rate		
a)	Base Charge	\$123	quarterly
b)	Metered Consumption	\$0.95	per cubic meter quarterly
19	Capital Reserve Fund Contribution		
a)	Per Parcel of Land	\$412	annually
b)	Per Manufactured Home Park Dwelling	\$412	annually

<b>7. FAUQUIER WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Business (Includes store & laundromat)	\$3,048	annually
2	Commercial: Concession Stand	\$1,624	annually
3	Commercial: Food & Beverage Services	\$3,667	annually
4	Commercial: Golf Course (Includes club house, irrigation and campsites)	\$6,301	annually
5	Commercial: Hotel/Motel	\$2,240	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$1,624	annually
b)	Additional Dwelling	\$813	annually
c)	Additional Mobile Housing Unit Dwelling	\$813	annually
7	Dwelling: Single Family	\$1,624	annually
8	Institutional: Church	\$1,428	annually
9	Institutional: Community Hall	\$1,428	annually
10	Institutional: Public Restrooms (Transportation)	\$1,152	annually
11	Institutional: Utility Restrooms	\$1,152	annually
12	Recreational (Includes Park & Field Irrigation and Restroom Facilities)	\$1,865	annually
13	Metered Rate		
a)	Base Charge	\$162	quarterly
b)	Metered Consumption	\$1.23	per cubic meter quarterly

<b>8. GRANDVIEW PROPERTIES WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Metered Rate		
a)	Base Charge	\$208	quarterly
b)	Metered Consumption: First Block (Up to 50 cubic meters)	\$1.45	per cubic meter quarterly
c)	Metered Consumption: Second Block (Over 50 cubic meters)	\$3.63	per cubic meter quarterly
2	Undeveloped Parcel	\$833	annually
3	Unmetered or Failed Meter	\$1,506	annually

<b>9. LISTER WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,059	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,059	annually
3	Commercial: Food Processing	\$1,059	annually
4	Commercial: Golf Course (Does not include irrigation)	\$4,634	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$670	annually
b)	Additional Dwelling	\$670	annually
c)	Additional Mobile Housing Unit Dwelling	\$670	annually
d)	Swimming Pool (greater than 5,000 Liters)	\$458	annually
6	Dwelling: Single Family		
a)	Dwelling	\$670	annually
b)	Swimming Pool (greater than 5,000 Liters)	\$458	annually
7	Institutional: Fire Hall	\$670	annually
8	Institutional: Community Hall/Park	\$670	annually
9	Metered Rate		
a)	Base Charge	\$67	quarterly
b)	Metered Consumption	\$0.60	per cubic meter quarterly
10	Capital Reserve Fund Contribution	\$573	annually

<b>10. LUCAS ROAD WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Metered Rate		
a)	Base Charge	\$278	quarterly
b)	Metered Consumption	\$2.10	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.

<b>12. RIONDEL WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$888	annually
2	Commercial: Recreational Rentals Seasonal (per unit)	\$551	annually

<b>12. RIONDEL WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
3	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,543	annually
4	Commercial: Golf Course (includes irrigation)	\$16,510	annually
5	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$4,412	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$888	annually
b)	Additional Dwelling	\$888	annually
c)	Additional Mobile Housing Unit Dwelling	\$888	annually
7	Dwelling: Single Family	\$888	annually
8	Institutional: Ambulance Station	\$1,318	annually
9	Institutional: Church	\$888	annually
10	Institutional: Church Seasonal	\$551	annually
11	Institutional: Regional District Community Building	\$0	annually
12	Institutional: Regional District Community Center	\$0	annually
13	Institutional: Regional District Recreational Center	\$0	annually
14	Institutional : Regional District Fire Hall	\$0	annually
15	Recreational: Regional District Recreational Center	\$0	annually
16	Metered Rate		
a)	Base Charge	\$88	quarterly
b)	Metered Consumption	\$1.35	per cubic meter quarterly

<b>13. ROSEBERY HIGHLANDS WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Dwelling : Multi Family		
a)	First Dwelling	\$1,570	annually
b)	Additional Dwelling	\$1,570	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,570	annually
2	Dwelling: Single Family	\$1,570	annually
3	Undeveloped Parcel	\$974	annually
4	Metered Rate		
a)	Base Charge	\$275	quarterly
b)	Metered Consumption	\$3.05	per cubic meter quarterly

<b>14. SANCA WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Dwelling: Multi Family		
a)	First Dwelling	\$781	annually
b)	Additional Dwelling	\$781	annually
c)	Additional Mobile Housing Unit Dwelling	\$781	annually
2	Dwelling: Single Family	\$781	annually

<b>15. SOUTH SLOCAN WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Business (Includes store, bank, office & small business)	\$2,115	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$5,435	annually

<b>15. SOUTH SLOCAN WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
3	Dwelling: Multi Family		
a)	First Dwelling	\$2,115	annually
b)	Additional Dwelling	\$2,115	annually
c)	Additional Mobile Housing Unit Dwelling	\$2,115	annually
d)	Secondary Suite	\$1,479	annually
4	Dwelling: Single Family	\$2,115	annually
5	Industrial: Small Business (Includes office, shop and yard)	\$2,115	annually
6	Institutional: Regional District Community Building	\$2,115	annually
7	Metered Rate		
a)	Base Charge	\$212	quarterly
b)	Metered Consumption	\$2.43	per cubic meter quarterly

<b>16. WEST ROBSON WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw</i> No. 1082, 1995 with all Dwellings under one Account)		
a)	Per Dwelling	\$643	annually
b)	Capital Reserve Fund Contribution per Dwelling	\$121	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$858	annually
b)	Additional Dwelling	\$428	annually
c)	Additional Mobile Housing Unit Dwelling	\$428	annually
3	Dwelling: Single Family	\$858	annually
4	Metered Rate		
a)	Base Charge	\$86	quarterly
b)	Metered Consumption	\$1.48	per cubic meter quarterly

<b>17. WOODBURY WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Dwelling: Multi Family		
a)	First Dwelling	\$989	annually
b)	Additional Dwelling	\$520	annually
c)	Additional Mobile Housing Unit Dwelling	\$520	annually
d)	Secondary Suite	\$520	annually
2	Dwelling: Single Family	\$989	annually
3	Undeveloped Parcel	\$377	annually
4	Metered Rate		
a)	Base Charge	\$141	quarterly
b)	Metered Consumption	\$4.04	per cubic meter quarterly

<b>18. WOODLAND HEIGHTS WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Dwelling: Single Family	\$1,582	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,582	annually
b)	Additional Dwelling	\$1,582	annually
c)	Secondary Suite	\$949	annually

<b>18. WOODLAND HEIGHTS WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
3	Metered Rate		
a)	Base Charge	\$157	quarterly
b)	Metered Consumption	\$2.17	per cubic meter quarterly

<b>19. YMIR WATER SYSTEM</b>			
<b>No.</b>	<b>Item</b>	<b>Rate</b>	<b>Unit</b>
1	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate (Including Dwelling)	\$659	annually
b)	Rate per Rental Room	\$100	annually
2	Commercial: Business (Includes store, bank, post office, office, food stand, food counter, bakery, coffee service & small business)	\$659	annually
3	Commercial: Food & Beverage Services (Including restaurant, lounge, & beverage room)	\$991	annually
4	Commercial - Hotel/Motel		
a)	Base Rate	\$3,160	annually
b)	Per Room Rate	\$100	annually
c)	Restaurant	\$715	annually
d)	Lounge/Beverage Room	\$514	annually
e)	Laundry	\$3,160	annually
f)	Coffee shop	\$715	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$659	annually
b)	Additional Dwelling	\$659	annually
c)	Additional Mobile Housing Unit Dwelling	\$659	annually
6	Dwelling: Single Family	\$659	annually
7	Institutional: Community Association	\$0	annually
8	Institutional: Arts & Museum Society	\$0	annually
9	Institutional: Fire Hall	\$0	annually
10	Metered Rate		
a)	Base Charge	\$66	quarterly
b)	Metered Consumption	\$2.69	per cubic meter quarterly



**Regional District of Central Kootenay  
COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE  
Open Meeting Minutes**

Tuesday, April 16, 2024 at 1:00 p.m.  
RDCK Hybrid Meeting

**COMMITTEE MEMBERS PRESENT**

Chair L. Main	Silverton	
Director G. Jackman	Electoral Area A	
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	
Director A. Watson	Electoral Area D	
Director C. Graham	Electoral Area E	
Director T. Newell	Electoral Area F	
Director H. Cunningham	Electoral Area G	
Director W. Popoff	Electoral Area H	
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	
Alternate Director P. Peterson	Electoral Area K	
Director S. Hewat	Village of Kaslo	

**STAFF PRESENT**

S. Horn	Chief Administrative Officer
S. Sudan	General Manager of Development and Community Sustainability Services
D. Sequin	Manager of Community Sustainability
P. Marshall-Smith	Sustainability Planner
S. Kindred	Administrative Assistant, Development & Community Sustainability Services

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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 (hybrid model).



**Meeting Time:**

1:00 p.m. PST

2:00 p.m. MST

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mebe65e4b00846699a351053876b56faf>

**Join by Phone:**

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

**Meeting Number (access code):** 2771 515 9739

**Meeting Password:** PMr3rYqF2q4 (76737973 from phones)

**In-Person Location:**

RDCK Boardroom

202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER**

Chair Main called the meeting to order at 1:01 p.m.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**4. ADOPTION OF AGENDA**

Moved and seconded,

And Resolved:

The Agenda for the April 16, 2024 Community Sustainable Living Advisory Committee meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The February 13, 2024 Community Sustainable Living Advisory Committee minutes, have been received.

**6. STAFF REPORTS**

**6.1 FOR INFORMATION: UPDATE ON SUSTAINABILITY SERVICE PROJECTS & AREAS OF ACTIVITY**

The Staff Update dated April 16, 2024 from Paris Marshall Smith, has been received.

**7. OLD BUSINESS**

**7.1 FOR INFORMATION: WATERSHED GOVERNANCE INITIATIVE UPDATE**

The Committee Report dated March 28, 2024 from Paris Marshall Smith, Sustainability Planner, has been received.

**8. NEW BUSINESS**

**8.1 FOR INFORMATION: CSLAC IDEAS ON RESTRUCTURING THE YEAR**

The CSLAC 'Ideas on Restructuring the Year' presentation dated April 18, 2024 from Paris Marshall Smith, has been received.

Moved and seconded,

And Resolved that it be recommended to the Board:

That the Board direct Staff to review the current Community Sustainable Living Advisory Committee Terms of Reference and bring forward a report for the June 18, 2024 CSLAC meeting.

**Carried**

**8.2 FOR DISCUSSION: RESCHEDULE JUNE 2024 MEETING**

Due to the Federation of Canadian Municipalities (FCM) Annual Conference on June 6-9, Chair Main has requested to change the June 11, 2024 CSLAC meeting to June 18, 2024.

Moved and seconded,

And Resolved:

That the Community Sustainable Living Advisory Committee June 11, 2024 meeting be rescheduled to June 18, 2024 at 9:00 a.m.

**Carried**

**9. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at 2:08 p.m.

**10. NEXT MEETING**

The next Community Sustainable Living Advisory Committee meeting is scheduled for June 18, 2024 at 9:00 a.m.

**11. ADJOURNMENT**

Moved and seconded,

And Resolved:

The Community Sustainable Living Advisory Committee meeting be adjourned at 2:11p.m.

**Carried**

Approved by

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Leah Main, Chair



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

A Joint Resource Recovery Committee meeting was held on Wednesday, April 17, 2024  
 1:00 pm through a hybrid meeting model.

<b>ELECTED OFFICIALS</b>	<b>Director G. Jackman</b>	<b>Electoral Area A (Chair)</b>	In-person
<b>PRESENT</b>	Director R. Tierney	Electoral Area B	In-person
	Director K. Vandenberghe	Electoral Area C	In-person
	Director A. Watson	Electoral Area D	
	Alt. Director J. Smienk	Electoral Area E	In-person
	Director T. Newell	Electoral Area F	In-person
	Director H. Cunningham	Electoral Area G	
	Director W. Popoff	Electoral Area H	
	Director A. Davidoff	Electoral Area I	
	Director H. Hanegraaf	Electoral Area J	In-person
	Alt. Director P. Peterson	Electoral Area K	
	Director M. McFadden	City of Castlegar	In-person
	Director A. Deboon	Town of Creston	
	Director S. Hewat	Village of Kaslo	
	Director T. Zeleznik	Village of Nakusp	
	Director K. Page	City of Nelson	In-person
	Alt. Director J. Fyke	Village of New Denver	
	Director D. Lockwood	Village of Salmo	
	Director L. Main	Village of Silverton	
	Director J. Lunn	Village of Slocan	In-person
<b>STAFF PRESENT</b>	S. Horn	Chief Administrative Officer	
	Y. Malloff	GM – Finance, ED, IT	
	U. Wolf	GM – Environmental Services	
	A. Wilson	Resource Recovery Manager	
	A. Evenson	Senior Project Manager	
	A. Hamilton	Environmental Projects Advisor	
	N. Schilman	Environmental Technologist	
	H. Bench	Projects Advisor	
	A. Norimatsu	Resource Recovery Technician	
	S. Eckman	Meeting Coordinator	

E. Clark  
N. Metz

Meeting Coordinator  
Alt. Meeting Coordinator

**1. WEBEX REMOTE MEETING INFO**

**Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m4fa3fd7046d34894a0ef3acb5b32295a>

**Meeting Number (access code):** 2770 048 0346

**Meeting Password:** DssRJPf492 (37775973 from phones)

**Join by Phone:**

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

**In-Person Meeting Location for Hybrid Meeting Model**

The following location was determined to hold the in-person meetings for the Joint Resource Recovery Committee:

**Location Name:** RDCK Board Room

**Location Address:** 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Director Jackman called the meeting to order at 1:00 pm.

**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 17, 2024 Joint Resource Recovery Committee meeting be adopted, as circulated.

**Carried**

**2.3 Receipt of Minutes**

The February 14, 2024 Joint Resource Recovery Committee Minutes have been received.

**DIRECTOR  
PRESENT**

Director McFaddin joined the meeting at 1:10 pm.

**3. TRANSFER STATION UPGRADES: NAKUSP, ROSEBERY & SLOCAN**

The April 10, 2024 Committee Report by AJ Evenson, Senior Project Manager, requesting that the contract for the Nakusp, Rosebery and Slocan Transfer Station Upgrades be awarded to North Mountain Construction Ltd., has been received.

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

That the Board approve an amendment to the 2024 Financial Plan for the West Waste Service S188 Transfer from Reserves to increase by \$799,644 and Capital Expenditures accounts to increase by the following amounts for the West Transfer Station Upgrades projects:

- Nakusp (CAP1116-100) \$311,617
- Rosebery (CAP1120-100) \$262,102
- Slocan (CAP1425-100) \$225,925

**Carried**

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

That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Loan Authorization Bylaw No. 2962, 2024 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 Board authorize staff to enter into a Services Agreement with North Mountain Construction Ltd for the Nakusp, Rosebery and Slocan Transfer Station Upgrades in the amount of \$2,577,975.29 not including GST;

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

AND FURTHER, that the costs be paid from Service S188 West Sub-Region Resource Recovery.

**Carried**

**CONFLICT OF INTEREST** Director Hewat declared a conflict of interest due to her employer, Brenton Industries Ltd. having interest in the project and left the meeting at 1:24 pm.

**DIRECTOR ABSENT** Direct Deboon left the meeting at 1:28 pm.

**4. HB TAILINGS FACILITY: EROSION CONTROL WORKS**

The March 20, 2024 Committee Report from AJ Evenson, Senior Project Manager and Alayne Hamilton, Environmental Projects Lead requesting that the contract for the HB Tailings Facility 2024 Erosion Control Works be awarded to Brenton Industries Ltd., has been received.

**Moved** and seconded,

And resolved that it be recommended to the Board:

That the Board authorize staff to enter into a Services Agreement with Brenton Industries Ltd. for the HB Tailings Facility 2024 Erosion Control Works in the amount of \$87,490.84 not including GST;

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

AND FURTHER that the costs be paid from Service S187 Central Sub-Region Resource Recovery.

**Carried**

**DIRECTOR** Director Hewat returned to the meeting at 1:44 pm.  
**PRESENT**

**5. HB TAILINGS FACILITY: ENGINEERING CONTRACT**

The March 26, 2024 Committee Report from Alayne Hamilton, Environmental Project Lead, outlining a proposed insurance modification for SRK Consulting (Canada) Inc. (SRK) for the current HB Tailings Facility engineering support and Engineer-of-Record consulting services agreement, has been received.

**Moved** and seconded,

And resolved that it be recommended to the Board:

That the Board accept the insurance deductible modification for SRK Consulting (Canada) Ltd.'s Professional Errors and Omissions Liability insurance to increase the deductible from \$50,000 to \$500,000;

AND FURTHER, that the Board also accept the modification to the Professional Errors and Omissions Liability coverage to reduce the in aggregate amount from \$10,000,000 to \$5,000,000.

**Carried**

**DIRECTOR** Direct Deboon returned to the meeting at 1:47 pm.  
**PRESENT**

**DIRECTOR** Director Davidoff left the meeting at 1:50 pm.  
**ABSENT**

**6. RESOURCE RECOVERY FACILITIES: NOXIOUS WEED TREATMENT OPTIONS**

The March 5, 2024 Committee Report from Nathan Schilman, Environmental Technologist, presenting the management options and recommendations provided by the Central Kootenay Invasive Species Society (CKISS) for invasive plant management at the HB Tailings site and Resource Recovery facilities in 2024, has been received.

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

That the Board authorize Staff to proceed with Central Kootenay Invasive Species Society's 2024 Option #1 (Recommended) treatment options for all sites, which involves the use of herbicides and/or mechanical treatments to control invasive species dependent on site specific conditions.

**Carried**

**RECESS** Meeting recessed for a break from 2:28 pm to 2:50 pm.

**DIRECTOR** Director Main left the meeting at 2:37 pm.  
**ABSENT**

**7. LANDFILL GAS FEASIBILITY STUDY UPDATE**

The March 20, 2024 Committee Report from Heidi Bench, Resource Recovery Projects Advisor, providing an update regarding landfill gas management feasibility study funding opportunities and to seek direction to apply for a Green Municipal Fund business case grant through the Federation of Canadian Municipalities, has been received.

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

That the Board authorize Staff to apply for an Organic Waste-to-Energy business case grant from the Green Municipal Fund to assess viable waste-to-energy systems and business models for Creston and Ootischenia landfills;

AND FURTHER, that the balance of funding for this study, up to a maximum of \$7,000, be covered by Local Government Climate Action Program funding in Service 100 – General Administration, should the grant application be successful.

**Carried**

**8. ROLL-OFF BIN PURCHASES**

The April 9, 2024 Committee Report from Larry Brown, Resource Recovery Operations Supervisor, seeking authorization to purchase six roll off bins for the collection and transport of waste from transfers station to the Ootischenia Landfill, Nakusp Landfill and Creston Landfill, has been received.



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

That the Board authorize staff to purchase six roll off bins from Fusion West Manufacturing up to a total cost of \$103,445 (excluding GST) with the bins and cost to be evenly split by the West Resource Recovery Service S188 and Central Resource Recovery Service S187 and East Resource Recovery Service S186, Capital Expenditures;

AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried**

**9. KOKANEE CREEK MARINA RECYCLING DEPOT**

The April 17, 2024 Committee Report from Akane Norimatsu, Resource Recovery Technician, presenting an update on the change of ownership of Kokanee Creek Marina Recycling Depot and obtain direction from the Joint Resource Recovery Committee for future operation of this depot, has been received.

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

That resolution #57/24 being:

That the Board direct staff not to enter into a Lease Agreement with Kokanee Creek Marine Ltd. for the lease of lands associated with the Kokanee Creek Marina Recycling Depot and permanently close the Kokanee Creek Marina Recycling Depot effective May 31, 2024.

Be amended to read:

That the Board authorize staff to extend the Lease Agreement with Kokanee Creek Marine Ltd. for the lease of lands associated with the Kokanee Creek Marina Recycling Depot until July 31, 2024.

**Carried**

**10. 2023 RCBC SUMMARY REPORT**

The RCBC Information Services Report 2023 Summary - British Columbia prepared by the Recycling Council of British Columbia, has been received.

Akane Norimatsu, Resource Recovery Technician, provided a verbal report on the 2023 Recycling Council of British Columbia Summary Report.

**DIRECTOR** Director Page left the meeting at 3:32 pm.  
**ABSENT**

**DIRECTOR** Director Newell left the meeting at 3:36 pm.  
**ABSENT**

**11. PUBLIC TIME**

The Chair called for questions from the public and members of the media 3:40 pm PST /4:40 pm MST.

**12. ADJOURNMENT**

**Moved** and seconded,  
And resolved:

The Joint Resource Recovery Committee meeting adjourn at 3:41 pm PST / 4:41 pm MST.

**Carried**

CERTIFIED CORRECT

Approved by

Director G. Ackman, Chair  
April 17, 2024  
Joint Resource Recovery Committee meeting

**BOARD RESOLUTIONS AS ADOPTED AT THE APRIL 17, 2024 JOINT RESOURCE RECOVERY COMMITTEE MEETING**

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**RECOMMENDATION #1**

That the Board approve an amendment to the 2024 Financial Plan for the West Waste Service S188 Transfer from Reserves to increase by \$799,644 and Capital Expenditures accounts to increase by the following amounts for the West Transfer Station Upgrades projects:

- Nakusp (CAP1116-100) \$311,617
- Rosebery (CAP1120-100) \$262,102
- Slocan (CAP1425-100) \$225,925

**RECOMMENDATION #2**

That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Loan Authorization Bylaw No. 2962, 2024 be read a FIRST, SECOND, and THIRD time by content.

**RECOMMENDATION #3**

That the Board authorize staff to enter into a Services Agreement with North Mountain Construction Ltd for the Nakusp, Rosebery and Slocan Transfer Station Upgrades in the amount of \$2,577,975.29 not including GST;

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

AND FURTHER, that the costs be paid from Service S188 West Sub-Region Resource Recovery.

**RECOMMENDATION #4**

That the Board authorize staff to enter into a Services Agreement with Brenton Industries Ltd. for the HB Tailings Facility 2024 Erosion Control Works in the amount of \$87,490.84 not including GST;

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

AND FURTHER that the costs be paid from Service S187 Central Sub-Region Resource Recovery.

**RECOMMENDATION #5**

That the Board accept the insurance deductible modification for SRK Consulting (Canada) Ltd.'s Professional Errors and Omissions Liability insurance to increase the deductible from \$50,000 to \$500,000;

AND FURTHER, that the Board also accept the modification to the Professional Errors and Omissions Liability coverage to reduce the in aggregate amount from \$10,000,000 to \$5,000,000.

**RECOMMENDATION #6**

That the Board authorize Staff to proceed with Central Kootenay Invasive Species Society's 2024 Option #1 (Recommended) treatment options for all sites, which involves the use of herbicides and/or mechanical

treatments to control invasive species dependent on site specific conditions.

**RECOMMENDATION #7**

That the Board authorize Staff to apply for an Organic Waste-to-Energy business case grant from the Green Municipal Fund to assess viable waste-to-energy systems and business models for Creston and Ootischenia landfills;

AND FURTHER, that the balance of funding for this study, up to a maximum of \$7,000, be covered by Local Government Climate Action Program funding in Service 100 – General Administration, should the grant application be successful.

**RECOMMENDATION #8**

That the Board authorize staff to purchase six roll off bins from Fusion West Manufacturing up to a total cost of \$103,445 (excluding GST) with the bins and cost to be evenly split by the West Resource Recovery Service S188 and Central Resource Recovery Service S187 and East Resource Recovery Service S186, Capital Expenditures;

AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

**RECOMMENDATION #9**

That resolution #57/24 being:

That the Board direct staff not to enter into a Lease Agreement with Kokanee Creek Marine Ltd. for the lease of lands associated with the Kokanee Creek Marina Recycling Depot and permanently close the Kokanee Creek Marina Recycling Depot effective May 31, 2024.

Be amended to read:

That the Board authorize staff to extend the Lease Agreement with Kokanee Creek Marine Ltd. for the lease of lands associated with the Kokanee Creek Marina Recycling Depot until July 31, 2024.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2962

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A bylaw to authorize the borrowing of the estimated cost of One Million Seven Hundred Sixty Three Thousand Three Hundred Ninety Eight Dollars (\$1,763,398) for the upgrades at the Nakusp and the Slocan Transfer Stations.

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established West Waste Management Subregion Refuse Disposal/Recycling Local Service Area Establishment Bylaw No. 1070, 1994, a service to provide refuse disposal and recycling within the West Waste Management Subregion Refuse Disposal/Recycling Local Service Area;

AND WHEREAS it is deemed desirable and expedient to upgrade the Nakusp (\$1,090,158) and Slocan (\$673,240) Transfer Stations, which includes construction and operational equipment costs;

AND WHEREAS the estimated cost of the upgrades to the Nakusp and Slocan Transfer Stations including expenses incidental thereto is the sum of One Million Seven Hundred Sixty Three Thousand Three Hundred Ninety Eight Dollars (\$1,763,398), of which the sum of \$1,763,398 is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed twenty five (25) years;

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

- 1 The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the upgrades to the Nakusp (\$1,090,158) and Slocan (\$673,240) Transfer Stations, serving the West Waste Management Subregion Refuse Disposal/Recycling Local Service Area, generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) To borrow upon the credit of the Regional District a sum not exceeding One Million Seven Hundred Sixty Three Thousand Three Hundred Ninety Eight Dollars (\$1,763,398).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the upgrades to the Nakusp and Slocan Transfer Stations.
- 2 The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty five (25) years.

3 This bylaw may be cited as **“West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Loan Authorization Bylaw No. 2962, 2024”**.

READ A FIRST TIME this 18<sup>th</sup> day of April , 2024

READ A SECOND TIME this 18<sup>th</sup> day of April , 2024

READ A THIRD TIME this 18<sup>th</sup> day of April , 2024

I hereby certify that this is a true and correct copy of the **“West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Loan Authorization Bylaw No. 2962, 2024”** as read a third time by the Regional District of Central Kootenay Board on the 18<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this day of , 2024.

ADOPTED this day of , 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer



# Director's Report

## Tom Newell – Electoral Area F

**Report Date: March 27, 2024**

### **Municipal Finance Authority (MFA) Report**

#### **MFA AGM Presentations Wednesday March 27, 2024**

##### **Morning Seminars**

**Note: I will share slidedecks when they are made available.**

**Warren Lovely** Managing Director, Economics & Strategy, National Bank of Canada Financial  
Presentation Title: Outlook 2024: It's Complicated.

Challenging for the next couple of years. Older economic models are not working anymore. Nowhere near a steady state, thus a period of transition.

##### **Global/USA**

US good, many others poor. But the US – is it as resilient as it looks. Leading indicators have been looking poor for 2 yrs in US. Earnings are slowing. Hiring is slowing. Unemployment increasing, 4% now. On the way to 5%. Insolvency is increasing. Landmines in US – consumer loans and credit card debt delinquency. Commercial real estate i.e. office vacancy – challenged.  
And the US fiscal situation is a disaster – structural deficit.

##### **Canada**

“Productivity isn't everything, but, in the long run it is almost everything.” Paul Krugman Laureate.

It is ugly in Canada – we falling down badly. Standard of living is declining – 6 consecutive quarters. And for 6 years, productivity on the decline.

Population Growth – is off the chart – 1.3 million/year – 3% growth – no where in the world is near this level of growth. 95% of growth is immigration. That growth leads to a population trap – it robs the economy of money available to workers – thus unsustainable. Eg. Housing and pressure on rental, which will remain for a long time. Inflation is getting under control, but shelter costs remain to be pushing it. Therefore, interest rates could come down.

Because of immigration the hiring numbers are skewed – we need much more hiring to remain ok in employment.

Business insolvency is increasing. Consumer confidence is falling. Mortgage delinquencies are NOT increasing, but it still has to play out over the next 2 – 3 years as people renew – “the gift (interest rates) that keeps on taking”.

#### **Session 2: Andrew Sweeny: Investing in a Polarized World. PH&N Investment**

**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)

Many National Elections globally in 2024.  
History doesn't repeat itself, but it often rhymes – Mark Twain

Current issues have been seen before. Showed newspaper clippings, eg. Suez Canal closed for 3 years.  
Unexpected policy changes – Domestic Risk and International Risk  
Policy changes have a long-term impact on economy Zhengzhou China – growth of exports. China has had a lowering percentage of USA imports but because of the large growth in the developing South, they have Trillions of \$ of investment in the south.  
India: has a lot going for it. Good partners in the middle – south and west. Improved governance, i.e. Corruption reduction. Favourable demographics - median age is 28 years. Indian stock market – 4<sup>th</sup> largest in the world. Mirroring the China growth in the 2000's; shift from agriculture. Massive infrastructure investment.  
USA: CHIPS Act.

That is all I could copy – I will share slide deck.

### **Session 3: Keith Baldry and Vaugh Palmer**

Power grab by NDP re land use laws, intrusion into municipal affairs  
Health care budget – will have doubled since 2017  
Housing, health care and affordability are the issues leading up to the autumn election.  
Immigration eg. 700 new doctors but with so many immigrants that number was immediately absorbed and a shortfall immediately existed – population explosion

### **Questions**

1. Selena Robinson issue
2. The massive NDP intrusion into municipal affairs
3. The economy projectios
4. Carbon Tax – check your Fortis bill – could be an issue. Especially as the costs continue to increase. Governments are finding that as the climate change initiatives costs get higher, the citizens are noticing.
5. Problems with local governments (Kamloops issue) will the provincial government step in.
6. Etc.

### **MFA AGM**

All loans were approved including the RDCK's 3 loans for a maximum of \$750,000 each.





# Director's Report

Henny Hanegraaf – Electoral Area J

**Report Date:** February to April 2024

## Director's Activities

February 13	CSLAC Fire Budget
February 14	Rural Affairs Committee Joint Resource Recovery Committee
February 15	Board Meeting
February 16	Special Board Meeting
February 20	Meeting with Lower Columbia Rare Species Ecosystem Enhancement Project
February 21	Planning workshop
February 22	CDCC Rec Commission Meeting
February 26	Food Sustainability Meeting
February 27	Meeting with Sharpshooting group
February 29	Emergency Planning Meeting
March 5	CDCC Rec Commission Meeting
March 7	Physician Recruitment Meeting Sunrise Rotary Meeting
March 11	Public Information session regarding RDCK Budget
March 13	Meeting with Castlegar council and Area I
March 20	Rural Affairs Committee
March 21	Board Meeting
March 27	All Rec Committee Meeting Emergency Preparedness West Kootenay Boundary Hospital Board
March 28	Business After Business at Selkirk College
April 2	Victim Services Presentation to Castlegar and Areas I and J
April 3	Water Services Committee Meeting
April 4	Physician Recruitment Meeting Public Information Session re Curbside Garbage and Food Waste Pick up

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# Director's Report

Aidan McLaren-Caux – Village of Nakusp

**Report Date:** April 18<sup>th</sup>, 2024

*Reporting on activities from February 5<sup>th</sup> to April 8<sup>th</sup>, 2024.*

## Director's Activities

### Nakusp Village Council

- Feb. 7<sup>th</sup>, attended all-day online **Housing Needs – Legal Workshop**, Lidstone & Company Barristers & Solicitors
  - “facing an atmospheric river of new legislation”
  - *Housing Initiatives Background & Overview* - Gary Penway, RPP, MCIP
  - *Housing Needs & OCP Update* – Don Lidstone, KC and Gary Penway
    - Housing Needs Report and OCPs need to be updated every five years and must be consistent
    - OCPs must address 20-year housing supply (instead of previous 5 years) and must include policies for affordable housing, rental, housing, and special needs housing
  - *Zoning* – Janae Enns, RPP, MCIP, Katie Dakus
    - Zoning bylaws must be aligned with OCPs by June 30, 2024
    - One additional unit must be allowed across all single-family zones
    - Additional units must be permitted in other zones (3-6 units, depending on details)
    - Local governments must consider Provincial Policy Manual
  - *DP Areas and Guidelines* – Alison Espetveidt
    - Essential to have a very precise rationale and purpose to meet the legal test of a reasonable restriction or prohibition on density
    - Developers will not have carte blanche to build any development they wish; they will still have to adhere to other requirements
  - *BPs/subdivision: Works Requirements and Standards* - Rahul Ranade, P.Eng.
    - Note the impact on servicing needs for potential of greater densification
    - Consider the changes of use of infrastructure: e.g., parking and roads/laneways, water and sewer, etc.
  - *Financing/DCCs/ACCs* – Don Lidstone
    - Bill 46 creates new Amenity Cost Charges (ACC) authority

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- Must be held in reserve fund for benefits that are social, cultural, heritage, recreational, or environmental
      - Must establish a public consultation policy
    - Development Cost Charges (DCC) expanded to include fire, police, solid waste, shared-cost highways, and recycling
  - *Transit Oriented Areas* – Ralph Hildebrand
    - Not relevant to Nakusp or really any areas in RDCK
  - *Hearings* – Katie Dakus
    - Public hearings will phase out for developments that are consistent with OCP  
Must develop development procedures policy
  - *Summary of Your Next Steps* – Don Lidstone
    - Update 20-Year Housing Needs Report
    - Amend Development Procedures Bylaw
    - Amend CAC or Density Bonus Bylaw provisions
    - Amend parking bylaw provisions
    - Start the process for:
      - DCC Bylaw initial update
      - New ACC bylaw
    - Consider public engagement methods for various stages
- Feb. 12<sup>th</sup>, attended Committee of the Whole meeting.
- Feb. 13<sup>th</sup>-14<sup>th</sup>, attended online ***UBCM 2024 Housing Summit***
  - <https://www.ubcm.ca/policy-areas/housing/housing-summit-2024>
  - Welcome and Introductions  
***Councillor Trish Mandewo, UBCM President***
    - How many people have given up on a future in BC because of the cost of housing?
    - Projections say that BC will grow by another 1,000,000 residents in the next 8 years
    - We need collaboration between all levels of government to address this issue
  - Housing the Next Million British Columbians
    - ***Leonard Krog, Mayor, City of Nanaimo***  
***Mike Hurley, Mayor, City of Burnaby***  
***Nathan Pachal, Mayor, City of Langley***  
***Janice Morrison, Mayor, City of Nelson***  
***Marianne Alto, Mayor, City of Victoria***  
***Malcolm Brodie, Mayor, City of Richmond***
    - How will your community change in the next five years, with projected growth and new legislation?
      - Victoria – This gives us a chance to adapt to new paradigm, re-envision our communities, re-examine what it means to live in a densified city

- Nelson – Not much short-term change, pressures on trades, increasing densification, adapting to pressures on infrastructure, loss of greenspaces/public and free spaces
  - Nanaimo – One of the fastest growing places in Canada; increase in densification, continued growth; need national housing strategy that allows for people who can't afford shelter
  - Langley City – Very quickly growing community; pre-empted much of the density changes in new legislation; ramping up of planning work will lead to increased development; more population than targets project
  - Richmond – Planned ahead for densification in the city centre and transit-oriented areas, brought in affordable housing strategy; about half of current developments being approved are rentals; new legislation will complicate their densification plans and increase pressure on infrastructure
  - Burnaby – Growth has been focused on centres, based around transit; will adjust plan to new legislation; in the short-term, development will slow and wait to see how the new rules impact the development landscape; challenges about pressures on infrastructure with forced densification; half of current development is below-market; foreseeing challenges of labour that will facilitate all this development.
- Comment on the Province's engagement around the new housing-related legislation:
    - Burnaby – It was too rushed, and professionals were either ignored or not consulted; infrastructure is the key to proper, sustainable development.
    - Richmond – There wasn't any meaningful engagement done; far more thought and consideration to the impacts should have been done.
    - Langley – Only press releases on BC website, missing feedback from municipalities
    - Nanaimo – Trying to fix something already in motion, but not adequate consultation with local government, trying to fix negligence of previous governments
    - Nelson – Very challenging for small communities but still over 5,000, importance of investment in infrastructure; hoping for an ongoing opportunity to give feedback to Province
    - Victoria – Lack of prior engagement despite good intentions, missed opportunity with talent and experience in municipal staff; one-size-fits-all approach might not be helpful for every community, hoping for some flexibility within the new framework to adapt to individual community-needs and could be even more effective
  - What are the strengths and weaknesses of the Province's approach to housing and affordability?

- Langley – Improvement of public hearing process; happy with changes to parking regulations—“rather build housing for people than cars”
- Richmond – Unhappy about removal of public hearings; it’s fundamental to our approach; lack of parking minimums will be a “recipe for parking nightmares”; affordability not being addressed by new legislation—supply is not the simple answer
- Burnaby – Strength is forcing all communities to be part of the solution; weakness is lack of addressing affordability or even rentals in legislation
- Victoria – Strengths are cohesion of purpose among all communities, certainty to development community; supply is a large part of the answer but not the only thing; for whom are we building? No direct reference to rentals or incentives for affordable housing. Metrics for success are arbitrary, should be based on permits not built units. Parking requirements will continue to reduce, focus more on people and transit, not cars.
- Nelson – Will help quiet the NIMBY voices; waving some public hearings will help save time; increased density will not address affordability issue
- Nanaimo – Densification will help save greenspace, and focus on transit-hubs is the future; now all municipalities have play ball; need much more effective Residential Tenancy Branch when so many people
- What will you need to implement new legislation?
  - Nanaimo – How do we handle the growth?
  - Langley – We can only control our own infrastructure, not all the necessary amenities, need to partner with Province on transit, hospitals, schools, etc.
  - Richmond – Need density bonuses to afford rentals and below-market builds; densifying in a decentralized way will destroy certain neighbourhoods and stress infrastructure, need new staff and costs
  - Burnaby – Trying to approach this in an organized manner
  - Victoria – Need more trades; collaboration with all levels of government and private industry for generational change/challenge
  - Nelson – Planners and building official in dire shortage, labour shortage in trades in rural areas, many rural communities are quite old—increased pressure on infrastructure
- General Discussion/Q&A
  - Need to consider incorporating transit-planning funding to make housing solutions effective
  - Federal government needs to step in and address the issue that they stopped funding in the early ‘80s

- Small, rural municipalities just don't have the capacity (on a number of levels) to achieve many of these targets
  - Tax burdens need to meet the infrastructure needs
  - Make sure asset management is under control, especially in small communities
- Bill 44: Small Scale Multi-Unit Housing and Proactive Planning
  - *Small & mid-sized stream presenters:*
    - Meeri Durand**, Manager, Planning, Development & Sustainability, City of Castlegar
    - Randy Houle**, Director, Development Services, Town of Oliver
    - Brittany Nichols**, Manager, Planning and Development Services, RD of Central Okanagan
    - Troy Pollock**, Manager, Planning Services, City of Kimberley
    - Alana Mullaly**, GM, Planning and Development Services, Comox Valley RD
  - What will the impact of Bill 44 be for your community, and will there be infrastructure or funding changes?
    - Castlegar – Community is widely spread out, mostly single-family; there will be incremental change on the ground; lack of availability of labour in trades to facilitate change
    - Oliver – Incremental change, not very much capacity in trades; need to better understand asset and infrastructure needs; impacts on parking, snow clearing and landscaping and climate mitigation, neighbourhood complaints; municipalities should hold their own public information session
  - Impacts on Regional Districts and smaller communities and regional growth strategy.
    - Central Okanagan – density doesn't match with rural plans, realize that different communities have unique needs; rural areas have very limited servicing; concerns about impact on safety in emergency situations, e.g., where there are limited egress options
    - Comox – Enabling framework that allows clear message that density belongs in areas that are serviced; exemption clauses help guide development
  - What do you anticipate the uptake on this will be in your community?
    - Oliver – limited, but will likely help solve some problems; interest rates and building costs need to stabilize before much more uptake
    - Comox – thinks uptake will be strong, will address the needs of addressing young families, workforce, and aging-in-place
    - Castlegar – probably have the biggest impact in terms of types of housing available; challenges with capacity of municipal staffing and trades and materials; capital costs will be a barrier to some

- Central Okanagan – pretty good uptake initially; challenges around cost of building, availability of trades
- Kimberley – incremental uptake, increasing with finding efficiencies in local community; need to find ways for small-scale builders to be successful to build SSMUH
- Impact of Bill 44 on housing affordability in your community?
  - Kimberley – Demand is so high that short-term impact will be low, but over time it will help
  - Central Okanagan – Supply is one piece of the puzzle, but it will take some time to realize impacts
  - Castlegar – little to no impact because most builds will be in new developments, not infill on existing properties; affordability is a loaded and relative term; need a tactical and diverse approach to building needs
  - Oliver – more supply should help missing middle homes, and pre-zoning should be helpful
  - Comox – More supply is not a straight line to affordability; use full suite of tools to address household affordability: protecting rentals, investing in transit and active transportation, for example; putting housing in the right place, strategically, based on housing needs assessment
- What steps are you taking to address the required deadlines in Bill 44?
  - Castlegar – anticipated these changes, with recent reviews of OCP and Zoning and Housing Needs Report; not a lot of space now for community engagement prior to deadlines
  - Comox – updating HNR; empower each other in your region to work together to address these needs; developing housing action plan to deliver on regional growth strategy
  - Oliver – working with other municipalities to develop necessary reports, DCC and ACC bylaws
- What challenges do you anticipate?
  - Comox – Staff capacity and coordination, using a regional lens with the ACC bylaw, not having communities competing with each other
  - Oliver – competition for consultants to produce all these reports, results from infrastructure capacity review (under-serviced areas), who pays for infrastructure build; staffing capacity
  - Castlegar – competing priorities in small communities, staff capacity; paradigm shift in approach to approvals; be proactive about cumulative costs and impacts on infrastructure
  - Central Okanagan – resourcing impacts taking focus away from other priorities
  - Kimberley – small team, diverse workload (staff capacity)



- A Conversation with Housing Minister Ravi Kahlon
  - Discussion about collaborating among different levels of government
  - In smaller communities, opportunity for smaller communities to partner with other groups, childcare, commercial spaces, etc.
  - Importance of working with First Nations
  - Decrease in wait-times, bringing various permitting issues under one umbrella, in the Ministry of Water, Lands, and Resource Stewardship; developed working group across ministries to streamline
  - Worth exploring supporting communities to develop creative solutions
  
- Taking Stock of BC's Affordable Housing Needs
  - **Lisa Helps**, Executive Lead BC Builds Project Origination, BC Housing
  - **Katie Maslechko**, CEO, Rental Protection Fund
  - **Don Elliott**, Senior Manager, Capital Region Housing Corporation
  - **Janice Morrison**, Mayor, City of Nelson
  - Nelson
    - BC Housing has been instrumental in developing rental stock
    - Vacancy rate at or near 0% for 14 years
    - Housing prices are unaffordable for anyone under the highest housing bracket
    - Flexible zoning
    - Comprehensive Short Term Rental regulations since 2017
    - Ongoing review and updating of zoning
    - Innovative solutions, i.e., laneway housing
    - Exploring Housing Entity
    - Working with Non-Profit Housing Groups
    - Exploring Provincial/Crown Lands
    - Challenges: Land, Servicing, Labour, Cost of Development in rural areas versus urban
    - Need for purpose-built rentals, with BC Housing and Provincial Land Inventory for development
    - Next Steps: Ongoing Collaboration, Housing Needs Report, OCP and Zoning Bylaw review
  - Capital Regional District
    - Over the last 20 years, rents have outpaced inflation by a substantial margin and increased by an average of 133%
    - 2023 vacancy rate ended at 1.6%
    - Several positive examples of collaborative developments, approx. 1500 new affordable units in the area
    - Took 30 years to return to a sustainable rate of building of rental units
    - Capital Region Housing Corporation – Importance of putting reserves and maintaining current assets and tenant relations
    - <https://www.crd.bc.ca/crhc>

- BC Builds
  - <https://www.bcbuildshomes.ca/>
  - <https://news.gov.bc.ca/releases/2024HOUS0006-000188>
  - Meant to speed up the development of new homes for middle-income working people in BC
  - Premised on partnerships
    - Identify low-cost land for development
    - Bringing together landowners, developers, and speeding up timelines
    - Providing low-interest financing and grants
  - Rental opportunities managed by non-profits
  - Helps to address gaps in capacity to get land developed
  - *For non-profits, connections to zoned sites, accelerate approvals and remove barriers, grants up to \$225,000 per unit*
  - Planning for projects to take 12-18 months to break ground instead of standard 3-5 years
- Rental Protection Fund
  - <https://rentalprotectionfund.ca/>
  - Provides capital contributions to non-profits to purchase existing rental inventory and retain affordability and sustainability in rentals
  - Much easier to maintain affordability than it is to achieve it once it has been lost
  - The most affordable housing we have is the affordable housing we already have
    - *Preserving existing rental units is one of the fastest and most impactful ways to quickly meaningfully address the housing crisis*
  - *Supports the growth of non-profit housing providers while freeing up capital that can be redeployed into new supply*
  - Importance of thinking of housing as infrastructure
- Exploring the New Regulatory Framework for Short-Term Rentals
  - **Sarah Kirby-Yung, Councillor, City of Vancouver**  
**Doug O'Brien, Mayor, City of Parksville**  
**Julius Bloomfield, Mayor, City of Penticton**
  - How do you currently regulate STRs and how might it shift with the new legislation?
    - Penticton – support improved regulation, but they are a resort community in all but name with distinct tourist areas; have about 2800 residential rental units in the city, about 400-500 STRs, 50% of which will be affected by new regulations; already some development stopped due to regulations; hoping for other means to regulate

- Parksville – much of the development in the municipality was purpose-built for short-term rentals and offers nearly half of the tourism accommodations of the community; they would not have been built for long-term in the first place
- Vancouver – Started regulating in 2018, one of the first cities in the country to do so; already exceeding new provincial regulations; in the first year, 11,000 units were returned to long-term stock; also trying to strike a balance between assisting affordability and tourism while also retaining long-term rental stock; data and enforcement are critical to the success of any regulations on STRs;
- What are the implications of the principal residence requirements in your community? Are you hoping to opt out of the process?
  - Penticton – lakeshore properties likely to be affected, but there are many legitimate businesses that will be negatively affected; need to find a balance between tourism and residents’ needs
  - Vancouver – intersecting policy pieces, including worries about problematic tenants, rental challenges, hospitality accommodation challenges, housing tourism workforce
  - Parksville – the legislation was well intentioned, but it’s carte blanche method is not applicable to every neighbourhood, asking for exceptions to requirements; converting some STRs to long-term rentals simply not financially feasible; entrenched tourist economy based on STRs will be hurt by changes
- What would you like to see in terms of data sharing and provincial enforcement?
  - Vancouver – Data from STR platforms is extremely important to help inform policy intersections; enforcement is very important to community members, strong culture of reporting infractions and expectation of enforcement
  - Parksville – enforcement is a serious challenge in terms of capacity; data is centrally important to tourism association to determine target demographics; MRDT fees help subsidize the rent of tourism workers
  - Penticton – data is king, on who is coming, how long they are staying; it helps accommodation around regional hospital; enforcement should be left to the province if at all; the Residential Tenancy Act needs to have better equity on both sides of the equation because until then people with STRs will be reluctant to return their units to LTRs
- Population Growth and Housing
  - **Brett Wilmer**, Director, Provincial Statistics, BC Data Service
  - **Braden Batch**, Lead Economist, BC, Canada Mortgage and Housing
  - **Andy Yan**, Director, SFU Cities Program
  - **Heather McNell**, Deputy CAO, Policy and Planning, Metro Vancouver RD

- Population of BC projected to reach 7.9 million by 2046
  - Growth in 2024 to be driven almost entirely by international migration, mostly Permanent Residents
  - Most growth in largest metro areas
  - Housing starts are trending up over time across the province, despite occasional slumps, *but* most regions are at or below 2% annual supply growth
  - Importance of population projections and impact on infrastructure
  - Even with population increases, the proportion of working adults will decrease, meaning taxes from the working population will decrease relative to the overall population
- Development Finance & Housing
    - **Johannes Schumann**, Director, Neighbourhood Planning and Urban Design, City of Burnaby
    - **Lisa Spitale**, CAO, City of New Westminster
    - **Templar Tsang-Trinaistich**, Issues Manager, Planning, Urban Design and Sustainability, City of Vancouver
    - **Michael Epp**, Director, Housing & Planning Development, Metro Vancouver RD
    - **Lesley Scowcroft**, Director, Planning and Land Use Policy, Ministry of Housing
    - Bill 46 provides legislative authority for Amenity Cost Charges (ACC) as well as expanded Develop Cost Charges (DCC)
    - What will the new ACC and expanded DCC mean for your community and what will the challenges be?
      - Burnaby – Challenge to address all new legislation by July 1<sup>st</sup>; believe that development should pay for growth, not taxation
      - New Westminster – Opportunity for new areas of DCCs, but how quickly can we pivot? Worry about lack of staff capacity, shortage of consultants; growth should pay for growth
      - Vancouver – Affordable housing not included in ACCs, so will have to change strategy from CAC process
      - Metro Vancouver – Challenge is turning some municipal practices on their heads, including significant capital and neighbourhood planning to meet needs for new ACC framework
      - Province – designed in a way to provide efficiencies between DCCs and ACCs, provide some flexibility to municipalities
    - What will be needed to ensure effective implementation, or clarified or amended?
      - New Westminster – need to look at Bills 44, 46, 47 together, holistically; challenge of capacity and infrastructure; tie housing targets with guaranteed infrastructure from higher levels of government; appreciative of capacity funding from Province, but should carry on beyond initial funding; even applying for grants, though, is burdensome; issue around inclusionary zoning, fundamental

- funding gap, advance the dial on affordability and help the most vulnerable
  - Burnaby – understanding how density bonusing fits with new ACCs; importance of tenancy assistance
  - Vancouver – need time and patience as to how to respond to all the new legislation
  - Metro Vancouver – curious to see how this transitions to new system and the impacts
- Recent Housing Legislation and the Law
  - **Don Lidstone**, K.C., *Managing Partner, Lidstone & Company*
  - **Peter Johnson**, *Stewart McDannold Stuart*
  - **Guy Patterson**, *Young Anderson*
  - *See notes from Lidstone Housing Webinar*
- Transforming the Planning Framework with Limited Capacity
  - **Paul Gipps**, *CAO, City of West Kelowna; incoming CAO, District of Lake Country*
  - **Ashley Murphey**, *General Manager of Development Services, Peace River Regional District*
  - **Emilie Adin**, *President, Planning Institute of BC*
  - Staffing, shortage of pro, resourcing, lack of capacity, and meeting timelines are a real challenge, especially for small communities
  - Intersection of many crises, housing, climate, opioid, etc.
  - Cascading impacts on planning and engineering departments, including managing current projects while adapting to new requirements, understanding impacts on infrastructure and assessing capacity with consultants, adding lead-time
  - Several ongoing plans will have to be scrapped or drastically curtailed to meet timelines
  - Try to be proactive to get ahead of the regulations, at least at the bare minimum, and address greater changes as resources and time permit
  - Shortage of planners, and lack of funding identified as major challenges
- A Conversation with Federal Housing Minister Sean Fraser
  - Not just building sleeping quarters, it's about building communities
  - Investing in climate-resilient infrastructure
  - “demographic time-bomb” we are sitting on; 7 workers to 1 retiree in the past; now it's 3 workers to 1 retiree
  - Coming out of 30 years of federal governments not funding affordable housing, and we are now suffering the consequences of that
  - OECD average of non-market housing is ~8%, but Canada sitting around 3-4%
  - It's going to take serious and ongoing support from all levels of government to adequately address this issue

- Trying to support infrastructure builds while also lowering DCCs to make development more attractive
  - Local Government Summit Survey Results and Next Steps
    - ***All feedback from attendees and presentations will be uploaded to UBCM website***
- Feb. 26<sup>th</sup>, attended regular council meeting.
- Mar. 11<sup>th</sup>, attended regular Council Meeting
- Mar. 15<sup>th</sup>, attended Selkirk College Strategic Planning Session in Nakusp
- Mar. 25<sup>th</sup>, special Committee of the Whole Meeting and regular Council Meeting
- Mar. 27<sup>th</sup>, attended online webinar, Seasonal Hazard for Mayors & Chairs
- Apr. 8<sup>th</sup>, attended Committee of the Whole Meeting

### **Association of Kootenay & Boundary Local Governments (AKBLG)**

- Feb. 12<sup>th</sup>, attended online *Board Meeting*
  - 2024 Budget
  - 2024 Area Association Conventions & AGM Invitations
  - 2024 Convention and AGM – April 19-21, Village of Radium Hot Springs
  - AGM 2024 – Recommended Bylaw Changes
  - Website Redevelopment
  - Advocacy – Provincially Appointed Local Government Advisors
    - Follow up from meeting at UBCM
  - Feedback on Circular Economy
  - Future Conventions
  - President’s Report
- Mar. 25<sup>th</sup>, attended online *Board Meeting*
  - 2024 Area Association Conventions & AGM Invitations
  - Proposed Executive Resolution for consideration at AKBLG AGM
  - 2024 Convention and AGM – April 19, 20, 21 Village of Radium
  - Website Redevelopment
  - President’s Report
- *Resolutions Committee*
  - Feb. 26<sup>th</sup>, chaired online *Resolutions Committee Meeting*
  - Deadline for submissions to the 2024 convention was February 16<sup>th</sup>
  - Apr. 8<sup>th</sup>, chaired online *Resolutions Committee Meeting*

## Regional District of Central Kootenay (RDCK) as municipal director

- Feb. 15<sup>th</sup>, attended in-person **Board Meeting** in Nelson
  - Agenda for the meeting can be found here:  
<https://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>
  
- Feb. 16<sup>th</sup>, attended in-person **Special Board (Budget) Meeting** in Nelson
  
- Mar. 4<sup>th</sup>, attended in-person **Public Budget Presentation** in Nakusp

*This was by far the best attended RDCK public budget meeting I have ever seen. The presentation by CFO Yev Malloff was informative and engaging, and he answered a wide range of questions effectively and professionally. He was also applauded at the end of the meeting, a first in my experience.*

  - Documentation for the presentation can be found here:  
<https://www.rdck.ca/EN/meta/events/events-list/budget-meetings/budget-public-information-session-nakusp-area-k.html>
  - Attendance (not including staff and directors):
    - 14 members of the public in person
    - 7 members of the public online
  - RDCK Services Overview
  - 2023 General Summary
  - Overall Assessments and Impact
  - 2024 Overall Outlook
  - Service by Service Discussion
  - Sub-regional Assessments and Impact
  - Public Questions:
    - The pilot project that didn't "work out".....how much money was lost? How much did that account start with? What has happened to the equipment? How much exactly was lost?
    - What is S239?
    - how many users exactly are anticipated for the Microsoft 365 use?
    - can you give the breakdown cost for each level?
    - Going forward, is there a multi-year contract for these services (Microsoft)?
    - Is there any plan to look at alternatives?
    - This service is already provided for at the Provincial level. Why is it necessary to duplicate services?
    - Could you not use ALR property locator gis?
    - is the climate action plan part of watershed plan going to include water sources affected by Wildfire Risk Reduction?
    - What the cost and environmental difference will be between closing the waste facility in Nakusp and trucking our waste to Castlegar?
    - Where is the carbon savings in transporting garbage especially since trucks do get lost through accidents?
    - Has a power generating incinerator been examined?

- RDCK has not been reimbursed by RecycleBC for the recycling. How many years has this been occurring? How much are we owed?
  - Will the presentation be available online?
  - How much does RDCK invest yearly and what are the returns?
  - can we have the current total in cash and short term investments? Last year was around \$51 million, what is it currently?
  - Can the investment pooled funds be reinjected to lower tax on residents ?
  - this is double over the previous year....what is the reasoning for investing these amounts?
- Mar. 21<sup>st</sup>, attended in-person **Board Meeting** in Nelson
  - Agenda for the meeting can be found here: <https://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>
  - See Board Highlights for general information
- Mar. 27<sup>th</sup>, attended online **All Recreation Committee** meeting
  - Agenda for the meeting can be found here: <https://www.rdck.ca/EN/meta/events/events-list/meetings/all-recreation-committee-meeting-11.html>
- Apr. 7<sup>th</sup>, attended in-person ReDi Grant public engagement session (vote) in Nakusp

## RDCK Appointments

- **Central Kootenay Food Policy Council (CKPFC)**
  - <https://ckfoodpolicy.ca/>
  - Feb. 26<sup>th</sup>, attended online meeting
    - Welcome and get settled - Call meeting to order - Land acknowledgement - Announcements from Chair - Introduce the executive
      - Upcoming director/executive turnover, opportunity for new members
    - Presentation - Reconvening the Council
      - Into to new Executive Director, Damon Chouinard
      - Review of history and current context and agricultural systems
      - New edition of *Farm & Food Directory* planned for this Spring
      - Highlights of education resources on website
      - Review of Strategic Priorities and Current Activities
      - Planning underway at local levels for emergency food plans
    - Q & A for staff and Executive
      - Challenges around operational funding and sustainability, despite funding and opportunities to build infrastructure
      - Discussion around possibly changing the name of the organization, as there are perceived challenges around the word *policy*
    - Council Roundtable - Introductions - Council and Guest updates



- Open discussion and exchange - Engagement poll
  - Next meeting, AGM - locations?
- **Columbia River Treaty Local Governments Committee (CRTLGC)**
  - <https://www.crtlgc.ca/>
  - *Reminder that committee topics are confidential, as they pertain to international treaty negotiations. The Province of BC and the Government of Canada periodically release statements regarding the progress of the discussions between Canada and the Unites States.*
  - Feb. 12<sup>th</sup>, attended online meeting
  - Feb. 22-23, attended in-person strategic planning session in Nelson
  - Mar. 26<sup>th</sup>, attended online meeting
  - *See attached update from the Province.*
  - *See link to Q&A Report from Low Levels in Arrow Reservoir*
    - <https://engage.gov.bc.ca/columbiarivertreaty/2023/10/18/low-levels-in-arrow-lakes-reservoir/>
- **Regional Innovation Chair in Regional Economic Development Regional Advisory Committee (RIC-RED-RAC)**
  - *See attached notice for 2024 WEST KOOTENAY HOMELESSNESS RESPONSE SUMMIT*
  - Next Meeting
    - Set next date: Apr. 22<sup>nd</sup>, 2024

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# COLUMBIA River Treaty



**To:** Columbia Basin government elected officials  
and local government CAOs

**Date:** March 18, 2024

**From:** Linda Worley, Chair  
Columbia River Treaty Local Governments Committee

## **Subject: Update on CRT Local Government Committee Activities**

The Committee continues to be busy on several initiatives. Since the last update in April 2023, the Committee has held nine virtual meetings, a face-to-face meeting in May and a virtual session in December with Columbia River Treaty (CRT) Indigenous Nations representatives, two virtual negotiations updates, one orientation webinar, a strategic planning webinar and two face-to-face strategic planning sessions.

### **You are invited!**

In recent years the Committee has supported Creatively United for the Planet in the production of an unforgettable video – *Changing Courses: A River’s Journey to Reconnection* - about the Columbia River, its history and the potential for a different future.

***You are invited to attend the livestream premiere of the video, followed by a panel conversation hosted by POLIS at the University of Victoria – a World Water Day Conversation:***

***When – Thursday, March 21, 2024 from 7-9pm PT***

***Link to register:*** Please [register here](#) if you would like to attend remotely. If you register you will receive info when the recording is posted.

More information is included after this memo.

### **Highlights for May 2023 to February 2024**

- ***Strategic planning*** – Early in May 2023 the Committee met in-person in Creston with CRT Indigenous Nations representatives to discuss ecosystem function measures for CRT scenario evaluation, updated climate change projections, and active adaptive management. The Committee met the following day to discuss current challenges and decide on priorities and actions for 2023-24.

Early in January the Committee participated in a webinar with two CRT and international water management emeritus professors – Nigel Bankes from the University of Calgary Faculty of Law and Barbara Cousens from the University of Idaho College of Law. The Committee learned more about Canada-US transboundary water management legal frameworks and the application of these frameworks during drought conditions particularly.

In February 2024 the Committee held a strategic planning session in Nelson. The Wildsight [Columbia River Field School](#) team hosted a mock CRT negotiations that had the Committee members and youth alumni from the Field School taking on the perspectives of those with interests in the river and the ongoing negotiations such as Indigenous Nations and US Tribes, non-government environmental organizations, US power producers and the Committee. Through a mock negotiation the Committee learned more about the many interests in the negotiations and the challenges of finding an agreement

that is equitable for all in BC and the US. The Committee also heard the views of youth regarding the CRT, including appreciation for the work of the Committee, the challenge of engaging residents because the topic is so complex, the need to focus on ecosystem restoration to ‘give back’ and the importance of remembering that though there is a border, it is ‘one river’ that flows through BC into the US.

On the second day the Committee learned about and practiced skills for ‘[Courageous Dialogues](#)’ in polarized, sometimes volatile CRT-related discussions. The Committee decided to continue to build their skills, including updating their Code of Conduct then having further training for very volatile CRT related discussions. Priorities and actions for 2024-25 were also decided.

- **Integrating socio-economic interests in CRT scenarios** – The Committee’s Socio-Economic Integration Team continues to work to ensure social and economic interests for the Kootenay and Columbia rivers are being included in river management scenario modelling for CRT modernization. Socio-economic interests that are impacted by reservoir levels and river flows, such as flood risk management, navigation, recreation, tourism, dust generation and others are very important to communities. Performance measures describing the required and preferred reservoir elevations and flow levels for these interests are being defined. These measures will be used to evaluate alternative hydro operations scenarios to inform the ongoing CRT negotiations and implementation of the modernized treaty. Other groups are working on performance measures for ecosystem function (learn more [here](#)), which are also very important to Basin residents, Indigenous cultural values and power generation.

Since April the Team has been revising performance measures to incorporate feedback from local governments, the public and CBRAC (see below), as well as developing new performance measures based on the impacts of low water levels in Arrow Reservoir. Updates were provided to CBRAC in October and the Committee in November.

As well, the team continues to participate in confidential scenario evaluations using the new river management model that are informing the negotiations.

The CRT Negotiating Advisory Team (NAT), which includes the five governments involved in negotiating a modernized Treaty, has created a Canadian Adaptive Management Subgroup which includes membership from the Committee. This group will guide the design and implementation of active adaptive management for implementing aspects of a modernized CRT. The Committee is very grateful to have been included in this Subgroup, as this signals the recognition of the value of local government contributions in CRT related matters.

The Committee is grateful for the funding from the Province for this initiative. For more detailed information see the [Committee’s website](#).

- **Columbia Conversations** - On the first weekend in September Wildsight piloted a three day field trip at the Burton Historical Park Campground for local government representatives. Nine participants from Elko to Revelstoke canoed, chatted, did a mock Treaty negotiation and shared campfire songs along with four youth from the Columbia River Field School and four organizers. It was a success, resulting in encouragement to host future sessions in different parts of the Basin over time. Unfortunately funding is not available for this valuable learning opportunity this year. The Committee will explore ways to support this event.

## Ongoing

- **Negotiations** – Canada and the U.S. met for the 19<sup>th</sup> round of negotiations to modernize the Columbia River Treaty on October 12<sup>th</sup> and 13<sup>th</sup> in Portland, followed by ongoing virtual ‘inter-sessionals’ to resolve

outstanding issues. More details are provided in the attached CRT Update from the BC CRT Team for the Local Governments Committee.

The Committee is briefed by Negotiating Team members after each round of negotiations and receives interim updates from the BC Lead Negotiator and Indigenous Nations representatives when we meet, within the bounds of the confidentiality of the negotiations. Stay up-to-date on the negotiations [here](#).

- **Modernized domestic CRT governance** – The CRT Negotiations Advisory Team are developing a framework for modernized Canadian domestic governance under the Treaty. This initiative recognizes both the role of Indigenous Nations in the context of UNDRIP and how Basin communities could have a voice in future decisions regarding Treaty operations planning.

The Committee has been preparing to engage in this critically important initiative. The Committee will be reaching out to local governments across the Basin once more information is available. The BC CRT Team has committed to providing Basin communities and residents an opportunity for input on potential governance models before decisions are reached.

- **BC Hydro community communications and engagement** – The Committee continues to press BC Hydro for improved communications and engagement with basin communities, especially in light of the communications regarding the low water levels in Arrow Reservoir last summer. At the UBCM convention in September the Committee met with Ministers Osborne and Conway and BC Hydro staff to identify deficiencies and outline needed improvements. The Committee is continuing to communicate with BC Hydro staff and the Ministers to find solutions.

Sign up for weekly updates on Arrow, Duncan and Kinbasket reservoirs, and Kootenay Lake by contacting Mary Anne Coules at [maryanne.coules@bchydro.com](mailto:maryanne.coules@bchydro.com).

- **Community interests** – In October, Aidan McLaren-Caux, one of the RDCK appointees to the Committee and a Nakusp Councilor participated in a virtual Info Session on Low Water Levels in Arrow Reservoir that was hosted by the BC CRT Team. You can review the recording and materials and the newly released Questions and Answers Report from this session at the [BC CRT Engage website](#).

Committee members continue to follow-up with the Province on actions requested by community members at the past community meetings, and new issues that are identified by community members. Several initiatives that are underway to address specific community interests are described in the attached February 2024 Local Governments Committee Update from the BC CRT Team.

- **Columbia Basin Regional Advisory Committee (CBRAC)** – CBRAC includes public members who represent the geography and interests across the basin (selected based on their expressions of interest) and appointed members from local governments, Indigenous Nations and basin hydro operators. A webinar was held on Libby dam operations in May. CBRAC received negotiations updates from CRT Negotiating Team members in May, August and October. On October 4<sup>th</sup> and 5<sup>th</sup> CBRAC met in-person in Rossland. The meeting started with a visit to the Trail Museum and a walk along the waterfront to view the stunning CRT mural on the arena. Over the two days CBRAC received information on low water levels in Arrow Reservoir, the benefits of variable (VARQ) flows at Libby dam and updated climate change projections. Members provided input on potential community engagement approaches for the review of a draft Treaty agreement-in-principle, if an agreement is reached in the negotiations and CBRAC priorities for meeting topics. A webinar on Indigenous law is planned in the first week of April.

The CBRAC terms of reference, membership and meeting summaries as well as presentations and reports discussed at these meetings are available on the [CBRAC webpage](#). Upcoming invitations for expressions of interest for public members from Revelstoke and Nakusp will be posted on the webpage.

## Upcoming

- **Booth at the AKBLG convention** – I invite you to visit the Committee’s booth during the AKBLG convention on April 19-21 in Radium Hotsprings. We will have illustrations of CRT-related water level fluctuations and impacts and hand outs including maps showing the hydro system and reservoirs. Committee members will be available to answer questions.
- **Columbia River Field School applications** – If you know a youth aged 15-18 in the Basin who is keen to spend 15 days paddling the Columbia River, sleeping under starry skies, having fun, making friends, engaging in the stories of this river, and learning about themselves along the way, encourage them to [sign up for the Columbia River Field School 2024](#). Youth can also **earn four credits** upon successful completion of the program. **Applications due Sunday April 28<sup>th</sup>**.

I encourage you to stay informed about the CRT negotiations by visiting the [CRT engagement website](#) and reviewing the most recent [CRT e-letter](#) – which you can sign-up to receive. This site will be the source of accurate, updated information as negotiations progress. You can learn more about the Committee at our [website](#).

I look forward to seeing many of you at the AKBLG conference.

## Committee Members

RDKB - Linda Worley, LGC Chair, Rural Director and RDKB Board Chair; and Warfield Mayor Frank Marino

RDEK - Stan Doehle, LGC Vice Chair and Rural Director; and Jane Walter, Regional Director

RDCK – Aimee Watson, Rural Director and RDCK Board Chair; and Aidan MacLaren-Caux, Nakusp Councilor

CSRD – David Brooks-Hill, Rural Director and Golden Mayor Ron Oszust

Village of Valemount – Donnie MacLean, Councilor

AKBLG – Keith Page, President and Nelson Councilor

## ABOUT THE WORLD WATER DAY FILM and CONVERSATION

*Changing Course: A River's Journey of Reconnection (60min)*



The 2000-kilometre Columbia River flows through the heart of the Pacific Northwest, beginning its journey in British Columbia's Rocky Mountains and emptying into the Pacific Ocean in Oregon. This transboundary river is critically important for its cultural, social, economic, and ecological values. Telling the story of this majestic river, *Changing Course* offers a deep sense of the importance of freshwater management—and the complexities added when a river flows across human-defined borders.

The film explores the degradation of what was once one of the most productive salmon rivers in the world. It looks at the dams and storages that eliminated wild salmon from the main stem of the river in Canada, and how this loss cut the heart out of Indigenous

culture throughout the basin. The film also touches on the Columbia River Treaty, which came into force between Canada and the United States in 1964. At the time, it had a very narrow focus on flood control and hydropower. Sixty years later, however, new thinking is needed to ensure a sustainable future for this important river.

In *Changing Course*, leading voices from Indigenous and non-Indigenous communities eloquently express the need for new approaches to water management and governance that are more connected to nature, account for climate change, and meaningfully include First Nations leadership.

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## ABOUT THE SPEAKERS



**Greg Utzig** is a registered professional agrologist and conservation ecologist with over 45 years of experience in the Canadian Columbia Basin. He initiated the ecosystem classification for Southeastern B.C., and has co-authored three reports on the ecological impacts of the dams in the region, as well as a report on alternative management of the Arrow Reservoir for restoration of riparian habitats. He is presently

working with First Nations and the provincial and federal governments on providing recommendations to the Canadian Columbia River Treaty negotiating team around improving ecosystem function in the Columbia Basin. He is also a technical advisor to the Upper Columbia Basin Environmental Collaborative and a member of the Columbia Basin Regional Advisory Committee.

**Larry George** is a member of Cowichan Tribes and has served as the Director of Lulumexun (Lands & Self-Governance) for Cowichan Tribes for 20 years. Larry has been involved in extensive watershed and fisheries partnerships and initiatives, including sitting at the government-to-government table for the Xwulqw'selu Watershed Sustainability Plan process and as a member of various organizations that protect our resources (including the First Nations Fisheries Council, Qul-Ihanumutsun Aquatic Resources Society, and Fraser Salmon Management Council).

**Katrina Adams** is a registered professional biologist and the senior aquatic biologist at Peninsula Streams & Shorelines (PSS), a non-profit organization dedicated to watershed conservation in Greater Victoria. At PSS, Katrina's primary focus is stream restoration and working towards revitalizing urban ecosystems to improve habitat for salmon and other wildlife through community-driven restoration and stewardship. Another important aspect to Katrina's work is fostering partnerships with First Nations, all levels of government, and other local organizations to collectively contribute to the restoration and preservation of aquatic habitats and the enhancement of our urban watersheds.





Columbia River Treaty Update for the Local Governments Committee  
February 2024

***Issued February 16, 2024***

This document contains non-confidential information that can be shared publicly.

### **Highlights**

- Advancements in Columbia River Treaty negotiations over the past year
- Low levels in Arrow Lakes Reservoir public virtual information session
- Columbia River Treaty Heritage Project community outreach progresses

### **Canada-U.S. Treaty Negotiations**

- Negotiations to modernize the Treaty intensified in 2023.
- Canada and U.S. delegations held five formal rounds of discussions throughout the year, in January (Vancouver), March (Washington D.C.), May (Kelowna), August (Seattle) and October (Portland). Numerous virtual intersessional meetings were held between each round to make further progress on technical issues.
- Negotiators exchanged two more rounds of proposals last year, bringing the total to four. The proposals are developed by each country with the goal of finding agreement on an updated Treaty framework that includes not only flood-risk management and hydropower co-ordination, but also co-operation on ecosystems, salmon restoration, increased flexibility for Canadian operations, enhanced bilateral engagement on Libby Dam operations and adaptive management.
- The delegations are in alignment on many issues, but a few remain outstanding.
- On December 13, 2023, U.S. Senator Maria Cantwell and Idaho Senator James Risch wrote a [letter](#) to President Joe Biden and Prime Minister Justin Trudeau, urging them to finalize an agreement between Canada and the U.S. to modernize the Treaty.
- While Canada, B.C. and the Ktunaxa, Secwépemc and Syilx Okanagan Nations are committed to reaching Agreement-in-Principle 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.
- The Canadian delegation will not agree to a modernized Treaty unless it leads to improvements in the B.C. Basin and reduces impacts that Basin communities and ecosystems have been experiencing since the Treaty came into force.



- Though the next round of negotiations has not been scheduled, negotiators have continued holding virtual intersessional meetings to resolve outstanding issues.
- Work is also continuing on the Canadian side to determine how different river management scenarios would enhance ecosystem, Indigenous cultural values, and socio-economic objectives in the B.C. Basin.
- The CRT Local Governments Committee continues to receive updates after each round of negotiations by Zoom from Canada, B.C. and Indigenous Nation leads on the Canadian negotiation delegation. The B.C. CRT Team will provide an interim update to the LGC at their strategy session on February 22, 2024.

## **Public Engagement**

### **Arrow Lakes Reservoir Virtual Information Session**

- On October 18, 2023, the Province of B.C. CRT Team hosted a virtual public information session to provide details and answer questions about the extremely low water levels in the Arrow Lakes Reservoir this past summer and fall.
- Representatives of the Government of B.C., the Canadian Columbia River Treaty negotiation team, BC Hydro, and the Columbia River Treaty Local Governments Committee shared information about low water levels during summer and fall of 2023, which adversely affected fish populations, recreation, and tourism, caused dust storms and exposed debris. This session also provided information about what is being done to address the situation, and efforts underway to reduce these types of impacts in the future.
- 217 participants attended from communities around Arrow Lakes Reservoir and beyond, asking questions about a range of topics including cleanup of shoreline debris, the rate and volume of reservoir outflows, and plans to mitigate impacts in the short and long term.
- The Province and BC Hydro are working on a report to answer questions that were posed during the session. The report will be published by early March and circulated to all information session registrants, the LGC and CBRAC.
- The information session recording, agenda with panelists listed, and PowerPoint slides are available on the [B.C. CRT website](#). The report will be available on this same page once published.

### **Columbia Basin Regional Advisory Committee (CBRAC)**

- CBRAC met in Rossland on October 4 -5, 2023 for the first in-person meeting since May 2022.
- It was an important opportunity for committee members to re-connect on various aspects of the Columbia River Treaty modernization process. Members also heard from BC Hydro and Province of B.C. representatives about last summer and fall's lows levels on Arrow Lakes Reservoir.



- During the meeting, CBRAC provided feedback on an outline of the Province’s draft engagement plan for a potential draft Treaty Agreement-in-Principle, which incorporated feedback received from the LGC earlier in the year. CBRAC’s input included the need to frame the issues for a public audience in a clear and concise way, to tell the story of modernizing the Treaty and highlight how different it has been compared to when the Treaty was first created, to emphasize Indigenous Nations’ role in the process, and to address expectations of what modernizing the Treaty will mean for communities. CBRAC also encouraged clear, engaging communication and educational materials available in various formats, including print, web, video and social media.
- Agenda and materials are available on the [CBRAC webpage](#).

### **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.McMurchy@gov.bc.ca](mailto:Brooke.McMurchy@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.

The B.C. CRT Team member that was leading these initiatives, Ingrid Strauss, retired in January 2024. The B.C. CRT Team will reallocate these projects. Until then, all questions can be sent to Kathy Eichenberger at [Kathy.Eichenberger@gov.bc.ca](mailto:Kathy.Eichenberger@gov.bc.ca).

### **Columbia River Treaty Heritage Project (Columbia River Treaty Uncovery Tour)**

- The contract for the project contractor team, Denise Cook Design, ended in September 2023.
- After a competitive RFP process, a new Project Manager, Cadence Strategies (Suzanne Denbak), has been selected to work with the lead applicants to move their projects forward and to seek out new community applicants for additional locations.
- The process to explore commemorative projects at Revelstoke Reach, Valemount and Waldo Cove Regional Park was initiated by Denise Cook Design. Cadence Strategies will continue this work and has connected with community members in Nakusp to explore a potential project in that community.
- The Columbia River Treaty Heritage Project Steering Committee continues to meet monthly.



### **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.
- The project experienced a series of delays in 2023 but plans are moving forward again with a launch planned for April or May 2024.

### **Valemount Air Quality**

- B.C. CRT Team has followed up with an air quality specialist at the B.C. Ministry of Environment and Climate Change Strategy who was contacted by a Village of Valemount Councillor regarding the air quality monitors in the Village of Valemount and measurement of dust potentially originating from Kinbasket Reservoir. The air quality specialist provided the Councillor with clarifying information regarding the data collected by the monitors.

### ***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. Response from the sector over the years on suggestions for support and enhancement has been disappointing.

#### **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.

#### **Creston Valley Dikes Management**

- Creston Valley Flood Management Partnership (CVFMP), through the Regional District of Central Kootenay (RDCK), received a grant from the UBCM Disaster Risk Reduction – Climate Adaptation Fund. The grant was approved in early March 2023.



- The Ministry of Energy, Mines and Low-Carbon Innovation is supporting the delivery of projects under this grant by providing one-time funding to RDCK for a CVFMP coordinator. Previous funding for the CVFMP coordinator was provided by a one-time grant from Columbia Basin Trust through the Town of Creston.
- The B.C. CRT Team continues to monitor the work undertaken by CVFMP and is available to support the CVFMP's coordinator as required.

### **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**

- 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, could 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.



***Projects on Pause***

**Grants in Lieu of Taxes** – Standing by for questions from the Local Governments' Committee.



# 2024 WEST KOOTENAY HOMELESSNESS RESPONSE SUMMIT



**Inspiring Change:  
Building Community  
Solutions Together**

Join us at the 2024 West Kootenay Homelessness Response Summit, which brings together diverse stakeholders who are curious about or working together to respond to homelessness in the region, including people with lived or living experience of homelessness.

For more information, visit  
[selkirk.ca/events/2024-west-kootenay-homelessness-response-summit](https://selkirk.ca/events/2024-west-kootenay-homelessness-response-summit)

**FREE  
EVENT!**

**Monday, April 29,  
Columbo Lodge  
Trail, 5 pm**

**Tuesday, April 30,  
Columbo Lodge  
Trail, 9 am**

This evening event is co-hosted with  
the Trail Community Action Team  
and City of Trail



# 2024 WEST KOOTENAY HOMELESSNESS RESPONSE SUMMIT



## Dinner & Dialogue

Join us for an enriching evening of community connection over a shared meal with featured speaker Guy Felicella, a harm-reduction advocate who battled addiction and homelessness then broke free from that cycle.

Don't miss this opportunity to engage, learn, and contribute to building a better tomorrow together.

For more information, visit  
[selkirk.ca/events/2024-west-kootenay-homelessness-response-summit](https://selkirk.ca/events/2024-west-kootenay-homelessness-response-summit)

**FREE  
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**Monday, April 29,  
Columbo Lodge  
Trail, 5 pm**

This evening event  
is co-hosted with the  
Trail Community Action  
Team and City of Trail





**Aimee Watson**  
RDCK Director of Electoral Area D

March 28, 2024

Honorable Pablo Rodriguez  
Minister of Transportation  
House of Commons  
Ottawa, Ontario  
Canada  
K1A 0A6

Honourable Pablo Rodriguez,

Benton Davie, 30, was born and raised in Kaslo BC. He moved to the Yukon when he was 20, hired on at Great Slave helicopter where he was the aircraft maintenance engineer. In a tragic accident, Benton was one of 3 people on board the Great Slave helicopter that crashed on Griffith Island on April 25, 2021. Investigation into the accident indicates what happened was a “preventable accident”. A devastating blow to the victim’s family and friends.

I write this letter to you to bring your attention to investigation A21C0038, the report is referenced below.

In the release of the investigation at media conference, in Ottawa on 15 February 2024 the Transportation Safety Board Chair Kathy Fox stated:

*“The safety deficiencies that we will highlight today are not new. Unfortunately, for more than 30 years, the TSB has been calling for the implementation of safety measures to mitigate the risks that persist in helicopter reduced visibility operations.”*

As you will read in the investigation, there are several key safety recommendations that have been called for years by the TSB. I respectfully request that you take action to see the implementation of the safety recommendations as outlined in the report. These recommendations have been implemented in other countries, are guaranteed to prevent tragedies by giving pilots better equipment and training to make life and death decisions.

The investigation report is linked below with the key recommendations highlighted in this letter.

[Air transportation safety investigation A21C0038 - Transportation Safety Board of Canada \(tsb.gc.ca\)](https://www.tsb.gc.ca/air-transportation-safety-investigation-A21C0038)

Specifically:

The TSB has previously called for requirements for verification of proficiency in basic instrument flying skills for commercial helicopter pilots during annual pilot proficiency flight checks. However, Transport Canada (TC) has yet to implement sufficient measures in this regard. Therefore, the Board recommends that:

the Department of Transport require commercial helicopter operators to ensure pilots possess the skills necessary to recover from inadvertent flight into instrument meteorological conditions.

**TSB Recommendation A24-01**

The TSB has previously attempted to address safety issues related to helicopter collision with terrain accidents, calling for increased requirements for flight instrumentation and other systems such as radar altimeters. To date, TC has not taken the measures needed to address these recommendations, which were issued more than 30 years ago. Therefore, the Board recommends that:

the Department of Transport require commercial helicopter operators to implement technology that will assist pilots with the avoidance of, and recovery from, inadvertent flight into instrument meteorological conditions.

**TSB Recommendation A24-02**

the Department of Transport require operators conducting single-pilot operations under Subpart 604 and Part VII of the Canadian Aviation Regulations to develop standard operating procedures based on corporate knowledge and industry best practices to support pilot decision making.

**TSB Recommendation A24-03**

If regulations continue to allow commercial helicopter operators with the applicable operations specification to conduct reduced-visibility operations in uncontrolled airspace at lower visibility, and with significantly fewer defences, than commercial airplane operators, these helicopter operators will continue to be at a greater risk of collision with terrain as a result of loss of visual references. Therefore, the Board recommends that:


the Department of Transport enhance the requirements for helicopter operators that conduct reduced-visibility operations in uncontrolled airspace to ensure that pilots have an acceptable level of protection against inadvertent flight into instrument meteorological conditions accidents.

**TSB Recommendation A24-04**

Benton had a long adventurous life ahead of him. Canada, a country known to be safe and cares well for its citizen, whether at work, or out exploring, should not be short sighted on how helicopters are regulated. This report highlights what has been known as deficiencies and as a result, lives have been lost. This is unacceptable.

In honour of Benton and his crew on that helicopter, please do what you can to see these recommendations implemented immediately.

Sincerely,



Aimee Watson  
Area D Director  
Cc: MP Rob Morrison



# Director's Report

## Leah Main - Village of Silverton

**Report Date:** April 2024

### FCM Board - Committee Meetings:

January - April

As BC Caucus Chair, I attend monthly Executive Committee meetings. While the specific content of each meeting is Confidential, the template Agenda includes:

- President's Report
- Report on the Green Municipal Fund with Recommendations for Grants & Loans, which must be approved by the Executive Committee as the oversight body
- GMF Investment Committee Update and Recommendations
- CEOs Report
- Elections Committee Report
- Governance Committee Report
- Advocacy Update

February 5

- FCM Rural Forum Chairs Briefing with Staff - virtual
  - Discussed the possibility of meeting with the Big City Mayors Caucus (BMC) in the near future to articulate the differences for small and rural communities regarding Housing & Infrastructure funding challenges, in an effort to find ways we could work together to reinforce our respective messaging;
  - Timing for election of Rural Chairs;
  - Commonalities with and significant differences from Northern & Remote communities

February 12

- FCM Caucus Chairs Terms of Reference Briefing with Staff - virtual

February 20

- FCM Standing Committee on Anti-Racism, Equity & Inclusion - virtual

This Committee has this year been combined with the Standing Committee on Women's Participation in Local Government, and has an expanded scope of attention. Previous focus of the Committee has been internal - ie: on making us as individual members of the FCM Board - more aware of our unconscious and systemic racism

toward various groups. With the recognition that FCM Board is overwhelmingly comprised of representatives from privileged groups, the focus now is shifting toward institutional change, with recognition of the importance of intersectionality, education, and policy making.

#### February 21

- Governance Committee - virtual - Oversees the restructuring of Committees and updating Terms of Reference; Responsible for oversight of Onboarding and Orientating Directors and Committee Members
- British Columbia Caucus - virtual - Regional Caucuses meet regularly prior to and/or during Board Week sessions, to receive updates on various internal matters; to receive UBCM report; and to discuss regional matters that may have national implications for presentation to the Board for consideration

#### February 22

- Standing Committee on Municipal Finance, Infrastructure & Transportation - virtual -
- Executive Committee - virtual

#### February 23

- Rural Call - Improving Rural Climate Plans - Chairs and Staff planning for in person Caucus meeting to follow

#### February 27

- Northern & Remote Communities Forum - virtual

#### February 28

- Finance and Audit Committee - virtual

#### March 1

- Elections Readiness Working Group - virtual

#### March 5-8

##### FCM Board - In person @ Prince George

- Rural Forum
- PG International Tri-Athlon & Cross-Country Event Facility
- Two-Rivers Gallery FCM Opening Reception
- Committee of the Whole
- Executive Committee
- PG Mayor's Reception and Dinner
- Board of Directors Meeting

#### March 22

FCM - Landlines and 911 in BC - CRTC - virtual, with Staff - This has the potential to become an FCM advocacy piece as more details are acquired from other Provinces and Territories

March 28  
Executive Committee

April 4  
FCM - Rural Chairs/Staff - Rural Component to MGF & Advocacy pieces - Recognizing that rural realities are significantly different from urban realities, we are working with FCM Staff to develop a more deeply articulated “rural lens” and supplementary document to FCMs Municipal Growth Framework advocacy

February 29, 2024

*Via Email*

UBCM Member Municipalities

Dear UBCM Members:

**Re: Support for Resolution**

---

I am writing to you on behalf of Osoyoos Town Council to request your support for our proposed resolution on legislative changes regarding personal and defamatory attacks on municipal leaders at the upcoming SILGA Convention, in advance of the UBCM Convention this fall.

Municipal leaders across the province are facing increasing levels of personal and defamatory attacks, which not only impact our ability to effectively serve our communities but also have a negative impact on the overall functioning of local government. It is imperative that we address this issue and advocate for legislative changes that provide better protection for municipal leaders.

At the February 27, 2024, Regular Open Council Meeting, Town Council passed the following resolution:

Whereas Local Governments recognize the importance of fostering respectful and constructive dialogue within the community; and

Whereas personal and defamatory attacks on local government leaders, including both senior staff and elected officials, undermine the integrity of the democratic process and create a hostile working environment, and

Whereas current legislative and legal frameworks, including those of WorkSafeBC and Workers Compensation Act, do not provide adequate protection against such attacks, thereby hindering the ability of local government leaders to carry out their duties effectively,

Therefore be it resolved that UBCM advocate for legislative changes that address the issue of personal and defamatory attacks on local government leaders; and

Further be it resolved that these changes should aim to strengthen protections for local government leaders against unfounded, defamatory and malicious accusations while also upholding principles of freedom of speech and transparency;

Further be it resolved that UBCM is encouraged to collaborate with other relevant stakeholders, the Ministry of Municipal Affairs, including legal experts and advocacy groups, to develop comprehensive proposals for legislative reform.

2

Together, we can work towards creating a safer, more respectful environment for all municipal leaders to effectively carry out their duties on behalf of their communities. We look forward to and appreciate your support on this matter.

**Attachments:**

ToO Background Information SILGA Resolution

Yours truly,



Sue McKortoff  
Mayor

c: Town Council  
R. Risling, CAO  
Brianna Hillson, Director of Corporate Services  
Honourable Anne Kang, Minister of Municipal Affairs

## **Legislative Changes - Personal and Defamatory Attacks on Municipal Leaders**

### **Background Information:**

There has been a concerning rise in the frequency and severity of personal and defamatory attacks directed toward municipal leaders (including Council members and staff). These attacks are often through various channels, including social media, and create a hostile working environment and hinder the ability of municipal leaders to carry out their duties effectively. The repercussions of defamatory personal attacks extend beyond the municipal realm and can detrimentally affect Council members who are working professionals by impacting their livelihood. The damaging effects of the personal attacks are not confined to professional settings; they often infiltrate into the personal lives of both staff and municipal council members, including incidents outside of business hours.



April 8th, 2024

Board, Regional District of Central Kootenay  
531B-16 Avenue S  
Creston, BC  
VOB 1G5

**Subject: Request for Letter of Support for Application to ETSI-BC**

Dear Board,

The Creston Valley-Kootenay Lake Economic Action Partnership seeks support for the organization of an agricultural forum for the Southern Interior of BC. We kindly request a letter from the RDCK Board to support an application to ETSI-BC's 'Innovating and Advancing Key Sectors' stream for an amount of \$35,000.

The attached document contains details about the proposed project, including its objectives, expected deliverables, and linkage with the economic development goals of Creston Valley-Kootenay Lake.

Your time and attention to this matter is much appreciated. An endorsement from the RDCK Board would significantly bolster our chances to secure funding for this project, which, we believe, will positively impact our region's agricultural sector.

Sincerely,

*Leandri Kleinhans*

Manager  
Creston Valley-Kootenay Lake Economic Action Partnership



**Economic Action  
Partnership**  
Creston Valley & Kootenay Lake

## Memorandum: CV-KL EAP funding application to ETSI-BC

**Funding opportunity:** ETSI-BC's ['Innovating and Advancing Key Sectors'](#) Stream.

**Project title:** Southern BC Agri-Forum

### **Project synopsis:**

The Creston Valley-Kootenay Lake Economic Action Partnership plans to host a multi-day agricultural forum in the Creston Valley. The event aims to support our local agricultural sector in adapting to climate change by providing education, connecting farmers with resources, and fostering discussions on challenges and growth opportunities. It will feature expert-led presentations, panel discussions, and farm tours. Additionally, the forum aims to stimulate the local economy by drawing visitors who will utilize local accommodation, restaurants, and retail. The event will also feature local food and wine.

### **Project objectives:**

The event's main goal is to support agriculture amidst climate change by educating and connecting farmers with reliable information and services. This educational support benefits local farmers and those across the region and province.

For the proposed presentations, we aim to invite experts on such topics as:

- climate adaptation (focusing on fruit and vegetable growers);
- risk management for the agricultural sector;
- agri-tourism destination development;
- immigration and sourcing of foreign agricultural workers;
- and agri-forestry best practices

As a secondary goal, the forum aims to provide farmers in the southern interior with a platform for discussing common challenges and opportunities. Panel discussions among food producers, agricultural sector members, and industry experts will provide valuable insights. Such input will allow and, potentially influence, decisions and actions by local and provincial government, various community organizations and community leaders as regards further support to the agricultural industry.

Community leaders and organizations who will be invited to attend include:

- RDCK Area Directors
- the Mayor and Council of the Town of Creston
- MLA Brittny Anderson (Nelson-Creston)
- MLA Doug Clovechok (Columbia River- Revelstoke)
- MLA Katrine Conroy (Kootenay West)
- MLA Roly Russell (Boundary-Similkameen)
- MLA Tom Shypitka (Kootenay East)



- MP Rob Morrison
- MP Richard Cannings (South Okanagan-West Kootenay)
- Ministry of Agriculture and Food
- Ministry of Jobs, Economic Development and Innovation
- Community Futures (Central and East Kootenay)
- KCDS
- Fields Forward Society
- Fruit and Vegetable Growers of Canada
- Michael Hoher (Export Navigator Advisor)
- Cory Kanzig (local PacifiCan representative)
- Other

A third aim of the forum is to stimulate the economy of Creston Valley-Kootenay Lake by attracting visitors who will utilize local accommodations, restaurants, and retail outlets. The event, hosted in Creston, will feature catering with local food and wine. Additionally, farm tours will further promote the agricultural sector of Creston-Kootenay Lake.

### **Strategic importance of project:**

Within the Economic Action Partnership, this project addresses goals identified within the following pillars:

- **Natural Resources:** Agriculture serves as the economic backbone of the wider Creston Valley. Support of this sector is not only essential to maintain and grow our economy, but also to protect our food security. As per the EAP's 2018 "[Stronger Together](#)" strategic plan for economic development, supporting the vitality of the agricultural industry is a key point of importance for the communities of Creston-Kootenay Lake.
- **Sector Development:** The increased frequency of extreme weather events places immense pressure on the agricultural industry to change and adopt new strategies. Supporting the farming community in our area in adopting new technology and more sustainable practices is critically important to make this sector more resilient to climate change.
- **Tourism:**

The variety and high quality of agricultural products on offer in the Creston-Kootenay Lake serves as a big draw for tourists. Agritourism activities, such as farm tours, farmers' markets, and u-pick experiences, offer visitors an opportunity to engage with the agricultural heritage of the region. Additionally, the local food and wine scene, featuring fresh produce and artisanal products, enhances the tourism appeal of Creston Valley-Kootenay Lake. A strong agricultural sector is therefore vitally important to the local tourism industry.

**Conclusion:**

For the reasons enumerated above, the Economic Action Partnership is confident that our community will derive invaluable and long-lasting economic and environmental benefits from the proposed event. We strongly urge the Regional District of Central Kootenay to support our application to ETSI-BC.

## Angela Lund

---

**From:** Iraleigh <iraleeanderson@gmail.com>  
**Sent:** April 9, 2024 8:13 PM  
**To:** Angela Lund  
**Subject:** Nelson Disc Golf Society Letter of Support Request

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

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Hi Angela,

I'm writing on behalf of the Nelson Disc Golf Society.

We are requesting a general letter of support from the RDCK board. We are hoping that the letter will express support for NDGS work to provide the Highwater disc golf course - a free recreational amenity for all RDCK residents and visitors.

A general letter of support will help NDGS in ongoing fundraising and relationship building required to continue to build, improve, and maintain the Highwater disc golf course.

RDCK directors and staff have been supporting us in this work for 5 years now. Thank you for continuing to support us.

Kind Regards,

Iraleigh Anderson - Chair of the Nelson Disc Golf Society

## Angela Lund

---

**From:** Louise Poole <klpoole@shaw.ca>  
**Sent:** April 5, 2024 3:15 PM  
**To:** Angela Lund  
**Subject:** Support letter for Nelson Nordic Ski Club re Outdoor Recreation Council of BC grant and use of the rail trail.  
**Attachments:** IMG\_9287.jpg; IMG\_9288.jpg; Salmo 1 Bridge repairs 2024\_Extras.pdf

You don't often get email from klpoole@shaw.ca. [Learn why this is important](#)

**CAUTION**

**This email originated from outside the organization. Please proceed only if you trust the sender.**

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Hi Angela,

Cary Gaynor said to contact you with respect to a letter of support for Nelson Nordic Ski Club.

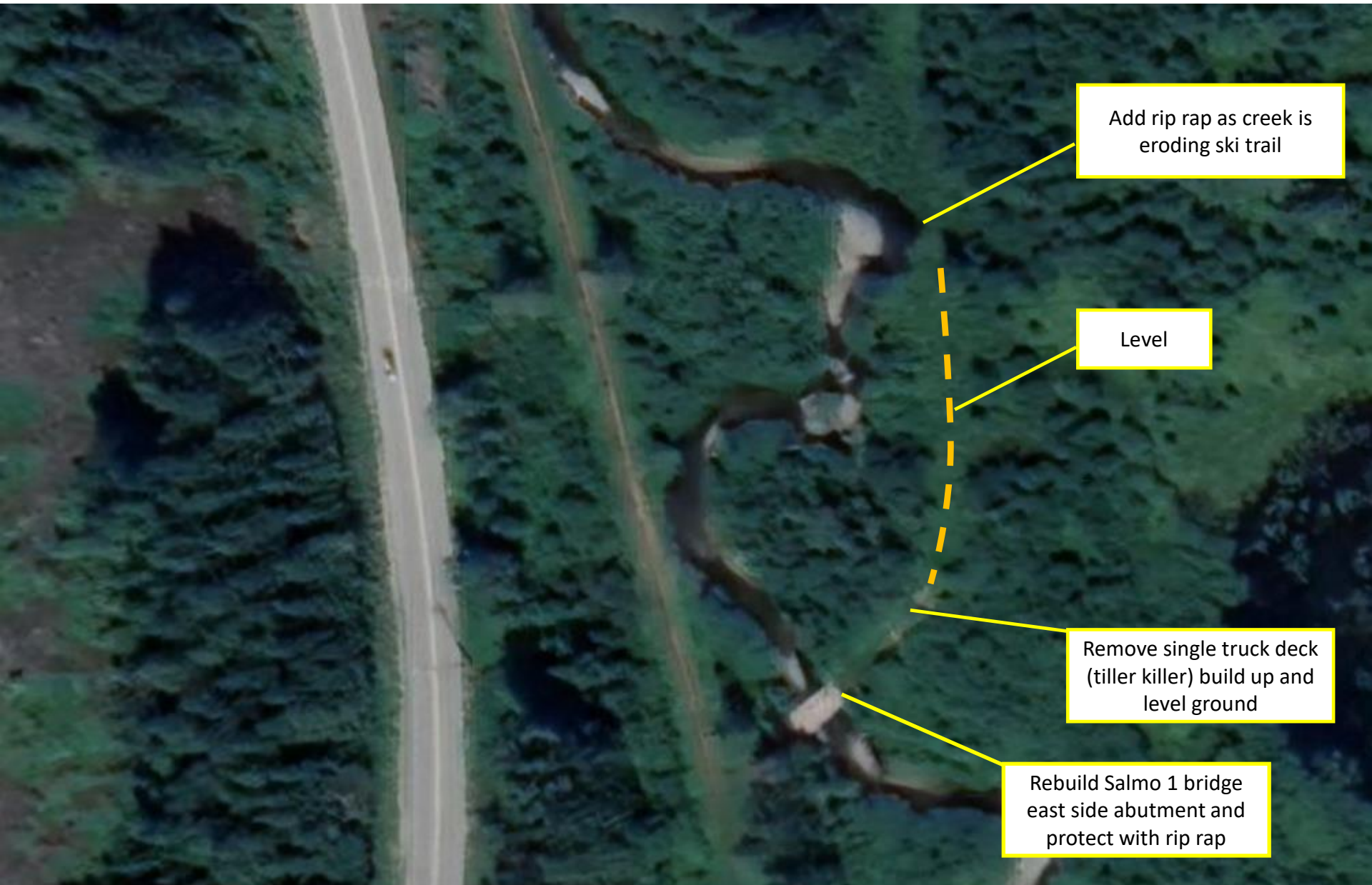
The club is submitting an application to the Outdoor Recreation Council of BC to do some bridge maintenance work on a bridge that joins our Busk trail to the Great Northern Rail trail. As you can see from the pictures the Salmo River has undercut the cement blocks and two are displaced. We need to move the bridge decks (two side by side truck beds) and remove the cement blocks, provide boulder stabilization on the bank and replace the blocks to support the bridge and place the bridge decks back into position. We are applying to the Ministry of Water, Land and Resource Stewardship for a water permit to do this work.

The club needs permission from Min of Transport Infrastructure which they have said they will provide next week, and RDCK to access the rail trail to get to the bridge. Cary Gaynor is aware of this project and if MOTI provides permission he is supportive of the project with stipulations that we maintain the surface of the rail trail. This permission needs to be included in the application.

The club would be grateful for a letter of support for this work and permission to use the rail trail to access the bridge from RDCK..

I'd be happy to answer any questions. The application is due April 30<sup>th</sup> so the sooner a letter is available would be much appreciated.

Thanks Louise Poole  
Nelson Nordic ski club  
250-825-9202



Add rip rap as creek is eroding ski trail

Level

Remove single truck deck (tiller killer) build up and level ground

Rebuild Salmo 1 bridge east side abutment and protect with rip rap







## Angela Lund

---

**To:** Stuart J. Horn  
**Subject:** RE: Local Government Climate Action Program Funding

**From:** Minister, ENV ENV:EX <[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)>

**Sent:** March 20, 2024 2:37 PM

**To:** Yev Malloff <[YMalloff@rdck.bc.ca](mailto:YMalloff@rdck.bc.ca)>

**Cc:** Stuart J. Horn <[SHorn@rdck.bc.ca](mailto:SHorn@rdck.bc.ca)>; Paris Marshall Smith <[PMarshallSmith@rdck.bc.ca](mailto:PMarshallSmith@rdck.bc.ca)>; Sangita Sudan <[SSudan@rdck.bc.ca](mailto:SSudan@rdck.bc.ca)>

**Subject:** Local Government Climate Action Program Funding

Some people who received this message don't often get email from [env.minister@gov.bc.ca](mailto:env.minister@gov.bc.ca). [Learn why this is important](#)

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

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Reference: 409000

*March 20, 2024*

Yev Malloff  
Regional District of Central Kootenay  
Sent via email: [ymalloff@rdck.bc.ca](mailto:ymalloff@rdck.bc.ca)

Dear Yev Malloff:

In Budget 2022, the Province provided \$76 million over three years for the [Local Government Climate Action Program](#) (LGCAP). Through ongoing engagement with LGCAP participants, the Province heard the need for predictable and increased funding to support local climate action, as well as the need for enhanced guidance and technical resources. As a result, I'm pleased to announce the Province is allocating the equivalent of three years of program funding to all participants (2024/25, 2025/26 and 2026/27). By providing this funding, local governments and Modern Treaty Nations can plan and fund their climate action projects with more certainty. This allocation comes with flexibility as it can be utilized until March 31, 2028. Please note this is an up front payment, meaning there will be no LGCAP disbursements in fiscal years 24/25, 25/26, and 26/27.

The Ministry of Environment and Climate Change Strategy (the "Province") will provide \$392,869 this March to Regional District of Central Kootenay to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the [Climate Preparedness and Adaptation Strategy](#). To ensure transparency regarding the use of these funds, local governments and Modern Treaty Nations will be required to report annually on their actions to reduce emissions and prepare for climate impacts.

Mandatory reporting is required for each of the next three years:

1. Complete the online LGCAP survey (by July 31 of 2024, 2025, and 2026).
2. Have a Chief Financial Officer (or equivalent) sign the attestation form.
3. Complete an annual corporate greenhouse gas inventory if your local government has a population larger than 10,000 residents (based on 2020 BC Census figures). To be completed by July 31 of 2024, 2025, and 2026).
4. Publicly post your LGCAP survey and attestation (by September 30 of 2024, 2025, and 2026).

Required annual reporting is a valuable tool for monitoring local government and Modern Treaty Nation leadership on climate action. Reporting helps track LGCAP results and enables the Province to report on key performance indicators for the legislated Climate Change Accountability Report.

Based on LGCAP reporting to date, the majority of LGCAP investments have been used for:

- Staffing.
- Buildings initiatives (efficiency upgrades, energy efficiency programs and net zero buildings commitments).
- Transportation initiatives (EV charging plans and infrastructure, active transportation, EV fleet adoption).
- Investment in resilient municipal infrastructure, buildings, energy systems and transportation.
- Investments in reserve funds preparing for higher value infrastructure work.

In addition to actions that you are already taking to meet your climate action objectives the Province requests that you also consider:

- Preparing for the *Emergency Disaster Management Act* and the requirements for local authorities to complete risk assessments and associated Emergency Management Plans beginning in 2026.
- Applying a climate lens to infrastructure investments and policies.
- Using Environmental, Social and Governance (ESG) reporting for Municipal Financing Authority (MFA) investments.
- Continuing to explore/implement natural asset infrastructure inventories and/or natural asset infrastructure solutions.
- Continuing to support clean/alternate modes of transportation and consider your role in the upcoming Clean Transportation Action Plan.

There will be several program supports available on the [LGCAP website](#) including guidance on applying a climate lens, ESG reporting, natural assets, preparing for risk assessments and recommended resources on best investments to reduce emissions and prepare for a changing climate. Webinars will be held in April 2024 (registration details can be found [here](#)). In addition, the [Community Energy and Emissions Inventory](#) data for 2021 has been published with new transportation data to support energy and emissions planning and monitoring. If you have any questions, please contact LGCAP staff at [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca).

In May, you will receive an email with instructions on how to access the online LGCAP survey reporting tool.

In recognition of the critical role communities play in reducing greenhouse gas and increasing climate resilience, the Province has provided over \$600 million to local government through the CleanBC Communities Fund, the Community Emergency Preparedness Fund, the Organic Infrastructure Program and LGCAP. These investments support local climate action in the built environment, transportation, water, waste and land use. I've been impressed by your work and look forward to our continued collaboration.

Finally, the Province requests that you hold off on any planned announcements related to LGCAP until a public announcement is made by the Province.

Sincerely,

George Heyman  
Minister

cc: [shorn@rdck.bc.ca](mailto:shorn@rdck.bc.ca); [pmarshallsmith@rdck.bc.ca](mailto:pmarshallsmith@rdck.bc.ca); [SSudan@rdck.bc.ca](mailto:SSudan@rdck.bc.ca)





VIA EMAIL

Ref: 66489

April 8, 2024

Aimee Watson, Chair  
Regional District of Central Kootenay  
Email: awatson@rdck.bc.ca

Dear Aimee Watson:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

.../2

The **Density Bonus** tool will be updated to clarify how it is used and to help ensure it works effectively with Inclusionary Zoning. Financial feasibility analysis and consultation will now be required to ensure that Density Bonus provisions are achievable and calibrated to local conditions. The proposed legislation clarifies that local governments can accept cash-in-lieu of affordable units and/or units on a different site. It also clarifies use of Density Bonus authorities in Transit-Oriented Areas (TOAs).

By mid-2025 (or a later date prescribed by regulation) local governments will be required to update all existing density bonus bylaws to comply with the new legislation, and density bonus authorities will only be able to be used above the minimum allowable densities in TOAs.

Bill 16 will also provide municipalities with the authority to develop **Tenant Protection Bylaws** that are implemented at the development permit stage. Municipalities will be able to withhold development permits until owners meet the conditions of the tenant protection bylaws. In addition, municipalities will be able to request information about the effect of proposed redevelopments on tenants, which will give municipalities more data to design tenant protection bylaws.

Lastly, Bill 16 proposes new authorities for local governments to secure site-level infrastructure to service new development without relying on the rezoning process. These changes will give local governments clearer authority to require **works and services** for infill developments (i.e. at the building permit stage). As well, the legislation provides local governments with an expanded list of works and services they can require, including, for example, benches, street lamps, parklets, and sustainable design features like rain gardens. Local governments will also be able to require developments provide land adjacent to developments for new or upgraded roads without subdivision to support alternative transportation, accessibility and safety (such as wider sidewalks, bike lanes, and street trees). The legislation also gives local governments a new authority to define and require **Transportation Demand Management** measures within new developments, which can include, for example, charging stations or secure bicycle parking facilities.

Their Worship Aimee Watson  
Page 3

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,



Ravi Kahlon  
Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs  
Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Stuart Horn, City Manager/CAO (shorn@rdck.bc.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 16 Announcement: <https://news.gov.bc.ca/releases/2024HOUS0049-000471>



**OMBUDSPERSON**  
BRITISH COLUMBIA

The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

February 29, 2024

Stuart Horn  
Chief Administrative Officer  
Regional District of Central Kootenay  
202 Lakeside Drive  
PO Box 590  
NELSON BC V1L5R4

Dear Stuart Horn:

Re: Office of the Ombudsperson Quarterly Report: October 1 - December 31,  
2023

This package of documents details the complaint files the Office of the Ombudsperson closed for Regional District of Central Kootenay between October 1 and December 31, 2023. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.
- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when





applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request. Please contact the PACT Team at 250-508-2950 or [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca)

If you wish to update your organization's contact information, or if you notice any inaccuracies in the data provided, please contact us at [info@bcombudsperson.ca](mailto:info@bcombudsperson.ca).

Yours sincerely,

Jay Chalke  
Ombudsperson  
Province of British Columbia

Enclosures



Type of complaint closure for Authority: Regional District of Central Kootenay	# closed
<b>Enquiries</b> – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	2
<b>Complaints with No Investigation</b> – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
<b>Early Resolution Investigations</b> – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
<b>Complaint Investigations</b> – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
<b>Reason for closing an Investigation</b>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0



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<b>Complaint settled in consultation with the authority</b> – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
<b>Ombudsperson Initiated Investigations</b> – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

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*The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.*

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca) or call us at 250-508-2950.

### Sector-Specific Complaint Topics – All Local Government

Business Licensing	3	2%
Bylaw Enforcement	52	33%
Council Member Conduct (incl. Conflict of Interest)	18	11%
Fees/Charges (incl. Taxes)	18	11%
Official Community Plan/Zoning/Development	24	15%
Open Meetings	7	4%
Other	16	10%
Procurement	1	1%
Response to Damages Claim	2	1%
Services (incl. Garbage, Sewer, Water)	17	11%

### General Complaint Topics – All Local Government

Accessibility	11	5%
Administrative Error	5	2%
Communication	34	15%
Delay	7	3%
Disagreement with Decision or Outcome	73	33%
Discrimination	5	2%
Employment or Labour Relations	1	0%
Other	5	2%
Process or Procedure	57	26%



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Review or Appeal Process	4	2%
Treatment by Staff	21	9%



March 21, 2024

Ref: 274522

Stuart Horn  
Chief Administrative Officer  
Regional District of Central Kootenay  
Box 590  
Nelson BC V1L 5R4

Dear Stuart Horn:

On behalf of the Province of British Columbia, I am pleased to advise that a grant has been approved in the amount of \$250,000 as a contribution toward development of a regional growth strategy by the Regional District of Central Kootenay (RDCK) in collaboration with all member municipalities and with Indigenous Nations.

Work under this grant can include: collaborating with member municipalities and Indigenous Nations on the rationale of developing a regional growth strategy and what it means for the region; creating a region-wide understanding of growth and how and where it should occur in the future; and developing a shared regional vision and goals to guide service delivery.

This grant funding is to be used for the described purpose between April 1, 2024, and March 31, 2029.

In the event that the funding cannot be used in its entirety for the intended purpose, please notify the ministry as soon as possible.

RDCK agrees to acknowledge the ministry's assistance on all written materials, where appropriate, relating to the project. The following acknowledgement may be used:

*"We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Municipal Affairs."*

We are pleased to support this important work that will help the regional district, member Indigenous Nations, and the province move forward on reconciliation.

The ministry representative for RDCK is Kris Nichols, Manager, Land Use Planning and Regional Impacts Branch, 778 678-3450.

Stuart Horn  
Page 2

Funds will be electronically deposited into RDCK's bank account.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Faganello", with a large, sweeping flourish at the end.

Tara Faganello  
Assistant Deputy Minister

pc: Ron Burleson, Director, Land Use, Planning and Regional Impacts  
Kris Nichols, Manager, Land Use Planning and Regional Impacts  
Birgit Schmidt, Director, Operations and Client Relations Unit

Date: March 27, 2024  
File No: 0390-20-AVICC

**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention**

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***Addressing the Needs of Rural Seniors in British Columbia***

*City of Port Alberni*

***WHEREAS*** rural B.C. has a proportionately larger and faster growing seniors' population than urban B.C., yet has less infrastructure and resources to support its aging population;

***AND WHEREAS*** a greater and more focused provincial response to ongoing concerns about inequities in services and supports for seniors in rural B.C. is required to address the inadequacies of current approaches to such issues;

***THEREFORE, BE IT RESOLVED*** that AVICC & UBCM endorse the recommendations of the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" and dated February 2024, and calls on the Provincial Government to implement said recommendations beginning with establishing a ministry or minister of state for rural B.C. in recognition of the geographic imbalance of regional representation in the Legislative Assembly;

***AND FURTHER*** that the AVICC request the creation of a rural seniors caucus within the UBCM membership.



Date: March 27, 2024  
File No: 0390-20-AVICC

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**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention  
Addressing the Needs of Rural Seniors in British Columbia**

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In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "fostering a complete community that is safe, healthy and inclusive" and ensuring the "provision and maintenance of quality services" Council for the City of Port Alberni is submitting the attached resolution for consideration.

The aging population in rural British Columbia (B.C.) is growing at a faster rate than in urban areas, leading to challenges in providing adequate infrastructure and resources to support seniors in these regions. The disparities in services and support for rural seniors have raised concerns about the effectiveness of current approaches. To address these issues, a more targeted and comprehensive provincial response is essential to ensure the well-being of rural seniors in B.C.

**Growing Senior Population:** Rural B.C. is experiencing a significant increase in the proportion of seniors compared to urban areas. This demographic shift emphasizes the need for tailored services and support to meet the unique needs of rural seniors.

**Infrastructure and Resource Challenges:** Despite the growing senior population, rural B.C. faces limitations in infrastructure and resources to provide adequate care and services for aging residents. This disparity highlights the urgent need for intervention and support.

**Challenges and Inequities:**

**Inequities in Services:** Rural seniors in B.C. often face challenges accessing healthcare, social services, and other essential resources due to geographic isolation and limited infrastructure.

**Inadequate Support:** The current approaches to addressing the needs of rural seniors are deemed insufficient to address the complexities and nuances of the issues they face. There is a pressing need for a more focused and responsive strategy to ensure equitable access to services and support.

The Association of Vancouver Island and Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM) are called upon to endorse the recommendations outlined in the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" dated February 2024.

The resolution urges the Provincial Government to implement the report's recommendations, starting with the establishment of a ministry or minister of state for rural B.C. This initiative aims to address the geographic imbalance of regional representation in the Legislative Assembly and prioritize the needs of rural seniors.

AVICC is further requested to advocate for the creation of a rural seniors caucus within the UBCM membership. This caucus will serve as a platform for collaboration, advocacy, and policy development to address the specific challenges faced by rural seniors at the local government level.

The resolution acknowledges the growing concerns and challenges faced by rural seniors in British Columbia and proposes concrete steps to address these issues. By endorsing the recommendations of the Seniors Advocate's report and advocating for targeted provincial and local initiatives, AVICC and UBCM are demonstrating their commitment to improving the quality of life and support systems for rural seniors. This collaborative effort aims to create a more equitable and sustainable framework for addressing the needs of aging populations in rural communities across B.C.

Yours truly,  
CITY OF PORT ALBERNI



**Sharie Minions**  
**Mayor**

c: City Council  
M. Fox, CAO  
D. Monteith, Director of Corporate Services  
UBCM Member Municipalities

## Angela Lund

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**From:** Taryn Skalbania <tarob@shaw.ca>  
**Sent:** April 8, 2024 9:44 PM  
**To:** tarob  
**Subject:** PRESS RELEASE-An INVITATION to our Community TOWN HALL, Interior Watershed Task Force invites you to save BC's forests, water and wildlife @ UBCO Apr 13-24  
**Attachments:** Press Release IWTF Town Hall Apr 13-24 final.pdf; Final TOWN HALL POSTER IWTF April 13-24 Eventibrite link.pdf; IWTF TOWN HALL Programme final Apr 13-24.pdf

Some people who received this message don't often get email from tarob@shaw.ca. [Learn why this is important](#)

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

Hello Watershed Stewards,

As the Okanagan enters its third drought year, the flood damages from 2017, 2018 and 2021 in Merritt remain unaddressed, 2023 wild fires eliminated another 10 million hectares of Canadian forest, Lytton is still uninhabited while our primary forests fall to fellar bunchers. Our local, non-profit, grassroots community organisation is holding a town hall. I invite you in person to this much needed community conversation.

I am thrilled to announce an Okanagan-wide, upcoming event on preserving BC's primary forests. Just last week, our key note speaker , MLA Mike Morris emphasised this in his address to cabinet in Victoria, please review- there are some lengthy pauses that require patience.

[https://drive.google.com/file/d/1ICUMe5mzu\\_AV6g3izYXgBdN59Q0cuk7h/view](https://drive.google.com/file/d/1ICUMe5mzu_AV6g3izYXgBdN59Q0cuk7h/view)

By 2050 the Okanagan's average temperature in July could rise to 28 C from 18 C. This was the result of a study by Global Water Futures, a pan-Canadian research team consisting of more than 200 academic researchers at 23 universities, strives to predict water futures with computer models.

Given higher temperatures, spring melt will occur a month earlier, changing peak streamflow from April to March. The volume of water runoff will fall between four per cent and 31 per cent in the basin by 2050. "That is quite a concern because it will be hotter with much less water," explained [the study](#).

What does it mean that the Okanagan region will face not only more variable water supplies but less water altogether? Where is our source water protection?

READ MORE HERE: [https://thetyee.ca/Analysis/2024/04/03/Okanagan-Hotter-Drier-Future/?utm\\_source=weekly&utm\\_medium=email](https://thetyee.ca/Analysis/2024/04/03/Okanagan-Hotter-Drier-Future/?utm_source=weekly&utm_medium=email)

Commercial clearcut logging is at the root of BC's environmental disasters, forest canopy loss, extirpated species, extreme wildfires, drought, massive floods, water quality woes and missing salmon and wildlife. PLEASE FIND OUR COMMUNITY TOWN HALL MEDIA ADVISORY, INVITE POSTER, PROGRAMME OF SPEAKERS ATTACHED.

Primary forests bring rain. It's more important than ever to learn about the measures we can take to safeguard our forests. The BC community needs informing, we can no longer naively accept our forests are in good hands. Trees can no longer be seen as only dimensional lumber profits.

On **April 13th**, expert guest speakers will be sharing their traditional and western knowledge on how to protect and save our precious forests. We'll be joining them for an insightful discussion to gain valuable insights on what we can do to make a positive impact. Academics, elected officials, First Nations and Community organisers are all campaigning together to protect our forest canopy, water and wildlife from commercial clearcut logging.

We're about to face a terrible reality. Right now, forests do not have any protection under the law. The connection between industrial forestry and drought levels barely makes the news.

So, I ask you to consider joining us in person to support the preservation of our forests for future generations and share our press release, event poster and town hall programmed and slate of expert speakers attached above with your friends, family, colleagues and like-minded community organizations.

Your participation can make a difference! We look forward to seeing you there!

**REGISTRATION** for live UBCO event and live Zoom here:

<https://www.eventbrite.ca/e/future-of-our-forests-tickets-865717864437>

(This live event will be recorded and shared.)

**COMMUNITY TOWN HALL**

# **FUTURE OF OUR FORESTS**

**Preserving BC's Primary Forests Today to Protect  
Water and Wildlife Tomorrow**

**Featuring:**



**Mike Morris MLA**  
Prince George-Mackenzie

**April 13, 1-5:30, Kelowna**

Warm regards,

Taryn Skalbania  
Interior Watershed Task Force- co-founder  
Peachland Watershed Protection Alliance- co-founder  
250 7676456

[IWTF888@gmail.com](mailto:IWTF888@gmail.com)

Before & After  
in British Columbia



**COMMUNITY TOWN HALL**

# **FUTURE OF OUR FORESTS**

**Preserving BC's Primary Forests Today to Protect  
Water and Wildlife Tomorrow**



**Mike Morris MLA**  
Prince George-Mackenzie



**Dr. Younes Alila**  
UBC Forest Hydrology



**Elliot Tonasket**  
Past Councilor  
Penticton Indian Band



**Michelle Connolly**  
Conservation North



**Dr. John Wagner**  
Environmental Anthropology



**Jennifer Houghton**  
Boundary Forest Watershed  
Stewardship Society



**Pam & Grouse Barnes**  
Sylx Elders

Presented by



- Presentations
- Panel Q & A
- Conversations
- Refreshments
- Call to Action!

**Saturday, April 13, 1-5:30**

Attendance by Donation at the Door

Info: [IWTF888@gmail.com](mailto:IWTF888@gmail.com)

**LOCATION: UBC OKANAGAN**

3187 UNIVERSITY WAY, KELOWNA,  
ARTS AND SCIENCE BUILDING, ASC 140 THEATRE

**Seating is limited, reserve your In-person or  
Zoom seats here:**

**<https://www.eventbrite.ca/e/future-of-our-forests-tickets-865717864437>**

The Interior Watershed Task Force is a coalition of more than twenty NGOs, Community Organizations, and Professionals. IWTF advocates for the legal protection & preservation of water, primary & natural forests, wildlife & critical habitats in the BC interior. Based in the Okanagan of BC, we respectfully live & work on ancestral territories of several First Nations.



## GRASSROOTS ORGANIZATIONS JOIN FORCES WITH FIRST NATIONS, MLAS & ACADEMICS

TOWN HALL TO PROTECT WATER, WILD PLACES AND WILDLIFE

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For Immediate Release • April 5, 2024

Community groups concerned with clearcut logging of primary forests and watersheds in BC's Interior have organized a Town Hall Meeting at UBC's Okanagan Campus in Kelowna on Saturday, April 13th, 2024. Speakers include Syilx elders, MLAs, academics, community organizations and conservationists.

The purpose of this town hall meeting is to inform, unite and provide the community with options to work with our government to make changes to our forest policy.

The Interior Watershed Task Force (IWTF), consisting of several grassroots organizations, is hosting a community town hall meeting to discuss commercial clearcut logging in community watersheds across BC.

Invited speakers include Syilx elders and knowledge keepers, Grouse and Pamela Barnes plus the Cultural program lead for Okanagan Nation Alliance and former Penticton Indian Band councillor, Elliot Tonasket. "All I can say is action is better than words," claims K'ninm'tm'ta?nq'w'ic'tn's Wilfred "Grouse" Barnes of Westbank First Nation. "For us to help protect it, to help keep it clean, is far better than just talking about it." Grouse and Pamela will offer ways we can all get involved.

The outspoken MLA, Mike Morris, from Prince-George Mackenzie is the key-note speaker. Morris has been on a one-man campaign to inform his colleagues in the legislature that clearcut logging in BC is unsustainable, and he has the wildlife numbers to prove it. Morris states "British Columbia's new normal should not be wildfires and widespread flooding threatening the lives and safety of our citizens. It should not be the extirpated wildlife populations or depleted salmon and steelhead runs. It should not be the loss of hundreds of thousands of songbirds every year." Come and watch this man of action and hear more inspiring words from an elected official.

The presenters also include the chairs of leading environmentalist community groups in BC including Conservation North's Michelle Connolly and Boundary Forest Watershed Stewardship Society, Jennifer Houghton. These two community activists may shock you with their observations about our crown land forests, but will also leave you with optimism and ammunition to reform forestry.

Our panel of experts concludes with academics from UBC Vancouver hydrologist Dr. Younes Alila and UBC Okanagan University environmental anthropologist, Dr. John Wagner.

**You are invited to a  
public meeting called  
FUTURE OF  
OUR FORESTS  
Preserving BC's  
primary forests today  
for water and wildlife  
tomorrow**

**SATURDAY, APRIL 13  
1:00-5:30 PM  
UBCO, KELOWNA**

Alila, a hydrologist and professor in the Faculty of Forestry has synthesized decades of hydrology studies, concluding that many studies have "severely and consistently underestimated" the impact of forest cover on flood risk, resulting in a devastating effect on forest management policies and practices. Commercial clearcut canopy loss increasing the intensity, duration and frequency of floods and droughts will be discussed.

One of the IWTF's main goals is to raise public awareness about historical and recent logging/forest industry wrongdoings. We are calling on our communities to join forces. We are using factual information and new science to

lead forestry reforms in this province, forcing change from our provincial government.

It is time to stop clearcut logging in watersheds used for human consumption. It is time to develop proper policy that identifies climate change hazards and prevents loss to communities. We need a policy that ensures our watersheds are protected by mature, healthy forests, forests that also protect wildlife. Currently there are only two protected watersheds in all of BC: Vancouver and Victoria. We all deserve to have these same protections.

To register and for details about location and parking visit [www.eventbrite.ca/e/future-of-our-forests-tickets-865717864437](http://www.eventbrite.ca/e/future-of-our-forests-tickets-865717864437)

For more info, to volunteer, participate or donate, contact:

**Taryn Skalbania**, 250-767-6456, Peachland Watershed Protection Alliance email: [peachlandwpa@gmail.com](mailto:peachlandwpa@gmail.com)

**Clarice Bower**, 250-870-1675, Central Okanagan, Joe Rich Area, email: [jrforestryandtrails@gmail.com](mailto:jrforestryandtrails@gmail.com)

### RELATED LINKS TO OTHER IWTF ARTICLES:

#### IWTF backgrounder:

[www.evergreenalliance.ca/portal-the-need-to-get-informed-organized-and-inspired-for-change/3/](http://www.evergreenalliance.ca/portal-the-need-to-get-informed-organized-and-inspired-for-change/3/)

#### MLA Mike Morris video:

[www.youtube.com/watch?v=RQtkaxDudLQ](http://www.youtube.com/watch?v=RQtkaxDudLQ)

#### Link to Dr. Younes Alila, UBC Faculty of Forests:

[www.focusonvictoria.ca/forests/115/](http://www.focusonvictoria.ca/forests/115/)

#### Video - Michelle Connolly, Conservation North:

<https://youtu.be/nJp0OAVXeMU>



# FUTURE OF OUR FORESTS

## Preserving BC's Primary Forests Today to Protect Water and Wildlife Tomorrow

**Programme - UBC Okanagan Campus ASC 140 - Saturday April 13th**

13:00	<b>Sylix Territorial Welcome</b>	Grouse and Pamela Barnes, Sylix elders
13:15	<b>Land Acknowledgment</b>	Alex Morrison, Chair
13:20	<b>Welcome Remarks &amp; Introductions</b>	Eveline Wolterson, IWTF Host & Taryn Skalbania, IWTF/PWPA, Welcome Address
13:30	<b>Sylix Forestry Standards</b>	Elliot Tonasket, Cultural Programme Lead, Okanagan Nation Alliance, Natural Resources Department
14:00	<b>Protecting Primary Forests, Preserving Biodiversity</b>	Michelle Connolly, Conservation North
<b>14:30</b>	<b>Refreshment Break</b>	<b>Arts &amp; Science Foyer &amp; Courtyard</b>
15:00	<b>Saving BC's Wildlife – Future for Our Forests</b>	MLA Mike Morris, Prince George-Mackenzie
15:40	<b>Presentation of petition to MLA Mike Morris</b>	Roy Schiesser, Boundary Forest Watershed Stewardship Society
15:50	<b>Hydrology of Convenience in BC Forestry</b>	Dr. Younes Alila, UBC Forest Resource Management
16:20	<b>The Power of Trees: Safeguarding Communities by Protecting Forests by Law</b>	Jennifer Houghton, Boundary Forest Watershed Stewardship Society
16:45	<b>Acknowledgement of Speakers</b>	Barry Brandow, Granby Guides & Outfitters
17:00	<b>Q &amp; A panel</b>	
17:30	<b>Closing Remarks</b>	Dr. John Wagner, UBCO Environmental Anthropologist



**Registration for UBCO event and live Zoom here:** <https://www.eventbrite.ca/e/future-of-our-forests-tickets-865717864437>

**Location:** UBC Okanagan Campus ASC 140, 3187 University Way, Kelowna

**Theatre:** Arts and Science building, ASC 140 (ground level)

<https://learningspaces.ok.ubc.ca/classrooms/asc-140>

**Reception Foyer:** <https://learningspaces.ok.ubc.ca/classrooms/asc-asc-112>

**Parking:** Paid Parking in effect at all times <https://parking.ok.ubc.ca/visitor-event-parking/short-term/>

**Get Directions:** <https://ok.ubc.ca/about/maps-directions-tours/>

## EVENT SPONSORS



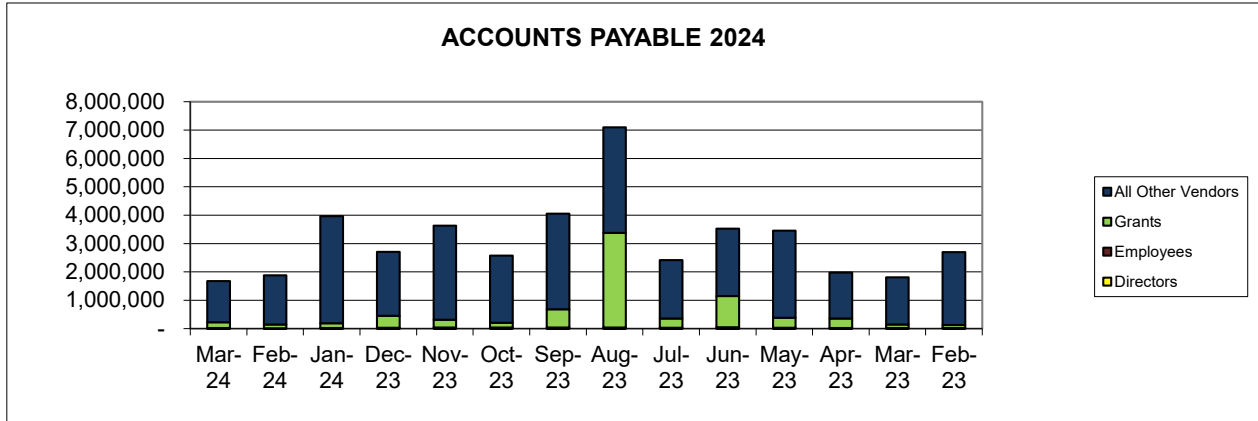
## ABOUT US

The Interior Watershed Task Force is a coalition of more than twenty NGOs, Community Organizations, and Professionals that was initiated in 2023. The IWTF advocates for the legal protection and preservation of water, primary and natural forests, wildlife, and critical habitats in the BC interior. We are based in the Okanagan region of BC and respectfully live and work on ancestral territories of several First Nations.

## CONTACT US

IWTF888@gmail.com

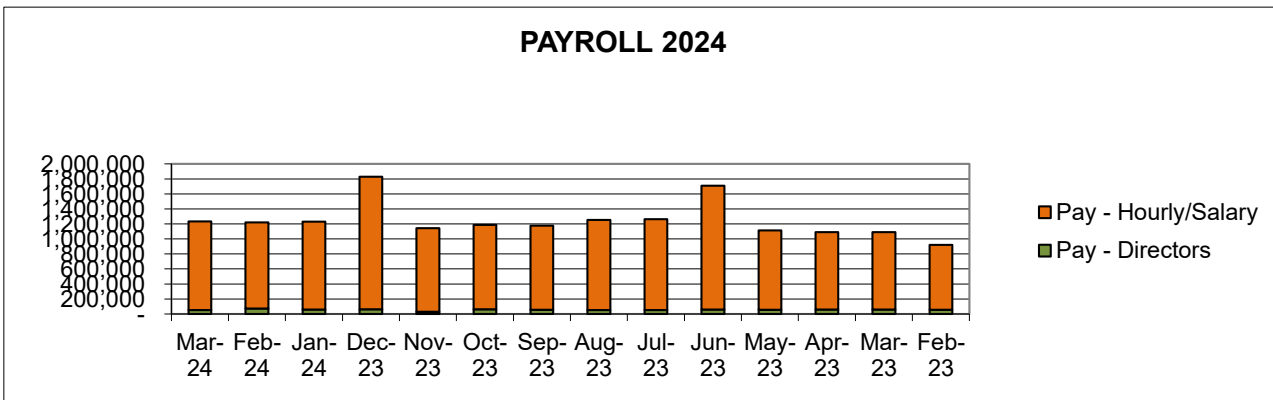
## Financial Expenditure Report for March 2024



	Number of Payments	Value	% of Total
	1,090	\$1,677,433	
<b>Top 80% of payments by value</b>	166	1,341,701	80%
<b>Remaining 20% of payments by value</b>	924	335,732	20%
<b>Total</b>		<b>\$1,677,433</b>	<b>100%</b>

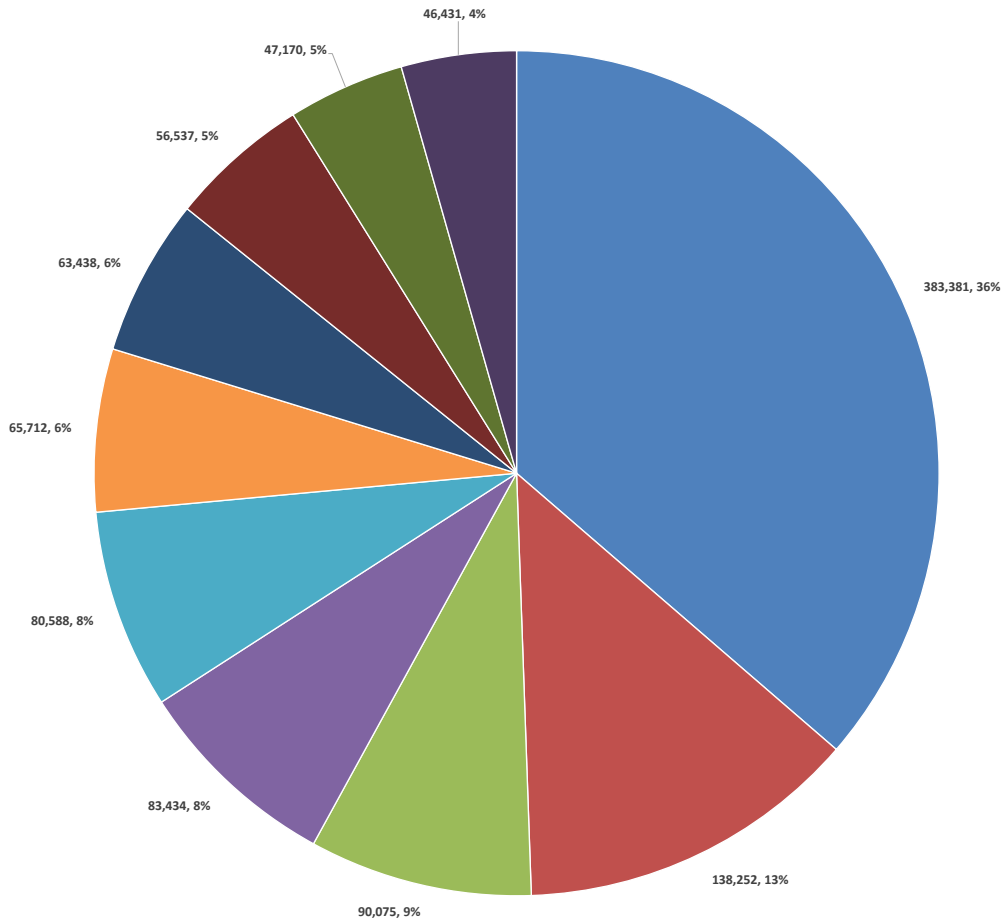
	Number of Payments	Value	% of Total
	1,090	\$1,677,433	
<b>Payments to Directors</b>	26	5,085	0.3%
<b>Payments to Employees</b>	75	20,086	1.2%
<b>Subtotal</b>		<b>25,171</b>	<b>1.5%</b>
<b>Discretionary and Community Development Grants</b>	45	201,068	12.0%
<b>Other Vendors</b>	944	1,451,195	86.5%
<b>Subtotal</b>		<b>1,652,263</b>	<b>98.5%</b>
<b>Total</b>		<b>\$1,677,433</b>	<b>100%</b>

Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	944	87%	147	13%



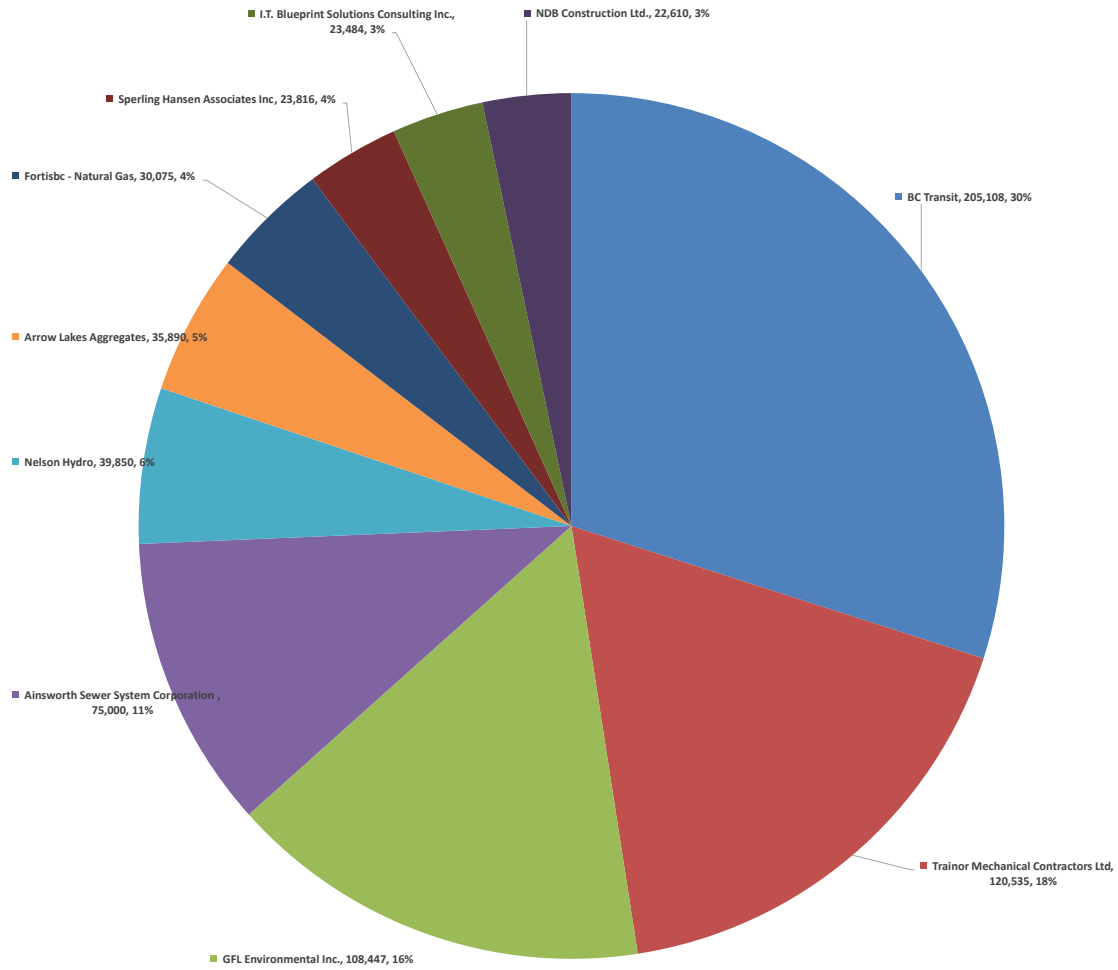
	Number of Payments	Value	% of Total
		\$1,232,381	100%
<b>Directors</b>		54,444	4.4%
<b>Hourly/Salary</b>		1,177,937	95.6%

## Top 10 Services by Amount Spent



- Recreation Facility-Nelson and Areas F and Defined E
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slocan and Area H, I, J, and K
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- General Administration
- Transit-Kootenay Lake West
- Transit-North Shore and Slocan Valley
- Refuse Disposal (East Subregion)-Creston and Areas A, B and C
- Recreation Facility-Creston and Areas B, C and Area A
- Transit-Castlegar and Area
- Arena (Castlegar Complex)-Castlegar and Areas I and J

## Top 10 Vendors by Value



**Accounts Payable Top 80% of Payments for March 2024**

Top 80% of payments by value	Number of Payments		Value
	166	\$	
1022117 Alberta Ltd.	4	\$	18,839.78
A.L.G. Safety	1	\$	5,913.60
Ainsworth Sewer System Corporation	1	\$	75,000.00
Akokli Construction LTD.	1	\$	2,257.50
ALS Canada Ltd.	1	\$	2,060.85
Andex Equipment Rentals	1	\$	3,053.73
Anywear Garment Company	1	\$	2,562.56
Aquam Inc	1	\$	1,791.83
Arrow Lakes Aggregates	2	\$	35,889.64
Arrow Lakes ATV Club	1	\$	4,999.00
Arrow Lakes Caribou Society	1	\$	2,000.00
Arrow Mountain Carwash & Mini Storage Ltd	1	\$	3,150.00
Associated Engineering	1	\$	5,142.06
Associated Fire Safety Equipment	1	\$	3,849.31
ATS Traffic Ltd	1	\$	4,389.92
BC Hydro & Power Authority	1	\$	1,857.28
BC Transit	5	\$	205,108.31
Berrn Consulting Ltd	1	\$	8,374.80
Black Press Group Ltd	3	\$	9,565.98
Brenton Industries Ltd	2	\$	22,024.80
Brogan Fire & Safety	1	\$	4,867.52
Burton Community Association	1	\$	2,500.00
CanGas Propane Inc.	1	\$	2,614.11
Carrier Enterprises Canada	1	\$	22,607.20
Case Grypma Mechanical LTD	1	\$	8,352.75
Central Kootenay Garbage Club Inc.	1	\$	9,817.50
Central Kootenay Invasive Species Society	2	\$	13,453.48
Centrix Control Solutions LP	1	\$	3,242.40
Clean Scene DKI	1	\$	7,265.18
Cleartech Industries Inc	3	\$	8,063.32
Cloverdale Paint Inc	1	\$	1,880.16
Columbia Basin Broadband Corporation	1	\$	5,980.80
Cover Architectural Collaborative Inc.	1	\$	4,656.75
Creston Valley Chamber Of Commerce	1	\$	2,651.25
Creston Valley Cycling Association	1	\$	4,980.00
Creston Valley Tourism Society	1	\$	22,000.00
Creston, Town Of	2	\$	22,219.95
Cummins Western Canada	1	\$	2,348.52
Cupe Local 2262	2	\$	5,317.76
Dave's Plumbing Ltd	3	\$	8,920.50
DHC Communications Inc	2	\$	12,042.69
EcoLogic Consultants Ltd.	1	\$	3,115.35
Edgewood Volunteer Fire Department	1	\$	3,700.00
Erickson Community Association	1	\$	2,400.00
Esri Canada Ltd	1	\$	2,895.20
FortisBC - Electricity	2	\$	12,363.36
Fortisbc - Natural Gas	2	\$	30,075.19
Frozen Solutions Inc. dba Frozen Refrigeration	3	\$	13,196.31
GFL Environmental Inc.	10	\$	108,446.69
Graham, Eric	1	\$	5,000.00
Gray's Contracting	2	\$	6,225.19
Healthy Community Society of the North Slokan Valley	1	\$	7,800.00
Highland Consulting Ltd	2	\$	10,805.46
Hitchon, William DBA: 5th Gear	2	\$	5,350.00
Homewood Health Inc.	1	\$	8,820.00
Hub Fire Engines & Equipment Ltd	4	\$	9,577.27
HuskyPro	1	\$	1,916.94
I.T. Blueprint Solutions Consulting Inc.	2	\$	23,483.61
Insight Canada Inc.	1	\$	3,059.88
JY Contracting Ltd.	1	\$	16,285.50
Kilburn, Jackie	1	\$	1,989.22
Klines Motors Ltd.	1	\$	7,260.75
Kokanee Park Marine Ltd	1	\$	3,150.00
Kootenay Gallery of Art, History and Science	1	\$	2,200.00
Koots Konstruktion	1	\$	12,012.00
Lardeau Valley Opportunity Links Society	2	\$	14,040.00
Lidstone & Company	1	\$	4,858.90
Lifesaving Society (Burnaby)	2	\$	3,991.73
Marshall Smith, Paris	1	\$	2,188.36

Top 80% of payments by value	Number of Payments		Value
	166	\$	
Medical Technology Inc	1	\$	4,375.00
Mills Bros Construction Ltd	2	\$	6,191.50
Minister of Finance	2	\$	7,791.80
Mofab Metal Works Inc.	1	\$	8,971.20
NDB Construction Ltd.	1	\$	22,609.90
Nelson Hydro	2	\$	39,850.35
Nelson Leafs Hockey Society	2	\$	9,129.75
Nelson, City Of	1	\$	1,905.49
Okanagan Nation Alliances	1	\$	14,476.00
Pace Consulting	1	\$	4,843.13
Peyton, Claire DBA: Upstream Environmental Consulting	1	\$	1,953.00
RC Strategies Inc.	2	\$	13,697.04
RDH Building Science Inc.	1	\$	2,100.00
Reliance Office Services Ltd	1	\$	2,520.00
Rescue Canada Resource Group Inc	1	\$	5,724.53
Rfs Canada	1	\$	2,544.53
Robson Community Memorial Church	1	\$	5,000.00
Rocky Mountain Agencies	4	\$	13,057.02
Slocan Lake Arts Council	1	\$	3,000.00
Slocan, Village of	1	\$	3,000.00
SLR Consulting (Canada) Ltd.	1	\$	8,441.03
South Kootenay Lake Community Service Society	1	\$	10,000.00
Spartan Controls Ltd	2	\$	8,644.23
Sperling Hansen Associates Inc	2	\$	23,815.73
Sykes Audio Visual Holdings Inc.	1	\$	1,915.38
Telus Communications Inc	1	\$	6,130.22
The ATACC Group Ltd.	1	\$	4,866.66
Trainor Mechanical Contractors Ltd	1	\$	120,534.75
Trowalex Equipment Rentals And Sales	2	\$	7,512.96
Vousden, Jodi	1	\$	2,337.50
Waltec Electric Ltd.	1	\$	5,725.65
Ward Engineering & Land Surveying Ltd	1	\$	15,750.00
Waste Management	1	\$	2,192.45
WEX Canada Ltd.	1	\$	3,685.51
WFR Wholesale Fire & Rescue Ltd	5	\$	11,769.67
Winlaw Fire Department Social Club	1	\$	4,000.00
Wood Wyant Inc	4	\$	9,714.71
ZOLL Medical Canada Inc.	1	\$	2,104.70

## Accounts Payable Bottom 20% of Payments for March 2024

Remaining 20% of payments by value	Number of Payments		Value
	924	\$	
			<b>335,732</b>
1022117 Alberta Ltd.	1	\$	1,428.00
1400142 BC Ltd.	1	\$	1,079.30
1426051 BC Ltd DBA: Simon's Garage Door Services	2	\$	1,326.15
1445357 BC Ltd DBA: Rook Design Media	1	\$	1,179.36
5 Star Services and Products Inc.	3	\$	1,728.21
A&G Supply Ltd	1	\$	1,287.51
AccessSMT Holdings Ltd.	1	\$	313.60
Accusharp Grinding	1	\$	382.20
ACE Courier Services	10	\$	630.59
Acklands-Grainger Inc	2	\$	551.23
Activity Base	1	\$	15.96
Air Liquide Canada Inc	6	\$	1,023.73
Akokli Construction LTD.	4	\$	1,501.50
All Rite Rooter Sewage Pumping Services	1	\$	173.25
Alternative Choice Glass Inc.	1	\$	544.77
Anderson, Deborah	1	\$	500.00
Andex Equipment Rentals	1	\$	1,014.92
Andrew Sheret Ltd	6	\$	1,419.48
Archibald, Katherine	1	\$	94.50
Arcright Plumbing & Heating	1	\$	515.20
Arrow & Slocan Lakes Community Services (ASLCS)	2	\$	1,350.00
Arrow Lakes Aggregates	3	\$	2,321.20
Authorized Security Ltd.	2	\$	882.00
B&L Security Patrol (1981) Ltd	1	\$	1,733.55
Balanced Plumbing & Heating Ltd.	1	\$	318.72
Barden-Shanks, Maya	1	\$	149.80
Barton, Kamylle	1	\$	75.00
BC Federation of Labour	1	\$	325.50
BC Hydro & Power Authority	4	\$	1,906.17
BC Old Time Fiddlers-Kootenay #9	1	\$	600.00
Bealby Point Lighting Commission	1	\$	400.00
Beaver's Septic Tank Cleaning Service	1	\$	803.25
Beavers, Amanda	1	\$	235.20
Bebelman, Aaron	1	\$	159.02
Beerens, Kurt	1	\$	100.00
Bell Media Radio GP	2	\$	604.80
Benko, Kelly	2	\$	50.00
Bennett, Murray	1	\$	123.90
BHD Instrumentation Limited	1	\$	927.31
Bi Purewater	1	\$	554.44
Bigfoot Security Systems	1	\$	128.63
Bill's Heavy Duty Enterprises (2004) Ltd.	7	\$	1,650.41
Billy's Auto Service Ltd.	1	\$	16.04
Black Press Group Ltd	6	\$	4,046.12
Bluebell Publishing	1	\$	63.00
Boswell, Dorian DBA: DBoz Consulting	1	\$	1,386.00
Breath Love Enterprises Ltd. O/A Mountain Valley Station	1	\$	110.87
Brogan Fire & Safety	6	\$	5,137.09
Bullock, Vanessa	1	\$	508.20
Bumstead, Brian	1	\$	72.80
Burgess, Morgan	1	\$	147.00
C.A. Fischer Lumber Co. Ltd.	10	\$	687.65
Calvert-Smith, Corrina	2	\$	167.00
Canadian Linen & Uniform	3	\$	295.76
Canadian Red Cross	3	\$	796.32
CanGas Propane Inc.	7	\$	1,584.70
Caro Analytical Services	1	\$	118.32
Carvello Law Corporation	2	\$	915.06
Cascade Lock & Safe	1	\$	105.00
Castlegar, City Of	2	\$	525.00
CDW Canada Corp	1	\$	466.50
Centrix Control Solutions LP	1	\$	682.08
Christie, Laura	1	\$	35.00
Cintas Canada Ltd Location 889	1	\$	153.05

Remaining 20% of payments by value	Number of Payments		Value
	924	\$	
Classic Glass & Trim	1	\$	246.40
Clartech Industries Inc	2	\$	2,848.38
Cloverdale Paint Inc	1	\$	1,774.42
Columbia Wireless Inc	5	\$	408.80
Comfort Welding Ltd	6	\$	306.13
Concept Controls	1	\$	39.20
Connect Hearing	18	\$	15,419.25
Cowan's Office Supplies	22	\$	3,021.84
Cranbrook Water Conditioning Ltd.	3	\$	101.16
Crawford Bay Hall & Parks Board	1	\$	36.75
Crawford Bay Store	4	\$	448.54
Creston Card & Stationery	7	\$	294.64
Creston Valley Beef Growers Association	2	\$	900.00
Creston Valley Tourism Society	1	\$	666.75
Creston, Town Of	1	\$	1,498.66
Cunningham, Hans	2	\$	91.00
Cupe Local 748	2	\$	1,402.18
Danyluk, Anna	2	\$	329.16
Davis, Leah	1	\$	112.00
DB Perks & Associates Ltd	8	\$	4,260.18
Dear, Lisa	1	\$	25.00
DeBoon, Arnold Frank	1	\$	206.53
Deschenes, Felix	1	\$	75.00
DHC Communications Inc	3	\$	2,111.47
Dimitrijevic, Bogdan	1	\$	89.25
Dominion Govlaw LLP	1	\$	579.61
Dunlop, Ian	1	\$	257.60
Dye, Cindy	1	\$	500.00
East Shore Internet Society	2	\$	129.92
East Shore Kootenay Lake Community Health Society	1	\$	1,550.00
EECOL Electric Corp.	2	\$	657.06
Ernst, Tannah	1	\$	44.73
Expresslane Deliveries	1	\$	359.52
Federated Co-Operatives Ltd	4	\$	925.54
Fehr, Carol	1	\$	768.73
Fergie, Barbara	1	\$	32.90
Fire Chiefs' Association Of Bc	1	\$	729.75
Fletcher, Allison	1	\$	115.00
Ford, Laura	1	\$	48.00
FortisBC - Electricity	25	\$	11,982.70
Fortisbc - Natural Gas	1	\$	38.50
Foster, Noah	1	\$	68.60
Fouquette, Sage	1	\$	337.40
Four Star Communications Inc	1	\$	115.50
Fraser Valley Building Supplies Inc.	1	\$	235.09
Fred Surridge Ltd	1	\$	28.00
Friesen, Matthew	2	\$	1,381.24
Froehlich, Clifford	1	\$	194.80
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	771.96
G and W Lawncare	1	\$	105.00
Gain, Thomas Scott	1	\$	525.00
GFL Environmental Inc.	11	\$	9,797.45
GHD Limited	1	\$	1,193.72
Gibbons, Donald	1	\$	70.00
Gilbert Parts Depot	9	\$	593.04
Girouard, Lou-Anne	1	\$	134.40
Giuliano, Jeremiah (Ryall)	1	\$	278.53
Glade Recreation Commission (Society)	1	\$	500.00
Goat Mountain Enterprises Ltd	1	\$	848.40
Graham, Cheryl Elaine	3	\$	588.80
Gray Creek Store	1	\$	93.40
Gray's Contracting	2	\$	637.88
Greene, Gregory	1	\$	448.00
Groenhuysen, Rene	1	\$	25.00
Guille, Pam	1	\$	1,365.00
Guillevin International Inc	3	\$	376.98
Hach Sales and Service Canada Ltd	3	\$	1,877.24
Hadikin, Sam	1	\$	1,400.00
Hall Printing	4	\$	1,677.81



Remaining 20% of payments by value	Number of Payments		Value
	924	\$	
Hanegraaf, Henny (Henrica)	1	\$	60.98
Harrop-Procter Community Forest	1	\$	211.68
Hawkins, Dana	1	\$	35.00
Heritage BC	1	\$	1,700.00
Hewat, Suzan	2	\$	987.81
Hewgill, Mathew	1	\$	125.00
Higgins, Stephen	1	\$	86.00
Hill, Connor	1	\$	134.00
Hopp, Kurtis	1	\$	490.00
Hufty's Leasing Ltd	1	\$	547.66
Hume Hotel	2	\$	322.00
Hybreed Contracting Ltd	1	\$	1,233.23
Hywood Truck & Equipment Ltd	12	\$	4,610.37
I.T. Blueprint Solutions Consulting Inc.	2	\$	1,015.39
Ihlen, Gord	1	\$	145.59
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,037.15
Infosat Communications	1	\$	230.76
Inland Allcare	21	\$	6,606.47
Interior Health Authority - Environmental Health	1	\$	147.00
Iron Maiden Ladies Golf	1	\$	250.00
Iron Mountain	1	\$	15.70
Jackman, Garry	2	\$	831.22
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	18	\$	2,023.56
Jennifer Wickwire	2	\$	620.00
Justice Institute Of Bc	3	\$	2,070.81
Kaslo Building Maintenance	1	\$	609.00
Kaslo Electric	1	\$	390.35
Kaslo Front Street Market	8	\$	318.43
Kaslo Home Hardware	2	\$	25.74
Kaslo Infonet Society	2	\$	237.00
Kaslo Pump	1	\$	210.72
Kaslo, Village Of	1	\$	66.46
Kathy Gordon's Cleaning Services	6	\$	910.50
Kel Print	1	\$	22.23
Kelly, Patrick	1	\$	49.00
Kendrick Equipment (2003) Ltd	1	\$	761.43
Kennlyn Enterprises	2	\$	1,831.20
Kinch, Veronica	1	\$	27.98
Kingdon, Vivian	1	\$	200.00
Kite Refrigeration	1	\$	1,756.45
Kokanee Fire & Safety Ltd.	4	\$	2,719.72
Kokanee Ford Sales Ltd.	1	\$	47.08
Kone Inc	1	\$	1,537.70
Kootenay Carshare Cooperative	1	\$	39.20
Kootenay Fire Chief Association	1	\$	660.00
Kootenay Industrial Supply Ltd	12	\$	1,249.64
Kootenay Lake Electric Ltd	1	\$	340.73
Kootenay Region Branch of the United Nations Assoc. in Car	2	\$	1,000.00
Kootenay Valley Water & Spas	4	\$	89.50
Koots Konstruktion	4	\$	2,252.25
KRSS Parent Prom Committee	3	\$	2,000.00
l'Association des parents de l'école des Sentiers-alpins	1	\$	1,500.00
Lavis, Thomas	1	\$	59.22
Lavoie, Denis	1	\$	274.00
Lectric Ave Electronics	2	\$	145.56
Lidstone & Company	7	\$	6,609.12
Lifesaving Society (Burnaby)	2	\$	196.00
Liv North Inc.	1	\$	83.22
Lockwood, Diana LD	1	\$	58.62
Lo-Cost Propane	2	\$	3,219.08
Lordco Parts Ltd	10	\$	1,015.56
Lorencz, Cal	1	\$	80.50
Lunn, Jessica	1	\$	105.00
Maglio, Benjamin	1	\$	61.60
Main Jet Motorsports Inc	1	\$	487.82
Main, Leah	2	\$	428.80
Maliel, Yasmin	1	\$	121.80
Mannama, Miikael	1	\$	455.00

Remaining 20% of payments by value	Number of Payments		Value
	924	\$	
Marshall, Charity	3	\$	277.20
Matrix Industries Inc	1	\$	1,527.70
Mayday Electric Ltd	3	\$	1,341.42
McLaren-Caux, Aiden(Kenneth)	1	\$	205.10
Medical Technology Inc	1	\$	941.85
Mediquest Technologies Inc	1	\$	384.83
Micah's Plumbing & Heating Ltd.	1	\$	364.48
Mid Town Motors	1	\$	95.65
Mike Jones Enterprises Ltd	3	\$	1,449.00
Mills Bros Construction Ltd	1	\$	469.00
Mills Office Productivity	3	\$	524.54
Minister of Finance	3	\$	402.15
Minister Of Finance - Product Distribution Centre	6	\$	1,066.43
Mitchell Supply Ltd	3	\$	469.09
Moncaster, Trevor	1	\$	68.20
Morrison, Matthew	1	\$	496.93
Mts Maintenance Tracking Systems Inc	2	\$	1,264.20
Nanaimo, City of	33	\$	10,603.44
Napa Auto Parts (Nelson)	2	\$	71.63
National Payroll Institute	1	\$	325.50
Navigata Communications Ltd. dba ThinkTel	1	\$	26.27
Nawalkowski, Samantha	1	\$	54.60
Nelson Building Centre Ltd	25	\$	2,546.28
Nelson Farmers Supply Ltd	5	\$	1,239.37
Nelson Ford Sales (2003) Inc.	1	\$	432.17
Nelson Hydro	12	\$	4,750.48
Nelson Toyota	2	\$	381.58
Nelson, City Of	4	\$	3,245.49
New Denver, Village of	1	\$	1,000.00
Newell, Thomas	2	\$	39.32
Northtown Rental & Sales	1	\$	67.09
Okanagan Nation Alliances	1	\$	500.00
Olympic International Agencies Ltd	1	\$	511.96
One Fire Safety	1	\$	434.53
Orkin Canada Corporation	3	\$	526.89
Oso Negro	2	\$	83.25
Passmore Laboratory Ltd	5	\$	1,050.00
Pauls, Tanya	1	\$	33.60
Pelmar Engineering Ltd.	1	\$	867.35
Pennywise	2	\$	1,617.95
Phoenix Computers	1	\$	22.74
Pitney Bowes	2	\$	161.76
Playmor Power Products Ltd.	1	\$	877.94
Poirier, Guillaume	1	\$	123.90
Popoff, Wayne	1	\$	321.75
Prestige Lakeside Resort	8	\$	3,034.20
Pro-Cut Industries Ltd.	1	\$	944.48
Purolator Inc	5	\$	1,173.14
Pyramid Building Supplies	7	\$	675.17
Quality Saw & Knife Ltd.	2	\$	1,170.97
Quickscribe Services Ltd	1	\$	1,696.80
Recreation Facilities Association Of Bc	1	\$	840.00
Responsive First Aid Training	1	\$	1,560.00
ResQtech Systems Inc	1	\$	34.65
Rfs Canada	1	\$	60.69
Ricalton, Ryan	2	\$	1,025.00
Richichi, Guiseppe	1	\$	260.00
Riondel Cable Society	2	\$	80.00
Riverside Farm	3	\$	3,972.15
Roadpost Inc. T46274	1	\$	206.65
Robson-Raspberry Improvement District	1	\$	50.00
Rocky Mountain Agencies	1	\$	504.55
Rocky Mountain Phoenix	3	\$	1,296.05
Rocky Point Engineering Ltd.	1	\$	651.00
Ruhnke, Ravyn	1	\$	74.90
Salmo Valley Youth & Community Centre	1	\$	866.67
Scot Norsemen Enterprises Inc.	1	\$	258.91
Seguin, Daniel	1	\$	607.40
Selkirk Security Services Ltd	1	\$	63.01

Remaining 20% of payments by value	Number of Payments		Value
	924	\$	
Seredynsky, Andrew	1	\$	32.48
Sfj Inc	1	\$	1,784.70
Shasheen Machine Ltd	1	\$	168.00
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,131.13
Shaw Cable	22	\$	3,200.00
SHSS Safe Grad	1	\$	1,000.00
Siminoff, Steven	1	\$	14.00
Sk Electronics Ltd	10	\$	2,339.92
Skyway Hardware	3	\$	112.49
Slocan Park Community Hall Society	3	\$	805.11
Slocan Park Repair	1	\$	1,543.70
Slocan Valley Home Hardware	6	\$	798.36
Slocan, Village of	2	\$	1,150.00
Smith Cameron Process Solutions	1	\$	514.50
Speedpro Signs	2	\$	657.62
Speedpro Signs (Trail)	4	\$	5,040.00
Stafford Welding	3	\$	1,884.75
Steeves and Associates	1	\$	997.50
Sterling Backcheck Canada Corp.	1	\$	310.59
Storey, Bryan	1	\$	245.50
Stout, Erik	1	\$	207.31
Stuart, Darelyn	1	\$	169.20
Studio 9 Architecture & Planning Ltd	1	\$	714.79
Sully, Keegan	1	\$	75.00
Sun Life Assurance Company of Canada	2	\$	1,847.70
Sundry Vendor	21	\$	7,603.15
Taghum Community Hall Society	3	\$	1,000.00
Taghum Shell (1997)	2	\$	144.89
Team Aquatic Supplies	1	\$	638.19
Telus Communications Inc	4	\$	1,913.63
Telus Communications Inc. Mascon by Telus	4	\$	291.20
Tenaquip Industrial Distribution	2	\$	582.02
The Adventure Hotel	1	\$	75.51
The Trainer's Box	2	\$	892.00
ThinkTel	1	\$	323.71
Thrift, Patrick	2	\$	429.23
Thurber Engineering Ltd.	1	\$	341.25
Tierney, Roger Bruce	2	\$	507.64
Trans-Care Rescue Ltd	1	\$	267.04
Tratech Mechanical Ltd	1	\$	860.48
Tremlock Properties Ltd	2	\$	1,638.00
Trowalex Equipment Rentals And Sales	1	\$	83.92
Tu-Dor Lock & Safe Ltd	4	\$	262.89
Twin Rivers Controls Ltd	1	\$	336.00
U15 Rep Hockey Team (NMHA)	1	\$	1,500.00
Uline Canada Corporation	2	\$	1,316.26
Union of Spiritual Communities of Christ	3	\$	619.50
Ups Canada	1	\$	86.81
Valley Voice Ltd	7	\$	4,804.78
Van Houtte Coffee Services	3	\$	541.28
Van Kam Freightways Ltd	1	\$	212.93
Vandenbergh, Kelly	1	\$	178.71
Verigin, Talin E. P.	1	\$	51.50
VH Sport Canada	4	\$	698.66
Vissers Sales Corp	2	\$	1,176.00
Vista Radio Ltd	3	\$	1,033.20
Vousden, Jodi	1	\$	450.00
W.H. Excavating	1	\$	736.32
Waste Management	10	\$	5,115.50
Watson, Aimee	2	\$	308.00
Weatherhead, Teresa A	3	\$	487.30
Weert, Cassandra	1	\$	90.00
Wells Fargo Equipment	1	\$	95.14
Wesco Distribution-Canada Inc	3	\$	635.72
West Shores Leisure Advancement Society	1	\$	950.00
WFR Wholesale Fire & Rescue Ltd	6	\$	3,227.58
Wight, Nelson	1	\$	15.00
Wilkinson, James	1	\$	911.40
Winlaw Mini-Mart	1	\$	421.03

Remaining 20% of payments by value	Number of Payments		Value
	924	\$	
Wood Wyant Inc	12	\$	5,474.20
Workers Compensation Board - Alberta	1	\$	554.20
Xplore Inc.	1	\$	117.04
Yahk-Kingsgate Recreation Society	1	\$	1,300.00
Yellow Pages Group	1	\$	1.56
Zone 6- BC Seniors Games -Grants	1	\$	1,000.00
Zone West Enterprises Ltd	4	\$	1,196.16

**Employees and Directors March 2024**

<b>Directors</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>26</b>		<b>5,085</b>
Cunningham, Hans	2	\$	91.00
DeBoon, Arnold Frank	1	\$	206.53
Graham, Cheryl Elaine	3	\$	588.80
Hanegraaf, Henny (Henrica)	1	\$	60.98
Hewat, Suzan	2	\$	987.81
Jackman, Garry	2	\$	831.22
Lockwood, Diana LD	1	\$	58.62
Lunn, Jessica	1	\$	105.00
Main, Leah	2	\$	428.80
McLaren-Caux, Aiden(Kenneth)	1	\$	205.10
Newell, Thomas	2	\$	39.32
Tierney, Roger Bruce	2	\$	507.64
Vandenbergh, Kelly	1	\$	178.71
Watson, Aimee	2	\$	308.00
Weatherhead, Teresa A	3	\$	487.30

<b>Employees</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>75</b>	<b>\$</b>	<b>20,086</b>
Anderson, Deborah	1	\$	500.00
Archibald, Katherine	1	\$	94.50
Barden-Shanks, Maya	1	\$	149.80
Barton, Kamylle	1	\$	75.00
Beavers, Amanda	1	\$	235.20
Bebelman, Aaron	1	\$	159.02
Beerens, Kurt	1	\$	100.00
Benko, Kelly	2	\$	50.00
Bennett, Murray	1	\$	123.90
Bullock, Vanessa	1	\$	508.20
Bumstead, Brian	1	\$	72.80
Burgess, Morgan	1	\$	147.00
Calvert-Smith, Corrina	1	\$	47.00
Christie, Laura	1	\$	35.00
Danyluk, Anna	2	\$	329.16
Davis, Leah	1	\$	112.00
Dear, Lisa	1	\$	25.00
Deschenes, Felix	1	\$	75.00
Dimitrijevic, Bogdan	1	\$	89.25
Dunlop, Ian	1	\$	257.60
Ernst, Tannah	1	\$	44.73
Fehr, Carol	1	\$	768.73
Fergie, Barbara	1	\$	32.90
Fletcher, Allison	1	\$	115.00
Ford, Laura	1	\$	48.00
Foster, Noah	1	\$	68.60
Fouquette, Sage	1	\$	337.40
Friesen, Matthew	2	\$	1,381.24
Froehlich, Clifford	1	\$	194.80
Gibbons, Donald	1	\$	70.00
Girouard, Lou-Anne	1	\$	134.40
Giuliano, Jeremiah (Ryall)	1	\$	278.53
Graham, Eric	1	\$	5,000.00
Greene, Gregory	1	\$	448.00
Groenhuysen, Rene	1	\$	25.00
Hawkins, Dana	1	\$	35.00
Higgins, Stephen	1	\$	86.00
Hill, Connor	1	\$	134.00
Ihlen, Gord	1	\$	145.59
Kelly, Patrick	1	\$	49.00
Kinch, Veronica	1	\$	27.98
Kingdon, Vivian	1	\$	200.00
Lavis, Thomas	1	\$	59.22
Lavoie, Denis	1	\$	274.00
Lorencz, Cal	1	\$	80.50
Maglio, Benjamin	1	\$	61.60
Maliel, Yasmin	1	\$	121.80
Marshall Smith, Paris	1	\$	2,188.36
Marshall, Charity	3	\$	277.20
Moncaster, Trevor	1	\$	68.20
Morrison, Matthew	1	\$	496.93
Nawalkowski, Samantha	1	\$	54.60
Pauls, Tanya	1	\$	33.60
Poirier, Guillaume	1	\$	123.90
Popoff, Wayne	1	\$	321.75

Employees	Number of Payments		Value
	75	\$	
Ricalton, Ryan	1	\$	100.00
Richichi, Guiseppe	1	\$	260.00
Ruhnke, Ravyn	1	\$	74.90
Seguin, Daniel	1	\$	607.40
Seredynsky, Andrew	1	\$	32.48
Siminoff, Steven	1	\$	14.00
Storey, Bryan	1	\$	245.50
Stout, Erik	1	\$	207.31
Sully, Keegan	1	\$	75.00
Thrift, Patrick	2	\$	429.23
Verigin, Talin E. P.	1	\$	51.50
Weert, Cassandra	1	\$	90.00
Wight, Nelson	1	\$	15.00
Wilkinson, James	1	\$	911.40

**Accounts Payable for March 2024 Breakdown by Type of Payment**

All Other Vendors	Number of Payments		Value	
	944	\$		1,451,195
1022117 Alberta Ltd.	5	\$		20,267.78
1400142 BC Ltd.	1	\$		1,079.30
1426051 BC Ltd DBA: Simon's Garage Door Services	2	\$		1,326.15
1445357 BC Ltd DBA: Rook Design Media	1	\$		1,179.36
5 Star Services and Products Inc.	3	\$		1,728.21
A&G Supply Ltd	1	\$		1,287.51
A.L.G. Safety	1	\$		5,913.60
AccessSMT Holdings Ltd.	1	\$		313.60
Accusharp Grinding	1	\$		382.20
ACE Courier Services	10	\$		630.59
Acklands-Grainger Inc	2	\$		551.23
Activity Base	1	\$		15.96
Air Liquide Canada Inc	6	\$		1,023.73
Akokli Construction LTD.	5	\$		3,759.00
All Rite Rooter Sewage Pumping Services	1	\$		173.25
ALS Canada Ltd.	1	\$		2,060.85
Alternative Choice Glass Inc.	1	\$		544.77
Andex Equipment Rentals	2	\$		4,068.65
Andrew Sheret Ltd	6	\$		1,419.48
Anywear Garment Company	1	\$		2,562.56
Aquam Inc	1	\$		1,791.83
Arccright Plumbing & Heating	1	\$		515.20
Arrow Lakes Aggregates	5	\$		38,210.84
Arrow Mountain Carwash & Mini Storage Ltd	1	\$		3,150.00
Associated Engineering	1	\$		5,142.06
Associated Fire Safety Equipment	1	\$		3,849.31
ATS Traffic Ltd	1	\$		4,389.92
Authorized Security Ltd.	2	\$		882.00
B&L Security Patrol (1981) Ltd	1	\$		1,733.55
Balanced Plumbing & Heating Ltd.	1	\$		318.72
BC Federation of Labour	1	\$		325.50
BC Hydro & Power Authority	5	\$		3,763.45
BC Transit	5	\$		205,108.31
Beaver's Septic Tank Cleaning Service	1	\$		803.25
Bell Media Radio GP	2	\$		604.80
Berm Consulting Ltd	1	\$		8,374.80
BHD Instrumentation Limited	1	\$		927.31
Bi Purewater	1	\$		554.44
Bigfoot Security Systems	1	\$		128.63
Bill's Heavy Duty Enterprises (2004) Ltd.	7	\$		1,650.41
Billy's Auto Service Ltd.	1	\$		16.04
Black Press Group Ltd	9	\$		13,612.10
Bluebell Publishing	1	\$		63.00
Boswell, Dorian DBA: DBoz Consulting	1	\$		1,386.00
Breath Love Enterprises Ltd. O/A Mountain Valley Station	1	\$		110.87
Brenton Industries Ltd	2	\$		22,024.80
Brogan Fire & Safety	7	\$		10,004.61
C.A. Fischer Lumber Co. Ltd.	10	\$		687.65
Calvert-Smith, Corrina	1	\$		120.00
Canadian Linen & Uniform	3	\$		295.76
Canadian Red Cross	3	\$		796.32
CanGas Propane Inc.	8	\$		4,198.81
Caro Analytical Services	1	\$		118.32
Carrier Enterprises Canada	1	\$		22,607.20
Carvello Law Corporation	2	\$		915.06
Cascade Lock & Safe	1	\$		105.00
Case Grypma Mechanical LTD	1	\$		8,352.75
Castlegar, City Of	2	\$		525.00
CDW Canada Corp	1	\$		466.50
Central Kootenay Garbage Club Inc.	1	\$		9,817.50
Centrix Control Solutions LP	2	\$		3,924.48
Cintas Canada Ltd Location 889	1	\$		153.05
Classic Glass & Trim	1	\$		246.40
Clean Scene DKI	1	\$		7,265.18
Cleartech Industries Inc	5	\$		10,911.70
Cloverdale Paint Inc	2	\$		3,654.58
Columbia Basin Broadband Corporation	1	\$		5,980.80
Columbia Wireless Inc	5	\$		408.80
Comfort Welding Ltd	6	\$		306.13
Concept Controls	1	\$		39.20
Connect Hearing	18	\$		15,419.25
Cover Architectural Collaborative Inc.	1	\$		4,656.75
Cowan's Office Supplies	22	\$		3,021.84
Cranbrook Water Conditioning Ltd.	3	\$		101.16
Crawford Bay Hall & Parks Board	1	\$		36.75
Crawford Bay Store	4	\$		448.54
Creston Card & Stationery	7	\$		294.64
Creston Valley Chamber Of Commerce	1	\$		2,651.25
Creston Valley Tourism Society	1	\$		666.75
Creston, Town Of	3	\$		23,718.61
Cummins Western Canada	1	\$		2,348.52
Cupe Local 2262	2	\$		5,317.76
Cupe Local 748	2	\$		1,402.18
Dave's Plumbing Ltd	3	\$		8,920.50
DB Perks & Associates Ltd	8	\$		4,260.18
DHC Communications Inc	5	\$		14,154.16
Dominion Govlaw LLP	1	\$		579.61
Dye, Cindy	1	\$		500.00
East Shore Internet Society	2	\$		129.92
EcoLogic Consultants Ltd.	1	\$		3,115.35

All Other Vendors	Number of Payments		Value
	944	\$	
			<b>1,451,195</b>
EECOL Electric Corp.	2	\$	657.06
Esri Canada Ltd	1	\$	2,895.20
Expresslane Deliveries	1	\$	359.52
Federated Co-Operatives Ltd	4	\$	925.54
Fire Chiefs' Association Of Bc	1	\$	729.75
FortisBC - Electricity	27	\$	24,346.06
Fortisbc - Natural Gas	3	\$	30,113.69
Four Star Communications Inc	1	\$	115.50
Fraser Valley Building Supplies Inc.	1	\$	235.09
Fred Surridge Ltd	1	\$	28.00
Frozen Solutions Inc. dba Frozen Refrigeration	4	\$	13,968.27
G and W Lawncare	1	\$	105.00
Gain, Thomas Scott	1	\$	525.00
GFL Environmental Inc.	21	\$	118,244.14
GHD Limited	1	\$	1,193.72
Gilbert Parts Depot	9	\$	593.04
Goat Mountain Enterprises Ltd	1	\$	848.40
Gray Creek Store	1	\$	93.40
Gray's Contracting	4	\$	6,863.07
Guille, Pam	1	\$	1,365.00
Guillevin International Inc	3	\$	376.98
Hach Sales and Service Canada Ltd	3	\$	1,877.24
Hadikin, Sam	1	\$	1,400.00
Hall Printing	4	\$	1,677.81
Harrop-Procter Community Forest	1	\$	211.68
Healthy Community Society of the North Slokan Valley	1	\$	7,800.00
Heritage BC	1	\$	1,700.00
Hewgill, Mathew	1	\$	125.00
Highland Consulting Ltd	2	\$	10,805.46
Hitchon, William DBA: 5th Gear	2	\$	5,350.00
Homewood Health Inc.	1	\$	8,820.00
Hopp, Kurtis	1	\$	490.00
Hub Fire Engines & Equipment Ltd	4	\$	9,577.27
Huffy's Leasing Ltd	1	\$	547.66
Hume Hotel	2	\$	322.00
HuskyPro	1	\$	1,916.94
Hybreed Contracting Ltd	1	\$	1,233.23
Hywood Truck & Equipment Ltd	12	\$	4,610.37
I.T. Blueprint Solutions Consulting Inc.	4	\$	24,499.00
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,037.15
Infosat Communications	1	\$	230.76
Inland Allcare	21	\$	6,606.47
Insight Canada Inc.	1	\$	3,059.88
Interior Health Authority - Environmental Health	1	\$	147.00
Iron Mountain	1	\$	15.70
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	18	\$	2,023.56
Jennifer Wickwire	2	\$	620.00
Justice Institute Of Bc	3	\$	2,070.81
JY Contracting Ltd.	1	\$	16,285.50
Kaslo Building Maintenance	1	\$	609.00
Kaslo Electric	1	\$	390.35
Kaslo Front Street Market	8	\$	318.43
Kaslo Home Hardware	2	\$	25.74
Kaslo Infonet Society	2	\$	237.00
Kaslo Pump	1	\$	210.72
Kaslo, Village Of	1	\$	66.46
Kathy Gordon's Cleaning Services	6	\$	910.50
Kel Print	1	\$	22.23
Kendrick Equipment (2003) Ltd	1	\$	761.43
Kennlyn Enterprises	2	\$	1,831.20
Kilburn, Jackie	1	\$	1,989.22
Kite Refrigeration	1	\$	1,756.45
Klines Motors Ltd.	1	\$	7,260.75
Kokanee Fire & Safety Ltd.	4	\$	2,719.72
Kokanee Ford Sales Ltd.	1	\$	47.08
Kokanee Park Marine Ltd	1	\$	3,150.00
Kone Inc	1	\$	1,537.70
Kootenay Carshare Cooperative	1	\$	39.20
Kootenay Fire Chief Association	1	\$	660.00
Kootenay Industrial Supply Ltd	12	\$	1,249.64
Kootenay Lake Electric Ltd	1	\$	340.73
Kootenay Valley Water & Spas	4	\$	89.50
Koots Konstruktion	5	\$	14,264.25
Lectric Ave Electronics	2	\$	145.56
Lidstone & Company	8	\$	11,468.02
Lifesaving Society (Burnaby)	4	\$	4,187.73
Liv North Inc.	1	\$	83.22
Lo-Cost Propane	2	\$	3,219.08
Lordco Parts Ltd	10	\$	1,015.56
Main Jet Motorsports Inc	1	\$	487.82
Mannama, Miikael	1	\$	455.00
Matrix Industries Inc	1	\$	1,527.70
Mayday Electric Ltd	3	\$	1,341.42
Medical Technology Inc	2	\$	5,316.85
Mediquest Technologies Inc	1	\$	384.83
Micah's Plumbing & Heating Ltd.	1	\$	364.48
Mid Town Motors	1	\$	95.65
Mike Jones Enterprises Ltd	3	\$	1,449.00
Mills Bros Construction Ltd	3	\$	6,660.50
Mills Office Productivity	3	\$	524.54
Minister of Finance	5	\$	8,193.95
Minister Of Finance - Product Distribution Centre	6	\$	1,066.43
Mitchell Supply Ltd	3	\$	469.09
Mofab Metal Works Inc.	1	\$	8,971.20



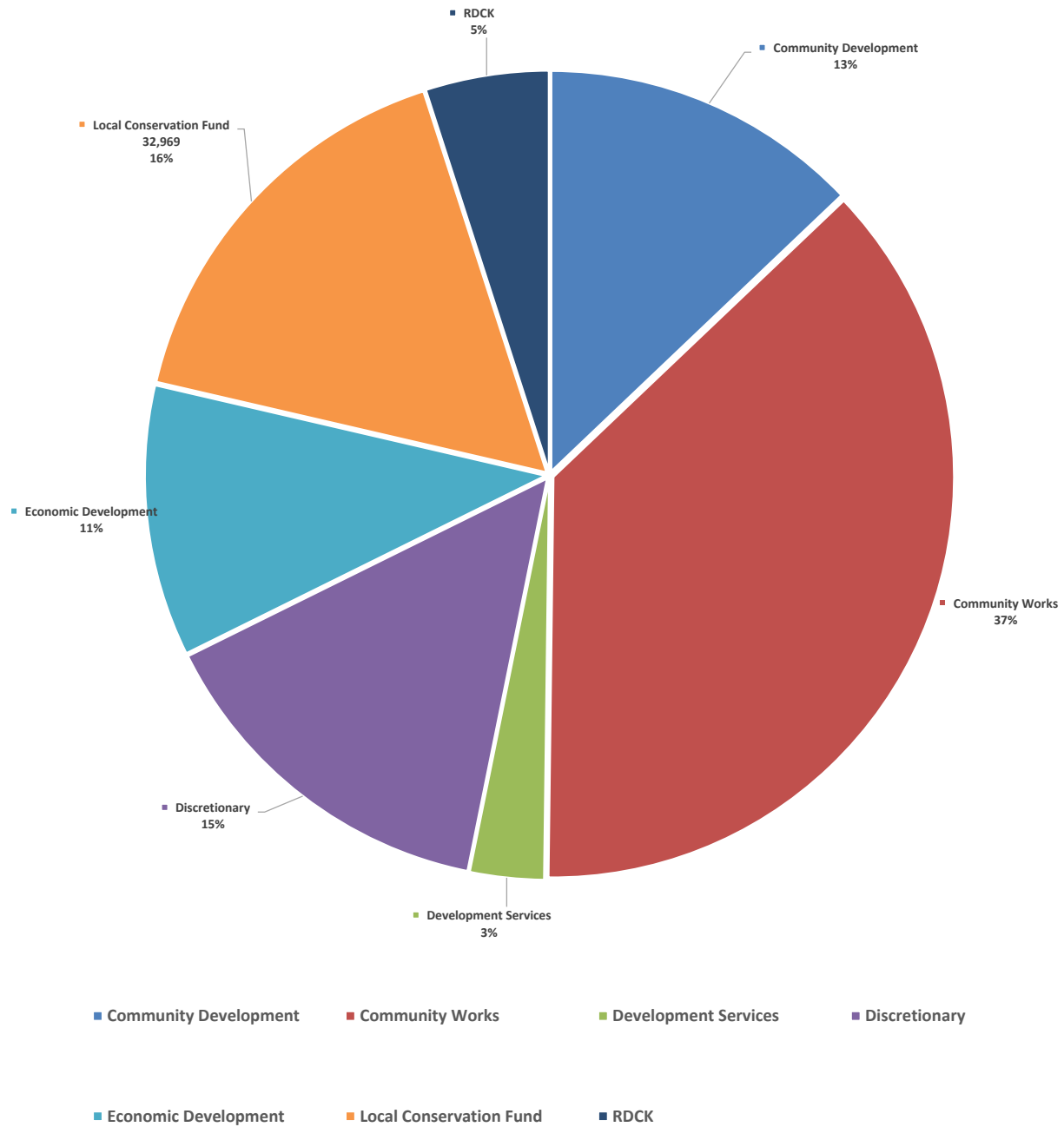
All Other Vendors	Number of Payments		Value
	944	\$	
			<b>1,451,195</b>
Mts Maintenance Tracking Systems Inc	2	\$	1,264.20
Nanaimo, City of	33	\$	10,603.44
Napa Auto Parts (Nelson)	2	\$	71.63
National Payroll Institute	1	\$	325.50
Navigata Communications Ltd. dba ThinkTel	1	\$	26.27
NDB Construction Ltd.	1	\$	22,609.90
Nelson Building Centre Ltd	25	\$	2,546.28
Nelson Farmers Supply Ltd	5	\$	1,239.37
Nelson Ford Sales (2003) Inc.	1	\$	432.17
Nelson Hydro	14	\$	44,600.83
Nelson Leafs Hockey Society	2	\$	9,129.75
Nelson Toyota	2	\$	381.58
Nelson, City Of	5	\$	5,150.98
Northtown Rental & Sales	1	\$	67.09
Olympic International Agencies Ltd	1	\$	511.96
One Fire Safety	1	\$	434.53
Orkin Canada Corporation	3	\$	526.89
Oso Negro	2	\$	83.25
Pace Consulting	1	\$	4,843.13
Passmore Laboratory Ltd	5	\$	1,050.00
Pelmar Engineering Ltd.	1	\$	867.35
Pennywise	2	\$	1,617.95
Peyton, Claire DBA: Upstream Environmental Consulting	1	\$	1,953.00
Phoenix Computers	1	\$	22.74
Pitney Bowes	2	\$	161.76
Playmor Power Products Ltd.	1	\$	877.94
Prestige Lakeside Resort	8	\$	3,034.20
Pro-Cut Industries Ltd.	1	\$	944.48
Purolator Inc	5	\$	1,173.14
Pyramid Building Supplies	7	\$	675.17
Quality Saw & Knife Ltd.	2	\$	1,170.97
Quickscribe Services Ltd	1	\$	1,696.80
RC Strategies Inc.	2	\$	13,697.04
RDH Building Science Inc.	1	\$	2,100.00
Recreation Facilities Association Of Bc	1	\$	840.00
Reliance Office Services Ltd	1	\$	2,520.00
Rescue Canada Resource Group Inc	1	\$	5,724.53
Responsive First Aid Training	1	\$	1,560.00
ResQtech Systems Inc	1	\$	34.65
Rfs Canada	2	\$	2,605.22
Ricalton, Ryan	1	\$	925.00
Riondel Cable Society	2	\$	80.00
Riverside Farm	3	\$	3,972.15
Roadpost Inc. T46274	1	\$	206.65
Robson-Raspberry Improvement District	1	\$	50.00
Rocky Mountain Agencies	5	\$	13,561.57
Rocky Mountain Phoenix	3	\$	1,296.05
Rocky Point Engineering Ltd.	1	\$	651.00
Salmo Valley Youth & Community Centre	1	\$	866.67
Scot Norsemen Enterprises Inc.	1	\$	258.91
Selkirk Security Services Ltd	1	\$	63.01
Sfj Inc	1	\$	1,784.70
Shasheen Machine Ltd	1	\$	168.00
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,131.13
Shaw Cable	22	\$	3,200.00
Sk Electronics Ltd	10	\$	2,339.92
Skyway Hardware	3	\$	112.49
Slocan Park Community Hall Society	3	\$	805.11
Slocan Park Repair	1	\$	1,543.70
Slocan Valley Home Hardware	6	\$	798.36
SLR Consulting (Canada) Ltd.	1	\$	8,441.03
Smith Cameron Process Solutions	1	\$	514.50
Spartan Controls Ltd	2	\$	8,644.23
Speedpro Signs	2	\$	657.62
Speedpro Signs (Trail)	4	\$	5,040.00
Sperling Hansen Associates Inc	2	\$	23,815.73
Stafford Welding	3	\$	1,884.75
Steeves and Associates	1	\$	997.50
Sterling Backcheck Canada Corp.	1	\$	310.59
Studio 9 Architecture & Planning Ltd	1	\$	714.79
Sun Life Assurance Company of Canada	2	\$	1,847.70
Sundry Vendor	21	\$	7,603.15
Sykes Audio Visual Holdings Inc.	1	\$	1,915.38
Taghum Shell (1997)	2	\$	144.89
Team Aquatic Supplies	1	\$	638.19
Telus Communications Inc	5	\$	8,043.85
Telus Communications Inc. Mascon by Telus	4	\$	291.20
Tenaquip Industrial Distribution	2	\$	582.02
The Adventure Hotel	1	\$	75.51
The ATACC Group Ltd.	1	\$	4,866.66
The Trainer's Box	2	\$	892.00
ThinkTel	1	\$	323.71
Thurber Engineering Ltd.	1	\$	341.25
Trainer Mechanical Contractors Ltd	1	\$	120,534.75
Trans-Care Rescue Ltd	1	\$	267.04
Tratech Mechanical Ltd	1	\$	860.48
Tremlock Properties Ltd	2	\$	1,638.00
Trowalex Equipment Rentals And Sales	3	\$	7,596.88
Tu-Dor Lock & Safe Ltd	4	\$	262.89
Twin Rivers Controls Ltd	1	\$	336.00
Uline Canada Corporation	2	\$	1,316.26
Union of Spiritual Communities of Christ	3	\$	619.50
Ups Canada	1	\$	86.81
Valley Voice Ltd	7	\$	4,804.78
Van Houtte Coffee Services	3	\$	541.28

All Other Vendors	Number of Payments		Value
	944	\$	1,451,195
Van Kam Freightways Ltd	1	\$	212.93
VH Sport Canada	4	\$	698.66
Vissers Sales Corp	2	\$	1,176.00
Vista Radio Ltd	3	\$	1,033.20
Vousden, Jodi	2	\$	2,787.50
W.H. Excavating	1	\$	736.32
Waltec Electric Ltd.	1	\$	5,725.65
Ward Engineering & Land Surveying Ltd	1	\$	15,750.00
Waste Management	11	\$	7,307.95
Wells Fargo Equipment	1	\$	95.14
Wesco Distribution-Canada Inc	3	\$	635.72
WEX Canada Ltd.	1	\$	3,685.51
WFR Wholesale Fire & Rescue Ltd	11	\$	14,997.25
Winlaw Fire Department Social Club	1	\$	4,000.00
Winlaw Mini-Mart	1	\$	421.03
Wood Wyant Inc	16	\$	15,188.91
Workers Compensation Board - Alberta	1	\$	554.20
Xplore Inc.	1	\$	117.04
Yahk-Kingsgate Recreation Society	1	\$	1,300.00
Yellow Pages Group	1	\$	1.56
ZOLL Medical Canada Inc.	1	\$	2,104.70
Zone West Enterprises Ltd	4	\$	1,196.16

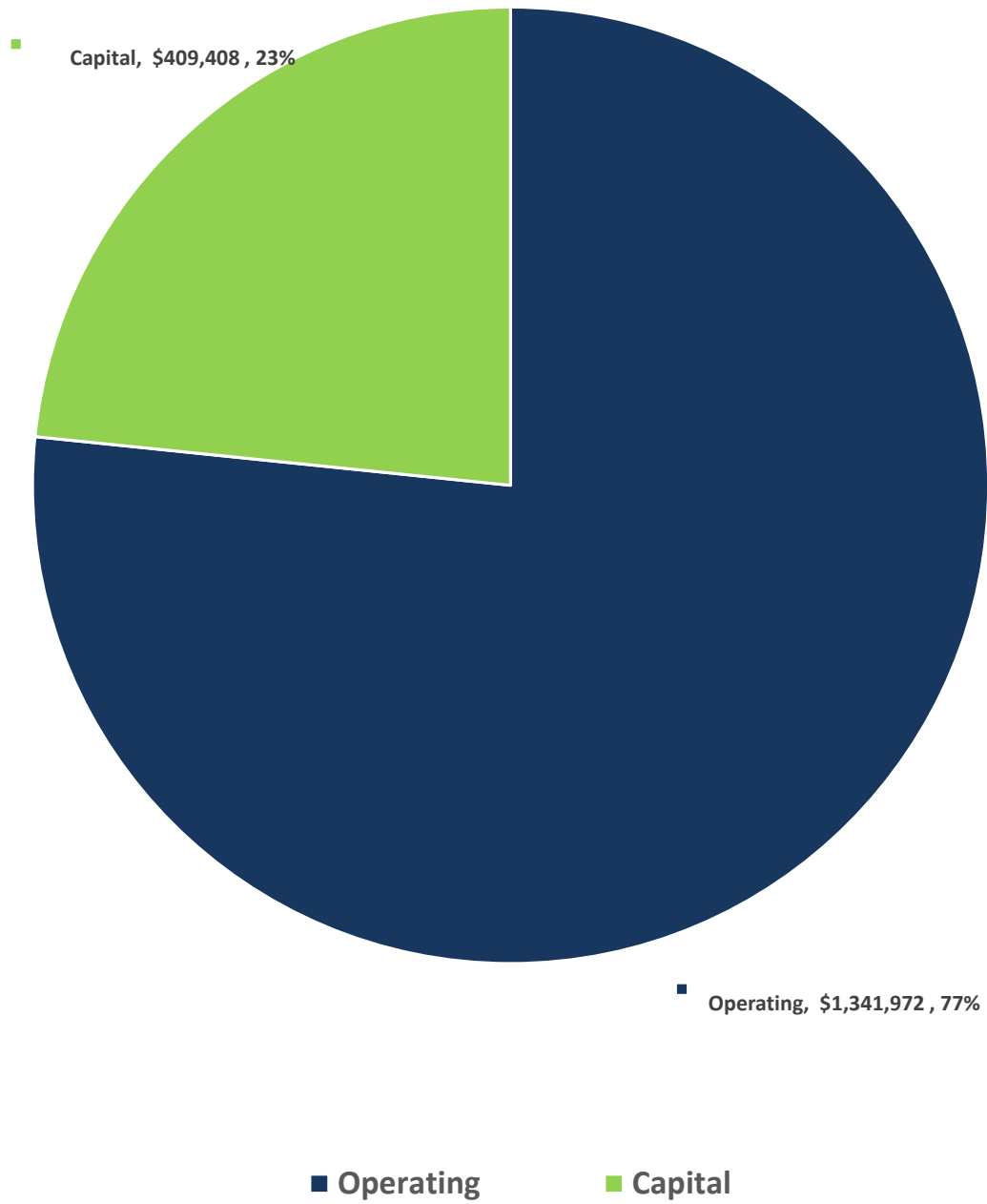
**Accounts Payable for March 2024 Breakdown by Type of Payment**

<b>Discretionary, Community Development, and Other Grants</b>	<b>Number of Payments</b>		<b>201,068</b>
	<b>45</b>	<b>\$</b>	
Ainsworth Sewer System Corporation	1	\$	75,000.00
Arrow & Slocan Lakes Community Services (ASLCS)	2	\$	1,350.00
Arrow Lakes ATV Club	1	\$	4,999.00
Arrow Lakes Caribou Society	1	\$	2,000.00
BC Old Time Fiddlers-Kootenay #9	1	\$	600.00
Bealby Point Lighting Commission	1	\$	400.00
Burton Community Association	1	\$	2,500.00
Central Kootenay Invasive Species Society	2	\$	13,453.48
Creston Valley Beef Growers Association	2	\$	900.00
Creston Valley Cycling Association	1	\$	4,980.00
Creston Valley Tourism Society	1	\$	22,000.00
East Shore Kootenay Lake Community Health Society	1	\$	1,550.00
Edgewood Volunteer Fire Department	1	\$	3,700.00
Erickson Community Association	1	\$	2,400.00
Glade Recreation Commission (Society)	1	\$	500.00
Iron Maiden Ladies Golf	1	\$	250.00
Kootenay Gallery of Art, History and Science	1	\$	2,200.00
Kootenay Region Branch of the United Nations Assoc. in Canada	2	\$	1,000.00
KRSS Parent Prom Committee	3	\$	2,000.00
l'Association des parents de l'école des Sentiers-alpins	1	\$	1,500.00
Lardeau Valley Opportunity Links Society	2	\$	14,040.00
New Denver, Village of	1	\$	1,000.00
Okanagan Nation Alliances	2	\$	14,976.00
Robson Community Memorial Church	1	\$	5,000.00
SHSS Safe Grad	1	\$	1,000.00
Slocan Lake Arts Council	1	\$	3,000.00
Slocan, Village of	3	\$	4,150.00
South Kootenay Lake Community Service Society	1	\$	10,000.00
Stuart, Darelyn	1	\$	169.20
Taghum Community Hall Society	3	\$	1,000.00
U15 Rep Hockey Team (NMHA)	1	\$	1,500.00
West Shores Leisure Advancement Society	1	\$	950.00
Zone 6- BC Seniors Games -Grants	1	\$	1,000.00

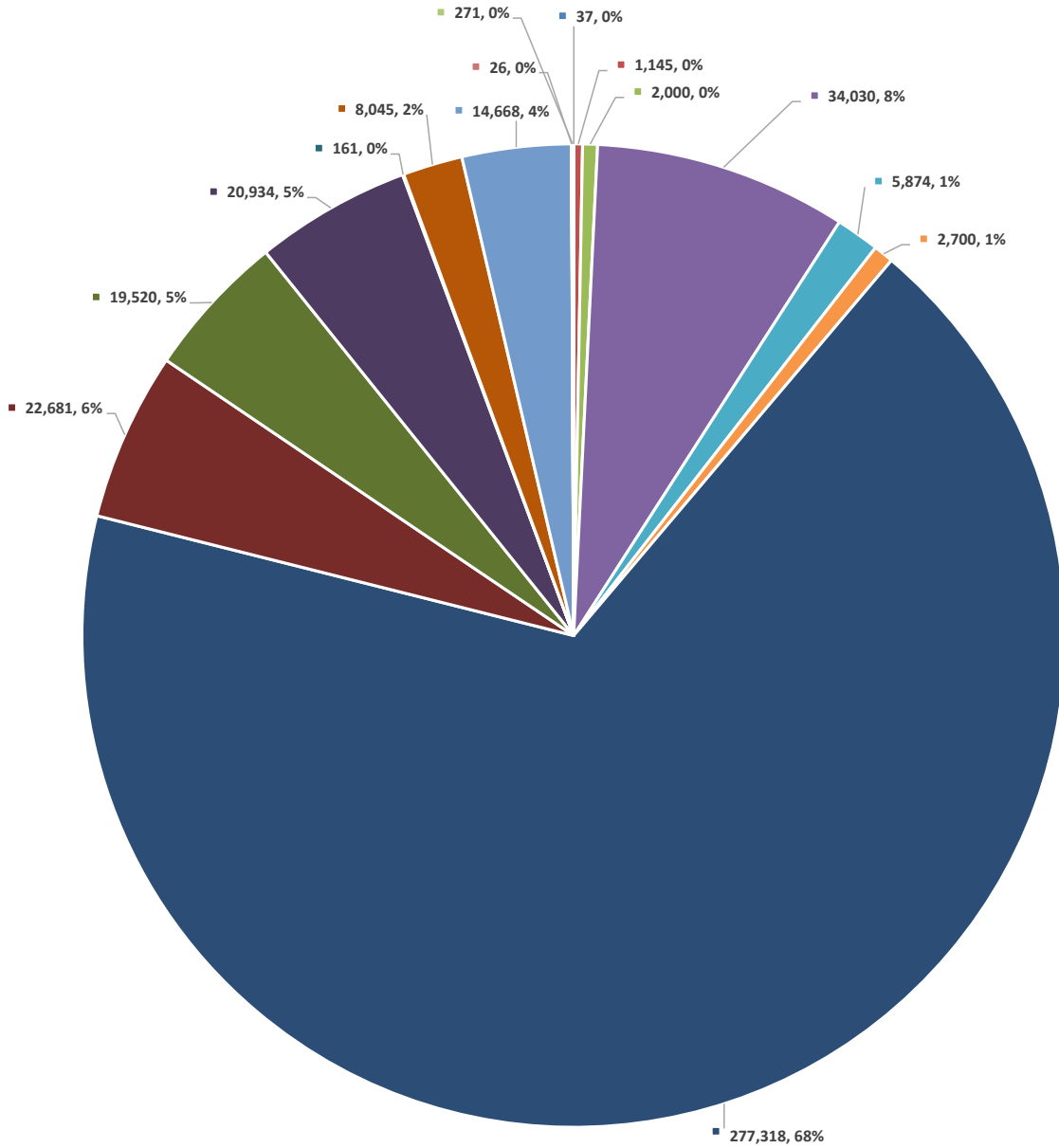
# Grants by Type



## March 2024 Capital VS Operating Expenditures



# March 2024 Capital by Service



- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Fire Protection-Area F (North Shore)
- Fire Protection-Area I (Tarrys, Pass Creek)
- Fire Protection-Area J (Ootischenia)
- Fire Protection-Areas E and F (Beasley, Blewett)
- Recreation Facility-Creston and Areas B, C and Area A
- Recreation Facility-Nelson and Areas F and Defined E
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Refuse Disposal (East Subregion)-Creston and Areas A, B and C
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slokan and Area H, I, J, and K
- Regional Parks-New Denver, Silverton, Slokan and Area H
- Water Utility-Area A (Riondel)



# Board Report

<b>Date of Report:</b>	January 31, 2024
<b>Date &amp; Type of Meeting:</b>	April 18, 2024 Regular Open Board Meeting
<b>Author:</b>	Tom Dool, Research Analyst
<b>Subject:</b>	Elector Assent By Alternative Approval: Defined Area D Medical First Responder Service Establishment
<b>File:</b>	\08\3900\30\2024
<b>Electoral Area/Municipality:</b>	Defined Electoral Area D

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval of the schedule, the content of the elector submission forms, and number of electors for the Regional District of Central Kootenay Defined Area D Medical First Responder Bylaw No. 2923, 2023 Alternative Approval Process.

## SECTION 2: BACKGROUND/ANALYSIS

At the February 20, 2020 Open Board Meeting the Board resolved (158/20)

*That the Board direct staff to prepare a service case analysis and report back to the Board on the implications of establishing a First Responder Service and bylaw for the provision of first responder pre-hospital care services in Area D.*

At the July 20, 2023 Open Board meeting the Board received as service case analysis and resolved that (454/23)

*That the Board authorize staff to prepare a service establishment bylaw for a Medical First Responder Service within a defined portion of Area D SUBJECT TO staff conducting a public consultation process; that voter approval, for the bylaw, be undertaken by means of Alternative Approval Process.*

At the October 19, 2023 Open Board Meeting the Board received a service establishment bylaw and resolved (632/23):

*That the Defined Area D Medical First Responder Bylaw No. 2923, 2023 be read a FIRST, SECOND, and THIRD time by content.*

Bylaw 2923 proposes the establishment of a Medical First Responder Service for that part of Electoral Area D not included in the Kaslo Fire Protection Area.

As per the bylaw, the Board has directed staff to proceed with seeking the approval of the electors within the service area by Alternative Approval Process (AAP). As part of the AAP process, in accordance with Section 86 of the *Community Charter*, the Board is required to establish the deadline for receiving elector responses, establish an elector response form and make a fair determination of the total number of electors of the area to which the approval process applies.

Defined Area D Medical First Responder Bylaw No. 2923, 2023 received approval of the Local Government Inspector on January 3<sup>rd</sup>, 2024. A staffing change and ensuing transitional period required that the initiation of the alternative approval process be deferred until April of 2024.

## 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

If the AAP is successful and submissions are received from less than 10% of eligible voters the cost associated with the process will be charged to the newly established service. If the AAP fails and submissions are received from more than 10% of the eligible electors the cost of the process will be charged to Service S100 General Administration.

Figure 1. AAP Process Budget

Expense	Amount
Advertising	\$3,000
Public Engagement	\$1,200
Office Supplies	\$700
Travel	\$200
<b>Total</b>	<b>\$5,100</b>

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

The AAP is prescribed under Section 86 of the *Community Charter*. As per the requirements of the legislation the Board may consider the following:

#### **Extent of the AAP**

Only those eligible electors within the area defined for the AAP are entitled to sign an elector response form. In this regard the extent of the AAP is that portion of Electoral Area D not included in the Kaslo Fire Protection Area. Schedule A of Defined Area D Medical First Responder Bylaw No. 2923, 2023 (See Attachment A) describes the proposed service area.

#### **Elector Eligibility**

When signing an elector response form during an AAP, a resident elector must:

- be 18 years of age or older;
- be a Canadian citizen;
- a resident of British Columbia for at least 6 months
- live in the area defined for the AAP; and
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

A non-resident property elector must:

- be at least 18 years of age;
- be a Canadian citizen;
- not a resident elector;
- a person who is registered owner of real property in the jurisdiction for at least 30 days;



- own property in the area defined for the AAP; and
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

Only one owner can sign the elector response form when a property is owned by more than one registered non-resident owner. That owner must have the written consent of a majority of the other property owners to sign the response form. Where property is owned in whole or in part by a corporation, no one is eligible to sign the elector response form.

**The Number of Eligible Electors**

The Regional District may draw upon a number of sources including local and provincial government data sets. Using the 2023 Revised Assessment Data, Regional District Civic Addressing, and the 2021 Federal Census the estimated number of eligible electors is 847. The 10% threshold for Alternative Approval Process success is 85 submissions.

The process to establish the estimated threshold is described in Attachment B: Elector Threshold Calculations.

**Elector Notification**

Sections 86 and 94.1 of the *Community Charter* and Section 345 of the *Local Government Act* detail the requirements of providing public notice for an AAP. The Regional District is required to provide publish notice of an AAP once each week for two consecutive week. The Regional District will publish the required notifications in the paper of record, on its corporate website, on its corporate social media platforms and place print notices on community bulletin boards.

The Elector Notification is attached as Schedule C: Elector Notification.

**Elector Response Period**

Elector response forms must be submitted to the Regional District at least 30 days from the day on which the second notice was published. The proposed timeline for the AAP is as follows:

- May 2, 2024 – First Notification Publication (Website, Social Media, Print Media)
- May 9, 2024 – Second Notification Publication (Social Media, Website)
- May 16, 2024 – Third Notification Publication (Print Media)
- June 17, 2024 @ 4:00 p.m.– Submission Deadline
- June 18, 2024 - Earliest Certified Results
- June 20, 2024 – Adoption of Bylaw No. 2923 by the Board subject to results of AAP

**Elector Response Forms**

Elector Response form are included as Attachment D – AAP Elector Response Forms.

**3.3 Environmental Considerations**

None

**3.4 Social Considerations:**

None

**3.5 Economic Considerations:**

None

### 3.6 Communication Considerations:

Because there is no weekly paper in circulation for the service area the *Local Government Act* permits notification by alternative means. The notices will be posted in the Valley Voice which circulates bi-weekly. The First Notice will be placed in the Valley Voice on May 2nd. Second Notice will be placed on the Regional District webpage, social media platforms, and local bulletin Boards on May 9th. A third notice will then appear in the Valley Voice on May 16<sup>th</sup>. This approach has been confirmed with the Local Government Inspector.

A Communications Plan for the proposed AAP is included as Schedule E of this report.

### 3.7 Staffing/Departmental Workplan Considerations:

Corporate Administration staff will deliver a transparent and well documented AAP process. This includes communication with electors regarding the process, counting the submissions, and the declaration of results.

Regional Fire Services staff will inform the residents of the rational for the proposed measure and the impact of the measure within the service area. This would include any promotional material, open houses, or online meetings regarding the proposed bylaw.

### 3.8 Board Strategic Plan/Priorities Considerations:

Excellence in governance and services delivery starts with a robust public engagement process to ensure the public is supportive of the measures proposed by the Board.

## SECTION 4: OPTIONS & PROS / CONS

***Option 1. That the Board direct staff to proceed with the Defined Area D Medical First Responder Bylaw No. 2923, 2023 Alternative Approval Process as described.***

#### Advantages

- Staff are prepared to proceed with the process
- A cost effective approach to seeking public opinion on the matter
- Provides of a well-documented process by which to gauge the degree of public approval

#### Disadvantages

None

***Option 2. That the Board direct staff to defer the Defined Area D Medical First Responder Bylaw No. 2923, 2023 Alternative Approval Process until [Date].***

#### Advantages

None

#### Cons

- If the matter is deferred for an extended period the Local Government Inspector may call into question the validity of the process.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to proceed with obtaining approval of the electors within a defined portion of Electoral Area D for Defined Area D Medical First Responder Bylaw No. 2923, 2023 and that such approval be obtained by alternative approval process pursuant to Section 86 of the *Community Charter*, AND FURTHER, the Board hereby determines as follows:

1. The deadline for receipt of elector responses is 4:00 p.m. on June 17, 2024.
2. The required Elector Response Form shall be as attached to this report.
3. A fair determination of the total number of electors within the area to which the alternative approval process applies is 847.

Respectfully submitted,  
Tom Dool, Chief Elections Officer

## CONCURRENCE

Chief Administrative Officer – Stuart Horn	Approved
Corporate Officer – Mike Morrison	Approved
Regional Fire Chief - David Zayonce	Approved

### ATTACHMENTS:

Attachment A – Defined Area D Medical First Responder Bylaw No. 2923, 2023  
Attachment B – Threshold Calculations.  
Attachment C – AAP Elector Notification  
Attachment D – AAP Elector Response Forms  
Attachment E – AAP Communications Plan

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2923

---

A Bylaw to establish a service to provide medical first responder services within a defined portion of Electoral Area D.

---

WHEREAS the regional district may, by bylaw, establish service under the provisions of the *Local Government Act*;

AND WHEREAS medical first responder service means pre-hospital care provided by emergency responders trained by an accredited agency and licensed by the Emergency Medical Assistant Licensing Board;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to establish a medical first responder service within a defined portion of Electoral Area D;

AND WHEREAS pursuant of the *Local Government Act* participating area approval has been obtained by alternative approval process for a defined portion of Electoral Area D.

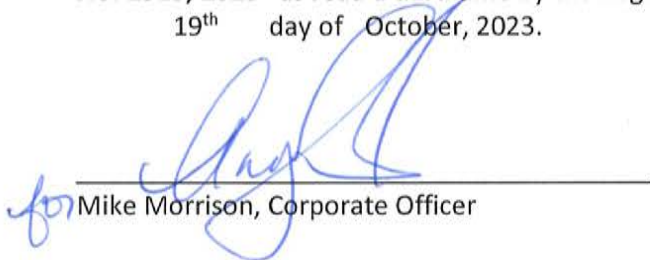
NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 The Regional District hereby establishes a service within a defined portion of Electoral Area D, to be known as the "Defined Area D Medical First Responder Service" for the purpose of providing medical first responder services to the service area.
- 2 The sole participant to the service established under Section 1 of this bylaw shall be Electoral Area D.
- 3 The boundaries of the service area established by this bylaw are those portions of Electoral Area D excluded from the Kaslo Fire Protection Area as described in Schedule A of this bylaw.
- 4 Pursuant of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:
  - (a) Property value taxes;
  - (b) Fees and charges;
  - (c) Revenue raised by other means; or
  - (d) Revenue received by way of the agreement, enterprise, gift, grant or otherwise.

- 5 The maximum amount that may be requisitioned annually for this service shall not exceed the greater of \$67,514 or a rate of \$0.2500/\$1000 of net taxable value of land and improvements in the service area.
  
- 6 This Bylaw may be cited as **“Defined Area D Medical First Responder Service Bylaw No. 2923, 2023.”**

READ A FIRST TIME this 19<sup>th</sup> day of October, 2023.  
 READ A SECOND TIME this 19<sup>th</sup> day of October, 2023.  
 READ A THIRD TIME this 19<sup>th</sup> day of October, 2023.

I hereby certify that this is a true and correct copy of the **“Defined Area D Medical First Responder Bylaw No. 2923, 2023”** as read a third time by the Regional District of Central Kootenay Board on the 19<sup>th</sup> day of October, 2023.

  
 for Mike Morrison, Corporate Officer

APPROVE by the Inspector of Municipalities on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

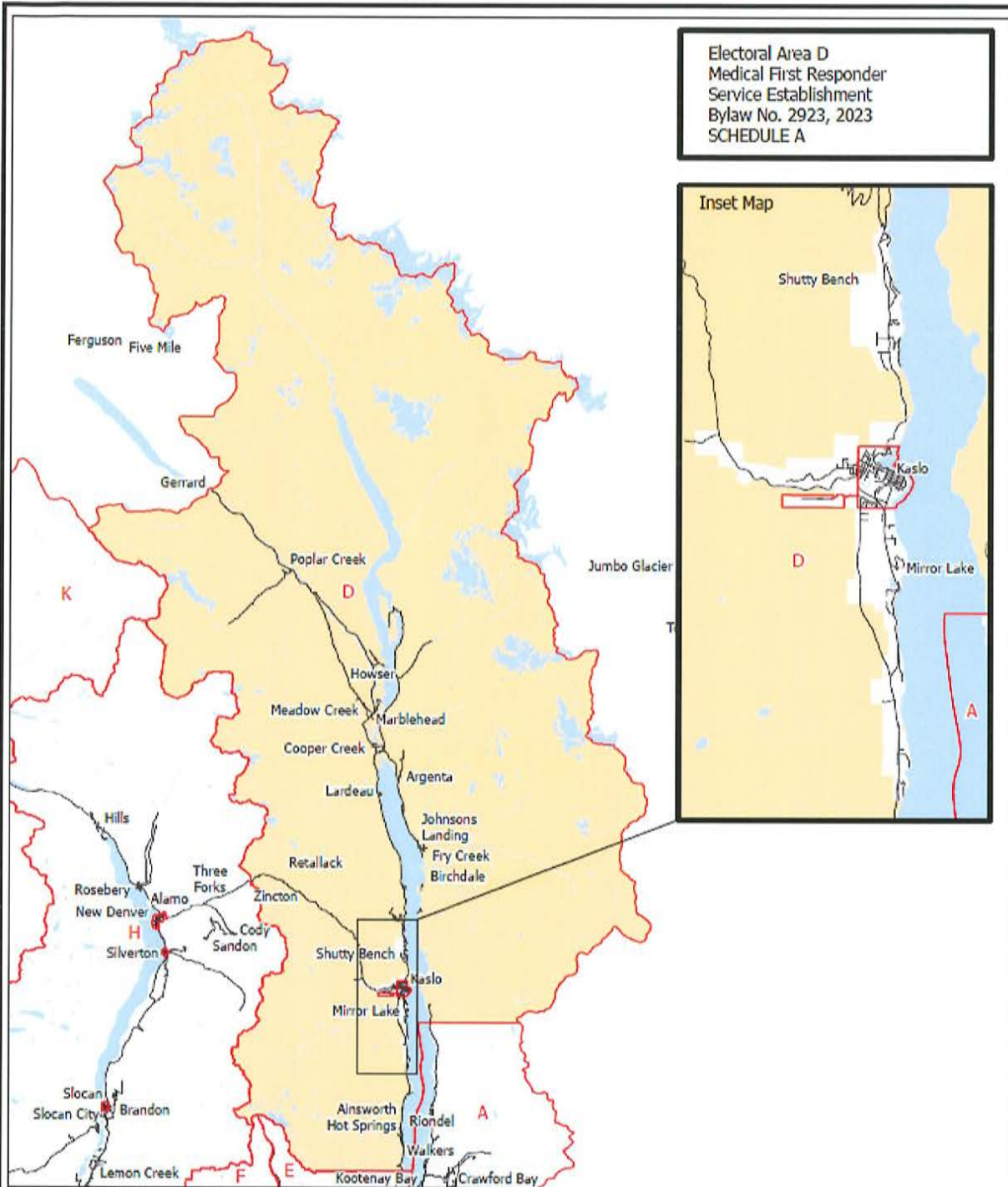
ASSENT RECEIVED as per the *Local Government Act – Alternative Approval Process*.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
 Aimee Watson, Board Chair

\_\_\_\_\_  
 Mike Morrison, Corporate Officer

Electoral Area D  
 Medical First Responder  
 Service Establishment  
 Bylaw No. 2923, 2023  
 SCHEDULE A



REGIONAL DISTRICT OF  
 CENTRAL KOOTENAY

- Area D Medical First Responder Service
- Electoral Boundaries
- Streets

Date: 9/21/2023

The mapping information shown are approximate representations and should only be used for reference purposes.

**Attachment B: Elector Threshold Calculations**

**Figure 1. Eligible Elector Calculation**

<b>Data</b>	<b>Value</b>	<b>Note</b>
Area D Pop 2021	1462	Stats Can
Area D Pop 2016	1343	Stats Can
Private Dwellings Area D	1029	Stats Can
Private Dwelling Occupied By Usual Residents	720	Stats Can
Private Dwellings Def D	580	RDCK Web Map
Private Dwellings Occupied By Usual Residents Def D	406	(720/1029)x580
Total Pop Defined Area D	800	Occupancy Distribution Table
Area D %Pop > 18	84%	Stats Can
Defined D Pop Over 18 - 2021	672	(800) x (84%)
Average Annual Population Increase 2016 to 2021	1.8%	Stats Can
Defined D Pop > 18 - 2024	709	3 Year Increase by 1.8%
Private Dwellings Not Occupied By Usual Residents Def D	174	
Average Out of Province Ownership 21%	37	Stats Can
Private Dwellings owned by out of Region BC Residents	138	(174-37)
<b>Total Eligible Electors</b>	<b>847</b>	<b>709+138</b>

**Figure 2. Occupancy Distribution Table**

<b>Avg Persons Per Household (Stats Can)</b>	<b># Residences In Area D (Stats Can)</b>	<b>Distribution of Residences In Area D</b>	<b># of Residences in Def D</b>	<b>Pop Def D</b>
1	265	37%	149	149
2	310	43%	175	349
3	75	10%	42	127
4	40	6%	23	90
5	30	4%	17	85
<b>Total</b>	<b>720</b>	<b>100%</b>	<b>406</b>	<b>800</b>



# Notice of Alternative Approval Process

## Defined Area D Medical First Responder Bylaw No. 2923, 2023 Alternative Approval Process

**PLEASE TAKE NOTICE** that the Board of Directors (the Board) of the Regional District of Central Kootenay (RDCK) proposes to proceed with the adoption of *Defined Area D Medical First Responder Bylaw No. 2923, 2023*.

### **PURPOSE:**

The bylaw, if adopted, will establish a medical first responder service to provide pre-hospital care by responders trained by an accredited agency and licensed by the Emergency Medical Assistant Licensing Board.

### **AREA:**

The proposed service area will include that part of Electoral Area D not included in the Kaslo Fire Protection Area. Services will be provided to the south of Mirror Lake, north of Shutty Bench, the communities to the north of Kootenay Lake, and those communities in Area D on the west side of Kootenay Lake. A detailed map is included with the Bylaw 2923.

### **RATE IMPLICATIONS:**

The proposed maximum annual allowable requisition for the service is \$67,514 or 0.25 per \$1000 of taxable assessed value of land and improvements, whichever is greater.

### **ALTERNATIVE APPROVAL PROCESS (AAP):**

Under Section 86 of the *Community Charter*, approval of the electors within the service area is being sought by means of an AAP. Therefore, eligible electors within the service area **opposed** to the RDCK adopting Bylaw No. 2923 may petition against the adoption by signing an **Elector Response Form**.

At least 10% of electors must petition against the proposal prior to the deadline date in order to prevent the Board from adopting the Bylaw.

The Board has resolved that a fair estimate of the number of electors in the subject area is 847. Accordingly, pursuant to Section 86 of the *Community Charter*, 84 or more electors must sign

the Elector Response Form to prevent the Board from proceeding.

### **ELECTOR RESPONSE FORMS:**

The Elector Response Form must be in the form established by the Board and is available at the RDCK Nelson Office at 202 Lakeside Drive, Nelson or from the RDCK's website.

### **WHO MAY SIGN THE ELECTOR RESPONSE FORM:**

Electors, either resident or non-resident, within the boundaries of the service area are entitled to sign and submit an Elector Response Form. Resident and non-resident elector qualifications are described on the Elector Response Form.

### **ELECTOR RESPONSE FORM SUBMISSION**

Elector Response Forms may be

Mailed to: Tom Dool, Chief Elections Officer  
Box 590 202 Lakeside Drive  
Nelson, BC V1L 5R4

Emailed to: [Elections@rdck.bc.ca](mailto:Elections@rdck.bc.ca)

Returned to: 202 Lakeside Drive, Nelson BC

### **DEADLINE:**

The Elector Response Forms must be received by the Chief Elections Officer before **4:00 p.m. on June 17, 2024**.

### **WHERE TO GET MORE INFORMATION:**

More information is available on the RDCK website at [rdck.ca/DefD\\_MFRS](http://rdck.ca/DefD_MFRS) or at the RDCK Office at 202 Lakeside Dr, Nelson BC.

For information regarding the Alternative Approval Process or to request an Elector Response Form, please contact Tom Dool, Chief Elections Officer at 250.352.8173 or [tdool@rdck.bc.ca](mailto:tdool@rdck.bc.ca).

For information regarding the Defined Area D Medical First Responder please contact David Zayonce, Regional Fire Chief at 250-325-8198 or [dzayonce@rdck.bc.ca](mailto:dzayonce@rdck.bc.ca).





## Defined Area D Medical First Responder Service Bylaw No. 2923, 2023

### Alternative Approval Process – Elector Response Form for Resident

I HEREBY DECLARE that on the date that I have signed this Resident Elector Response Form, I am a Resident Elector satisfying the requirements identified on page 2 of this form and residing in the area to which this Alternative Approval Process applies and hereby request the Board of Directors of the Regional District of Central Kootenay **NOT TO PROCEED** with the *Defined Area D Medical First Responder Service Bylaw No. 2923, 2023*.

DATE	FULL NAME (PLEASE PRINT)	HOME ADDRESS	ADDRESS OR LEGAL OF PROPERTY	SIGNATURE

## REQUIREMENTS DEFINED IN THE *LOCAL GOVERNMENT ACT*:

### RESIDENT ELECTOR (Section 65)

- A person who is age 18 or older
- A Canadian Citizen
- A resident of British Columbia for at least 6 months
- A resident of the area to which this Alternative Approval Process applies
- Not disqualified by the *Local Government Act* or any other enactment from voting.



## Defined Area D Medical First Responder Service Bylaw No. 2923, 2023

### Alternative Approval Process – Elector Response Form for Properties with Multiple Owners

I HEREBY DECLARE that on the date that I have signed this Elector Response Form, I am a Non-Resident Elector satisfying the requirements identified on page 2 of this form and hereby request the Board of Directors of the Regional District of Central Kootenay **NOT TO PROCEED** with the *Defined Area D Medical First Responder Service Bylaw No. 2923, 2023*.

#### Submitting Non-Resident Electors

DATE	FULL NAME (PLEASE PRINT)	HOME ADDRESS	ADDRESS OR LEGAL OF PROPERTY	SIGNATURE

#### On Behalf of Consenting Joint Property Owners Where Applicable

DATE	FULL NAME (PLEASE PRINT)	HOME ADDRESS	ADDRESS OR LEGAL OF PROPERTY	SIGNATURE

## REQUIREMENTS DEFINED IN THE *LOCAL GOVERNMENT ACT*:

### NON-RESIDENT ELECTOR (Section 66)

- A person who is age 18 or older
- A Canadian Citizen
- A resident of British Columbia for at least 6 months
- Not a resident elector
- A person who is the registered owner of real property in the area to which this Alternative Approval Process applies for at least 30 days
- Not disqualified by the *Local Government Act* or any other enactment from voting
- A person not holding the property in trust for a corporation or another trust
- A person may only sign as a non-resident elector for one parcel within the area to which this Alternative Approval Process applies regardless of the number of parcels they have interest in.
- Where there is more than one person registered as the owner of real property, either as joint tenants in common, only one of those persons may sign this Elector Response Form with the written consent of the majority of the other owners.



## Communication Plan

### Defined Area D Medical First Responder Bylaw No. 2923, 2023 Alternative Approval Process

#### Background

- A Medical First Responder Service is intended to provide immediate life saving interventions on scene while awaiting additional medical resources or transport. The Kaslo and District Volunteer Fire Department (VFD) provides Medical First Responder Services to the Village of Kaslo and that portion of Electoral Area D described in Schedule A of the Kaslo and District Fire Protection Service Establishment Bylaw 2300, 2013 as amended.
- The current arrangement for the provision of Medical First Responder Services in Area D, beyond the Kaslo and District Fire Protection Area (FPA), was established in 2009 through an agreement between the Kaslo and District VFD and BC Health Services. First Responder positions in Ainsworth/Woodbury and Meadow Creek are staffed and resourced by the Kaslo and District VFD.
- Bylaw 1340, and subsequent amendments, authorize the Kaslo and District VFD to provide services beyond the Fire Protection Area, those services are currently being funded through the Kaslo and District VFD Service S280. While this arrangement is functional it could be improved in terms of transparency and the equitable provision of service.
- At the February 2020 Open Board Meeting the Board resolved (158/20)  
*That the Board direct staff to prepare a service case analysis and report back to the Board on the implications of establishing a First Responder Service and bylaw for the provision of first responder pre-hospital care services in Area D.*
- The service case analysis recommended
  - A service to provide Medical First Responder Services beyond the Kaslo Fire Protection Area.
  - The Kaslo Fire Protection Service would continue to provide Medical First Responder Services within the Kaslo Fire Protection Area
  - 4 First Responders in Meadow Creek/ North End of Kootenay Lake and 4 First Responders in Ainsworth/Woodbury
  - A capital expenditure of \$60,000 for the purchase of a response vehicle for Ainsworth/ Woodbury area funded through short term borrowing and financed over a 5 year period.
  - Annual operating expenses of \$37,732
  - Non-operating expenses of \$19,980 reflect equipment/vehicle borrowing costs, standard administration fees, and reserve contribution
  - A total Annual Requisition of \$57,712.
- At the July 20<sup>th</sup>, 2023 Board Meeting the Board resolved (454/23)

*That the Board authorize staff to prepare a service establishment bylaw for a Medical First Responder Service within a defined portion of Area D SUBJECT TO staff conducting a public consultation process; that voter approval, for the bylaw, be undertaken by means of Alternative Approval Process.*

- At the October 19<sup>th</sup>, 2023 Board Meeting the Board resolved (632/23) *That the Defined Area D Medical First Responder Bylaw No. 2923, 2023 be read a FIRST, SECOND, and THIRD time by content.*
- On November 21<sup>st</sup>, 2023 the Local Government Inspector Issued Approval of Bylaw 2923
- The Board has determined that an Alternative Approval Process would be most appropriate way to seek elector approval.

## **Elector Approval Requirements**

For certain matters, such as the one at hand, local governments are required to obtain elector approval from eligible electors before a regional district can proceed with its decision.

The **Alternative Approval Process (AAP)** provides an opportunity for electors within the service area to indicate whether they are against a local government's proposal moving forward. If 10% or more of the eligible electors in the service area submit response forms, the proposal would be deemed contentious. The Board of the Regional District would then decide whether to seek approval by Assent Vote (Referendum) or end the approval process.

**Assent Voting (Referendum)** provides an opportunity for electors within the service area to vote on whether a local government proposal moves forward or not. Assent of the electors is obtained if a majority of the votes counted are in favour of the bylaw or question posed by the local government. The voters list can either be the most current Provincial voters list, if specified, by bylaw, or the local government may maintain their own register of electors. All local governments must offer registration at the time of voting as an option for assent voting. Eligible voters include both resident electors and non-resident property owner electors.

## **AAP Requirements and Timeline**

The RDCK cannot pass a resolution to start the participating area approval process until first approving the new bylaw and receiving approval from the Local Government Inspector. As noted, Board approval was attained at the October 19<sup>th</sup>, 2023 Board Meeting and Local Government Inspector Approval was received on November 21<sup>st</sup>, 2023.

A potential AAP process schedule is presented as follows:

Maximum Taxation Requisition Bylaw & AAP		Timeline
Bylaw – Board Third Reading for Content		October 19, 2023
Submission to Province for Approval of the Inspector (anywhere from 6 to 9 weeks)		October 24, 2024
Board Approval to Proceed with AAP		March 21, 2024
First AAP Public Notice (Website, Social, Paper)		April 4, 2024
Second AAP Public Notice (Social)		April 11, 2024
Second AAP Public Notice (Paper)		April 18, 2024
Start of Minimum 30 Day AAP Period		April 11, 2024
AAP Town Hall (if desired)		April 2024
AAP Deadline		May 13, 2024
Earliest Day to Certify Results		May 14, 2024
Adoption of Bylaw by the Board		May 16, 2024

## AAP Administration

The RDCK Corporate Officer will have overall administration of the AAP and will assign required tasks to staff.

## Communication & Public Engagement Plan

Citizen communication and engagement should consist of the following:

### Purpose & Key Messages

The public information messages include:

- Medical First Responder Services are valued by the communities in Electoral Area D.
- Establishment of the new service would result in improved service to those parts of Area D outside of the Kaslo Fire Protection Area with more resources placed in Meadow Creek and Ainsworth/Woodbury.
- The proposed service is aligned with the principle of “user pays” and results in an equitable distribution of Medical First Responder Costs.
- The proposed amount to be requisitioned for 2024 would be \$57,712.
- Approval for the taxation increase will be sought by the alternative approval process as outlined in the *Local Government Act*. This process will allow the residents affected by the taxation increase to provide their input to the RDCK.
- The residential rate per thousand is estimated to be \$0.1856/\$1000 of assessed residential value.
- The projected taxation for a single family dwelling with an assessed value for land and improvements of \$450,000 would be \$83.51.

## **Public notification**

Public affected by the AAP will be notified using the following methods:

- Board Highlights – following bylaw readings, provided to the media and posted on the RDCK website
- Board Highlights – following resolution to proceed to AAP
- Media release – following resolution to proceed to AAP, with additional background and process information
- Information on website & social media platforms
- Advertisements in the Valley Voice (two consecutive advertisements)

## **Website**

Information about Defined Area D Medical First Responder Service background and process information can be provided on the RDCK website at RDCK/DefDMFRS

## **Town Hall Meeting**

An town hall meeting may be hosted by the RDCK during the AAP response period. The town hall meeting can consist of the following:

- The Town Hall Meeting might be hosted by the Electoral Area D Director and the Regional Fire Services
- Staff will be present to answer questions about the AAP process and the proposed service.
- Staff will provide an opportunity for written feedback or written questions.
- Relevant information will be posted on the RDCK website following the Town Hall Meeting.

## **AAP Response Forms**

The statement or question must be clear so electors understand they are expressing their opinion about whether assent voting must be held with respect to the matter proposed by the local government.

The Response Form will be made available on the RDCK website and made available for pick up at the Regional District Office in Nelson, BC.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2949

A Bylaw to amend Wynndel/Lakeview Fire Protection Local Service Area Establishment Bylaw No. 965, 1993 for the purpose of expanding the service area.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of fire protection for a portion of Electoral Areas A and C by adopting Wynndel/Lakeview Fire Protection Local Service Area Establishment Bylaw No. 965, 1993;

AND WHEREAS pursuant to the *Regional District Establishing Bylaw Approval Exemption Regulation*, a regional district may amend the service area boundary if the parcel owner submits a petition to the regional district in accordance with requirements;

AND WHEREAS pursuant to the *Local Government Act* and the *Regional District Establishing Bylaw Approval Exemption Regulation*, participating area approval has been given by Electoral Areas A and C.

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

- 1 The Wynndel/Lakeview Fire Protection Local Service Area Establishment Bylaw No. 965, 1993 as amended, is hereby further amended as follows:
(a) By deleting the Schedule 'A' attached to The Wynndel/Lakeview Fire Protection Local Service Area Establishment Bylaw No. 965, 1993, as amended, and replacing it with the attached Schedule 'A'.
2 This Bylaw may be cited as "Wynndel/Lakeview Fire Protection Local Service Area Establishment Amendment Bylaw No. 2949, 2024".

READ A FIRST TIME this 21st day of March, 2024.
READ A SECOND TIME this 21st day of March, 2024.
READ A THIRD TIME this 21st day of March, 2024.

I hereby certify that this is a true and correct copy of the **“Wynndel/Lakeview Fire Protection Local Service Area Establishment Amendment Bylaw No. 2949, 2024”** as read a third time by the Regional District of Central Kootenay Board on the 21<sup>st</sup> day of March, 2024.



Mike Morrison, Corporate Officer

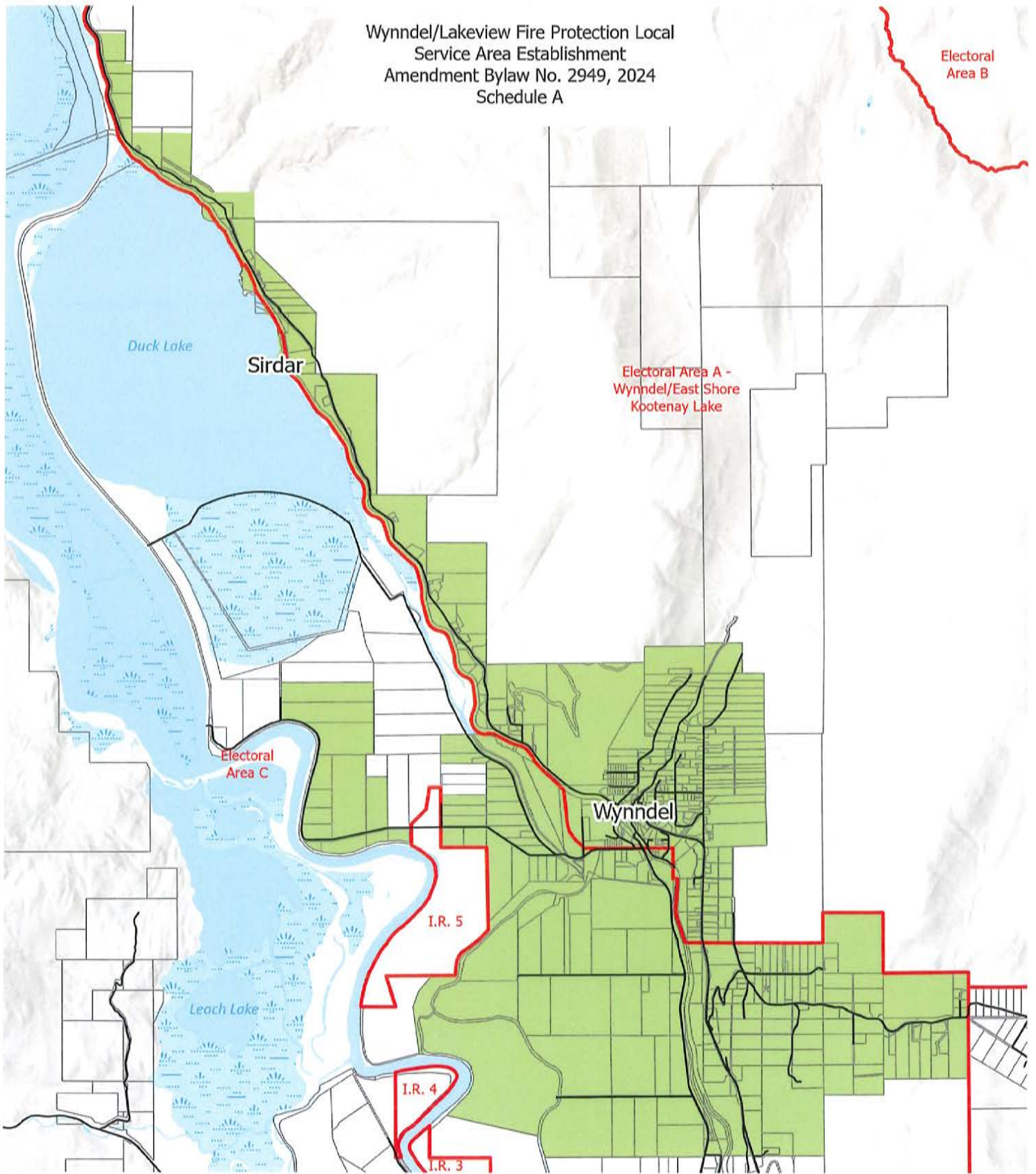
ASSENT RECEIVED as per the *Local Government Act – consent of rural participating areas.*

ADOPTED this            day of            , 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

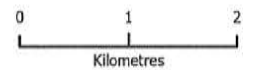
\_\_\_\_\_  
Mike Morrison, Corporate Officer

Wynndel/Lakeview Fire Protection Local  
Service Area Establishment  
Amendment Bylaw No. 2949, 2024  
Schedule A



- Electoral Boundary
- Cadastre
- Lake
- Wetland
- Road

- Fire Service Area**
- Lakeview-Wynndel Fire Protection Area



Tuesday, February 27, 2024  
Datum/Projection: NAD83/UTM Zone11N  
Print Size: 8.5 x 11"

The map data shown are approximate representations for reference purposes only. The RDCK is not liable for any errors or omissions on this map nor any loss or damage resulting from the use of this map.



# Board Report

**Date of Report:** April 8, 2024  
**Date & Type of Meeting:** April 18, 2024, Regular Board Meeting  
**Author:** Shiree Worden, Records & Information Management Coordinator  
**Subject:** Repealing and Replacing Freedom of Information Bylaw  
**File:** 01-0450-50-FOI Bylaw  
**Electoral Area/Municipality:** N/A

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to recommend that the *Freedom of Information Bylaw No. 2960, 2024* be read a FIRST, SECOND, and THIRD time by content to repeal and replace the *Freedom of Information Bylaw No. 2525, 2016*; and that the *Freedom of Information Bylaw No. 2960, 2024* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## SECTION 2: BACKGROUND/ANALYSIS

The current *Freedom of Information Bylaw No. 2525, 2016* (Attachment A) requires some administrative housekeeping to address an oversight that occurred during its initial approval process. Back on September 15, 2016 the Board received a report recommending the repeal of the 1994 Freedom of Information bylaw, along with its various amendments and the introduction of an updated bylaw to align with legislative changes. While this updated bylaw was adopted in 2016, it unintentionally omitted the Schedule of Fees, which outlines the approved amounts a public body can charge for requests. The *Freedom of Information and Protection of Privacy Act (the Act)* identifies the following services that an applicant can be asked to pay for: locating and retrieving a record (after the first three hours), producing a record; preparing a record for disclosure (severing information from a record is exempt); shipping and handling of a record; and providing copies of a record.

Additionally, the current bylaw duplicates many provisions in the Act. This redundancy creates unnecessary complexity in directing the duties of the delegated authority.

To address these issues, staff looked to other current examples of Freedom of Information bylaws to determine the appropriate next steps. The Local Government Management Association (LMGA) provides a sample Freedom of Information bylaw within its 2022 Freedom of Information and Protection of Privacy Toolkit, which serves as an excellent model for simplicity and effectiveness. The sample bylaw, thoroughly reviewed by legal experts and privacy professionals, prioritizes clarity and ease of use. It focuses on designating staff members to serve as the Head and Coordinator for the Act, alongside a clear schedule of fees applicable to FOI request applicants. Importantly, this streamlined format reduces the need for frequent amendments.

Using the sample LGMA bylaw, the proposed new *Freedom of Information Bylaw No. 2960, 2024* (Attachment B) addresses past oversights and simplifies the language by clearly delegating authority and outlining a fee structure. A new, complete Freedom of Information bylaw will ensure the RDCK is compliant with the Act and will uphold the RDCK's commitment to transparency in accessing information.

## 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 are not a barrier to access to information. Section 75 of the Act authorizes public bodies to charge fees for certain services when processing requests made under the Act, and provides guidance in assessing or waiving fees in certain scenarios. It is rare for the RDCK to charge fees for requests and the revenue received in the last five years is negligible.

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

The *Freedom of Information and Protection of Privacy Act* outlines what services a public body can and cannot charge fees for when an applicant makes a request.

The *Freedom of Information and Protection of Privacy Regulation* sets the schedule of fees for what a local government can charge for each action or service.

### 3.3 Environmental Considerations

N/A

### 3.4 Social Considerations:

N/A

### 3.5 Economic Considerations:

N/A

### 3.6 Communication Considerations:

With the inclusion of a schedule of fees, the complete Freedom of Information bylaw will be made accessible to the public via the RDCK website.

### 3.7 Staffing/Departmental Workplan Considerations:

N/A

### 3.8 Board Strategic Plan/Priorities Considerations:

N/A

## SECTION 4: OPTIONS & PROS / CONS

**Option 1:** "That the *Freedom of Information Bylaw No. 2960, 2024* be read a FIRST, SECOND, and THIRD time by content to repeal and replace the *Freedom of Information Bylaw No. 2525, 2016*."

"That the *Freedom of Information Bylaw No. 2960, 2024* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same."

#### Advantages

- The *Freedom of Information Bylaw No. 2960, 2024* will be a complete bylaw with a schedule of fees.

#### Disadvantages

- None.

**Option 2:** “That no further action be taken on the Freedom of Information Bylaw No. 2525, 2016.”

Advantages

- None.

Disadvantages

- FOI request that require more than three hours of searching for records and/or preparing records for disclosure will not be eligible for charging a fee without an approved schedule of fees in the bylaw.

## SECTION 5: RECOMMENDATIONS

1. That the *Freedom of Information Bylaw No. 2960, 2024* be read a FIRST, SECOND, and THIRD time by content to repeal and replace the *Freedom of Information Bylaw No. 2525, 2016*.
2. That the *Freedom of Information Bylaw No. 2960, 2024* be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,

Shiree Worden, Records & Information Management Coordinator

## CONCURRENCE

Manager of Corporate Administration/Corporate Officer – Mike Morrison

Approved

Chief Administrative Officer – Stuart Horn

Approved

### ATTACHMENTS:

Attachment A – Freedom of Information Bylaw No. 2525, 2016

Attachment B – Freedom of Information Bylaw No. 2960, 2024

**BYLAW NO. 2525**

A Bylaw to administer the *Freedom of Information and Protection of Privacy Act*

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WHEREAS under section 77 of the *Freedom of Information and Protection of Privacy Act*, a local government must designate a person or group of persons as the head of the local public body for the purposes of the Act and may set any fees the local public body requires to be paid under section 75 of the Act;

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

1. **DEFINITIONS**

1.1 The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

1.2 In this Bylaw:

"Act" means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C 1996 Chapter 165 as amended from time to time

"Board" means the Board of Directors of the Regional District of Central Kootenay

"District" means the Regional District of Central Kootenay

"Commercial" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit

"Coordinator" means the person designated in section 2.2 as the Information and Privacy Coordinator

"Head" means the person designated as the Head of the District under section 2 of this Bylaw

"Request" means a request under section 5 of the Act.

2. **ADMINISTRATION**

2.1 The Officer assigned the responsibility of Corporate Administration in accordance with section 236 of the *Local Government Act*, and their Deputy, are designated as the Head for the purposes of the Act.

2.2 The Records and Information Management Analyst is designated as the Information and Privacy Coordinator for the purposes of the Act.

### 3. POWERS OF THE COORDINATOR

#### 3.1 Responding to Requests

6(2) 3.1.1 The duty to create a record from a machine readable record in the custody or under the control of the Regional District using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the Regional District.

3.1.2 The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.

9(2) 3.1.3 The duty to:

- (a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced.

#### 3.2 Extension of Time

10(1) 3.2.1 The power to extend the time for responding to a request pursuant to section 10 of the Act.

10(1) 3.2.2 The power to extend the time for responding to a request for up to 30 days where:  
where:

- (a) the applicant does not give enough detail to enable the Regional District to identify a requested record,
- (b) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Regional District,
- (c) more time is needed to consult with a third party or other public body before the Head can decide whether or not to give the applicant access to a requested record, or
- (d) the applicant has consented, in the prescribed manner, to the extension.



10(2) 3.2.3 The power to apply to the Information and Privacy Commissioner for a longer time period for responding to a request where one or more of the circumstances described in section 10(1)(a) to (d) of the Act apply and more time is required than the 30 days permitted under that subsection.

10(3) 3.2.4 The power to advise the applicant of the reason for an extension, when a response can be expected and that the applicant may complain about the extension under section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under section 10(1) of the Act.

### **3.3 Transfer Request**

11(1) 3.3.1 The power to transfer a request and, if necessary, the records to another public body if:

- (a) the record was produced by or for the other public body,
- (b) the other public body was the first to obtain the record, or
- (c) the record is in the custody or under control of the other public body.

11(2) 3.3.2 The power to notify the applicant of the transfer.

### **3.4 Information to be Released Within 60 Days**

20(1) 3.4.1 The power to notify an applicant of the publication or release of information that the Head has refused to disclose under section 20(1)(b) of the Act on the basis that the information is to be published or released to the public, within 60 days after the applicant's request is received.

### **3.5 Notification**

23(1) 3.5.1 The power to notify a third party that the Regional District intends to give access to a record that the Head has reason to believe contains information that might be excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.

23(2) 3.5.2 The power to give written notice where the Head does not intend to give access to a record that contains information excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.

24(2) 3.5.3 The power to give written notice of the decision of the Head to the applicant and the third party whether or not to give access to a record under section 24(1) of the Act

### 3.6 Exceptions

The power to withhold information in a record excepted from disclosure under Division 2 of Part 2 of the Act, but if that information can reasonably be severed from a record, the power to provide an applicant with the remainder of the record.

### 3.7 Public Interest

25(1) 3.7.1 The power to disclose, if in the public interest, to an affected group of people or to an applicant, information:

(a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or

(b) the disclosure of which is, for any other reason, clearly in the public interest.

### 4.8 Information Protection

(30) 4.8.1 The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

4.8.2 The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

### 5.0 POWERS, DUTIES AND FUNCTIONS OF THE HEAD

Notwithstanding the provisions of sections 4.1 to 4.8 inclusive, the Head retains without limitation all the powers, duties and functions vested in the Head under the Act, including those which the Coordinator is authorized under this bylaw to exercise. The Head will exercise those powers, duties and functions retained by the Head and may, from time to time, exercise those powers, duties and functions set

out in sections 4.1 to 4.8 inclusive in conjunction with or instead of the Coordinator.

**6.0 FEES**

The maximum fees charged by the Regional District as permitted under the Act shall be as outlined in Schedule "A" of this bylaw.

**7.0 REPEAL**

"Freedom of Information Bylaw No. 1065, 1994" and all amending bylaws thereto, are hereby repealed.

**8.0 EFFECTIVE DATE**

This bylaw shall come into effect on the date of its final adoption.

READ a first time this	day of	2016.
READ a second time this	day of	2016.
READ a third time this	day of	2016.

ADOPTED by an affirmative vote of at least two-thirds of the votes cast this

day of 2016.

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIR

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2960

---

A Bylaw for the administration of the Freedom of Information and Protection of Privacy Act.

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WHEREAS the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a regional district to designate the Head and set any fees for service.

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

### DEFINITIONS

**1** In this bylaw:

**Act** means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, as Amended;

**Board** means the Board of Directors of the Regional District of Central Kootenay;

**Commissions** means the various Commissions of the Regional District of Central Kootenay;

**Committees** means the various Committees of the Regional District of Central Kootenay;

**Coordinator** means the person designated in section 2(2) of this Bylaw as the Coordinator;

**Head** means the person designated under section 2(1) of this Bylaw as the Head;

**Regional District** means the Regional District of Central Kootenay; and

**Request** means a request under section 5 of the Act.

### ADMINISTRATION

- 2**
- (1) The Corporate Officer is designated as the Head for the purposes of the Act;
  - (2) The Records and Information Management Coordinator is designated as the Coordinator; and
  - (3) For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all Boards, Commissions, Committees of the Regional District.

## POWERS OF THE COORDINATOR

3 The Head may delegate any of the Head's duties under the Act to the Coordinator.

## FEES

4 An applicant making a request shall pay to the Regional District the fees set out in Schedule "A" to this Bylaw for the purposes of:

- (a) locating, retrieving, and producing a record;
- (b) preparing a record for disclosure;
- (c) shipping and handling a record; and
- (d) providing a copy of a record.

## REPEAL

**"Freedom of Information Bylaw No. 2525, 2016"**, and amendments hereto, are hereby repealed.

## CITATION

This Bylaw may be cited as **"Freedom of Information Repeal Bylaw No. 2960, 2024."**

READ A FIRST TIME this 18<sup>th</sup> day of April, 2024.

READ A SECOND TIME this 18<sup>th</sup> day of April, 2024.

READ A THIRD TIME this 18<sup>th</sup> day of April, 2024.

ADOPTED this 18<sup>th</sup> day of April, 2024.

---

Aimee Watson, Board Chair

---

Mike Morrison, Corporate Officer

### SCHEDULE "A" TO BYLAW No. 2960

SCHEDULE OF FEES:

(a) for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
(b) for producing a record manually	\$7.50 per ¼ hour
(c) for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
(e) for shipping copies	actual costs of shipping method chosen by applicant
(f) for copying records:	
(i) floppy disks	\$2 per disk
(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
(iii) computer tapes	\$40.00 per tape up to 2400 feet
(iv) microfiche	\$3 per fiche
(v) microfilm duplication	\$25 per roll for 16 mm microfilm \$40 per roll for 35 mm microfilm
(vi) microfiche or microfilm to paper duplication	\$0.50 per page
(vii) photographs (colour or black and white)	\$5.00 to produce a negative \$12.00 each for 16"x 20" \$9.00 each for 11"x 14" \$4.00 each for 8"x 10" \$3.00 each for 5"x 7"
(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
xi) scanned electronic copy of a paper record	\$0.10 per page
xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each

xiii) slide duplication	\$0.95 each
xiv) audio cassette tape (90 minutes or fewer)	\$5 per cassette plus \$7 per ¼ hour of recording
xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording



# Board Report

**Date of Report:** April 8, 2024  
**Date & Type of Meeting:** April 18, 2024, Open Board Meeting  
**Author:** Sangita Sudan, GM Development & Community Sustainability Services  
**Subject:** Award Kootenay and Boundary Farm Advisor Contract  
**File:** 10-5200-20-KBFA  
**Electoral Area/Municipality:** All RDCK, RDEK, RDKB

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval to award the Agriculture Liaison Service contract to Keefer Ecological Ltd (KES) to deliver the Kootenay and Boundary Farm Advisor (KBFA) Program. The RDCK Board has allocated funding to continue this tri-regional district and Columbia Basin Trust project in the 2024 to 2028 financial plan.

643/23

*That the RDCK Board approve an amount not exceeding \$45,000 per year to be included in the draft 2024-2028 Financial Plan for Service S100 General Administration to continue delivering the Kootenay Boundary Farm Advisor (KBFA) Program co-funded by RDCK, Regional District of East Kootenay, Regional District of Kootenay Boundary and Columbia Basin Trust, AND FURTHER; the Board approve accepting the responsibility of managing the contract for KBFA through the RDCK development and community sustainability department.*

KES is the current contractor delivering this service and the sole proposal received for this RFP. Staff is recommending that KES be rehired with a new terms of reference and contract for a 5 year term commencing in 2024 and ending in 2028.

## SECTION 2: BACKGROUND/ANALYSIS

### BACKGROUND

On March 6, 2024 a Request for Proposal (RFP) for Agriculture Extension and Liaison Services to Producers, referred to as the Kootenay and Boundary Farm Advisors or KBFA, was posted to the Regional District of Central Kootenay website and on BC Bids. The closing date was March 22, 2024.

One proposal was received from the previous contractor Keefer Ecological Services LTD. (KES) based out of Cranbrook. The KBFA Steering Committee made up of staff representatives from each of the partner organizations met to review the proposal and were in agreement that KES addressed all the key objectives of the program with the right expertise to provide this service sustainably to the three regions.

KES provides administrative and finance support to their subcontractors the Farm Advisors. Rachael Roussin and Andrew Bennett are returning and were involved in the design and development of the Program. Sarah Hirschfeld is a new Farm Advisor situated in the east Kootenay. Kylie Steedman also previously part of the team will continue to support the KBFA on communications.



The term of this contract will be for 5 years. The total contract value proposed for each year shall not exceed \$180,000. As per resolution 643/23 each of the partners have contributed \$45,000 over a 5 year period in their 2024-2028 Financial Plan. The contract value for 2024 is \$174,910 not including GST.

## **ANALYSIS**

The goal of the KBFA is to ensure producers in the region can access timely and practical technical agricultural advice to enhance their knowledge and improve the efficiency and viability of their agricultural operations.

The objectives of the program are:

- Maintain a central communication hub for the Basin through social media and newsletters
- Enhance engagement through various communications methods
- Provide a communications plan and ensure that expertise exists on the team
- Engage with producers and establish relationships across the region
- Provide technical extension services to agricultural producers
- Support the development of technical knowledge among producers
- Utilize other basin programs to assist in agricultural research
- Build a network of technical experts to support extension services
- Document producer/advisor interactions, training, networking and research needs of agricultural producers.

From 2017 to 2023 the Farm Advisors have cultivated a significant network of expert agricultural advisors who are specialists in their own field and include agricultural consultants, expert farmers, Ministry of Agriculture regional agrologists, Investment Agriculture Foundation, and University researchers. The expert advisors are listed on the KBFA website and demonstrate a wide range of expertise that covers a broad range of sectors and issues. The list of expert advisors is continually growing and evolving in response to the needs of producers. The KBFA Farm Advisors have served as the liaisons between the producers and the expert advisors. The ways that KBFA engages with expert advisors includes the KBFA team requesting specific agricultural information, connecting experts directly to producers, collaborating for an event and engaging experts in our region for future research and projects. Experts are compensated according to their regular fee structure.

The KBFA will continue to be accountable to the steering committee consisting of representatives from the three regional districts and the Trust. The program delivery will be an adaptive management approach with diverse platforms to communicate via digital, in person, website, newsletter, social media, one on one farm visits, events, field days and interaction with the Farm Advisors. This is an ongoing effort to build relationships. All metrics related to the program are recorded on a project management database (PAT).

In addition, a communication strategy designed by the Farm Advisors and facilitated by the returning KBFA Communications Specialist will seek to prioritize locally relevant content and interactions that focuses on communications with external groups, producers, research/partner projects, and will be responsive to unanticipated events as was achieved during the pandemic.

## **Performance highlights from July of 2017 to 2022**

Total Producer/Farm Interactions: 1035 producers from 708 farms

Farm Advisor-Producer Connections: >2623 engagements

Expert-Producer Connections: 333 experts and 587 producers

Farm Advisory-Expert Interactions: 961 times

Events 78 events on 112 days for 1025 producers and 391 expert/community participants  
Farm Visits: 516 by advisor/experts  
Stakeholder/Sector Engagement: 198 meetings/presentations

Staff are recommending the contract for Kootenay and Boundary Farm Advisors be awarded to Keefer Ecological Services Ltd. for 5 years from 2024 to 2028. For more detail on the Kootenay and Boundary Farm Advisors, the Keefer Ecological Services Ltd proposal is provided in attachment A.

## 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

Each of the partners including Regional District of East Kootenay, Regional District of Kootenay Boundary, Regional District of Central Kootenay and the Columbia Basin Trust have committed long term funding up to \$45,000 each for 2024 to 2028. The funding available for each year is \$180,000.

Keefer Ecological Services Ltd proposal amount is \$174,910 not including GST.

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

None applicable

### 3.3 Environmental Considerations

None applicable

### 3.4 Social Considerations:

The KBFA service is providing a much needed extension service to producers. The intent is to ensure the efficiency and viability of Agriculture in the Kootenay and Boundary region.

### 3.5 Economic Considerations:

The contract award will provide employment to several experts and support staff to deliver this highly economically viable service to producers.

### 3.6 Communication Considerations:

Once the contract is approved the RDCK will put out a media release on behalf of the Partners to announce the KBFA team.

### 3.7 Staffing/Departmental Workplan Considerations:

This contract will be managed by staff in the Development and Community Sustainability team, specifically by the General Manager of Development and Community Sustainability who is supported by a steering committee made up of representatives from the neighboring regional districts and the Columbia Basin Trust.

### 3.8 Board Strategic Plan/Priorities Considerations:

Aligns with:

- Values of working together and Innovation.
- Strategic Priority: Develop Relationships and Partnerships
- Focus:

- Partner with our member communities to leverage their skills in the region
- Explore areas of common interest with our neighboring regions and align advocacy (co-operate in areas of common interest).

## SECTION 4: OPTIONS & PROS / CONS

Option 1: That the Board approve awarding the Kootenay and Boundary Farm Advisor services contract to Keefer Ecological Services Ltd. for a term of five years.

Pro:

- KES and their subcontractors have worked for the last 6 years to design and develop a program that is utilized by the producers in the three regional districts.
- The agricultural sector in the Kootenay is unique. KES has adapted their program to support the diverse needs of the producers across the three regional districts.
- The KBFA Program in the Kootenay is a model for other regions considering establishing extension services to producers.
- Producers are familiar with the team and to date the feedback has been positive and supportive of this service.
- Viability of farming is enhanced with producers have access to technical experts.
- By offering this service in partnership with the RDEK, RDKB and CBT the cost of the service is minimized

Con:

- Taxation is required to fund this service.

Option 2: That the Board not award the Kootenay and Boundary Farm Advisor Program contract to Keefer Ecological Services Ltd

Pro:

- No taxation will be required.

Con:

- There will be service disruption if the contract is not awarded
- Producers who rely on this service will not be able to access it
- If the RDCK chooses to not issue the contract the other partners in the service will question the rational.

## SECTION 5: RECOMMENDATIONS

That the RDCK Board approve awarding the Kootenay and Boundary Farm Advisors contract to Keefer Ecological Services Ltd. for five years from April 8, 2024 ending on April 8, 2029 as approved in the 2024-2028 Financial Plan for S100 General Administration, AND FURTHER the Board Chair and Corporate Officer be authorized to sign the contract.

Respectfully submitted,

Sangita Sudan – General Manager of Development and Community Sustainability

## CONCURRENCE

Chief Administrative Officer – Stuart Horn

Approved

### ATTACHMENTS:

Attachment A – Keefer Ecological Services Ltd., proposal for Agriculture Extension and Liaison Services to Producers - Kootenay and Boundary Farm Advisors.

Attachment B – Kootenay and Boundary Farm Advisor Contract



Keefer Ecological Services Ltd.  
PO Box 430  
Cranbrook, BC V1C 4H9  
250-489-4140 | [www.keefereco.com](http://www.keefereco.com)

March 21, 2024

**Prepared for:** Regional District of Central Kootenay (RDCK)

**Attn:** Sangita Sudan, General Manager of Development and Community Sustainability

**Closing Date and Time:** March 22, 2024 and 4:00 PM

**Closing Location:** Development and Community Sustainability, Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

**Prepared by:** Keefer Ecological Services Ltd. (KES)

**Primary contact:** Sarah Hirschfeld, 250-272-5848, [sarah@keefereco.com](mailto:sarah@keefereco.com)

**RE: Opportunity 190266 Request for Proposals**  
**Agriculture Extension and Liaison Services to Producers - Kootenay Boundary Farm Advisors**

Thank you for this opportunity to bid on RFP 190266. As the team responsible for designing and delivering the Kootenay Boundary Farm Advisory (KBFA) program from 2017-2023, we are eager to resume serving our local agricultural community as qualified professionals and the primary extension service for the Columbia Basin and Regional Districts of East Kootenay (RDEK), Central Kootenay (RDCK), and Kootenay Boundary (RDKB).

We understand that by submission of this Proposal KES agrees that, should it be identified as the successful Proponent, it is willing to enter into a Consulting Services Agreement with the RDCK for a five (5) year term for KBFA services beginning on or before April 8, 2024. KES further agrees to provide to the RDCK the necessary Insurance Policies and WorkSafe BC Clearance Letter within fifteen (15) days of the date of the Notice of Award.

For questions or comments regarding this proposal, please contact the project manager:

**Sarah Hirschfeld, 250-272-5848, [sarah@keefereco.com](mailto:sarah@keefereco.com).**

Thank you for this opportunity,

Michael Keefer, President

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## Executive Summary

We are pleased to submit the following proposal for the “Agriculture Extension and Liaison Services to Producers - Kootenay Boundary Farm Advisors” contract effective from April 08, 2024 for a five-year term. The objective for this program will be to provide producers with opportunities to develop their technical expertise and innovation through collaborations, networking, and engagement with qualified professional Farm Advisors, experts, and partnering organizations that support local agriculture. The program will strive to serve as the primary extension service for the Kootenays and provide balanced attention to each of the Columbia Basin and Regional Districts of East Kootenay, West Kootenay, and Kootenay Boundary.

Our firm, consisting of Keefer Ecological Services Ltd. (KES) and carefully selected subcontractors, was responsible for developing and implementing the past 6-years of the KBFA program. We look forward to returning to continue this work with KBFA and to enhance, refresh, and adapt this program over the next five-year term. The team will consist of returning team members Rachael Roussin and Andrew Bennett (Farm Advisors), Kylie Steedman (Communications), Mike Kurucz (Finances and Administration), and Michael Keefer (KES President, Program Strategy). This established team will be joined by newcomer Sarah Hirschfeld (Farm Advisor and Project Manager) who will be bringing fresh eyes and adaptive management approaches to the next chapter of the program. All three Farm Advisors are Professional Agrologists qualified to provide agricultural advice and services in BC and are residents of the Kootenays. Furthermore, all three Farm Advisors are Environmental Farm Plan Advisors with the Investment Agriculture Foundation, and therefore are actively engaged in Ministry of Agriculture collaborations that extend resources to their local producers. Examples of past performance, firm resources, references, and team member resumes have been provided.

The Kootenay and Boundary Farm Advisors (KBFA) program will be accountable to a steering committee consisting of representation from the three regional districts and the Trust. The delivery of the program will employ an adaptive management approach consisting of diverse digital and in-person communication strategies for engagement including multiple platforms (website, newsletter, social media), interaction types (one-on-one, farm visits, events, field days), engagement providers (farm advisors, expert advisors), targeted content creation (videos, podcasts), and on-going relationship building with various partner projects. KBFA will serve as a resource to partner projects, including regional extension programs, while also recruiting applicable expert advisors to KBFA to strengthen and diversify program services. All performance metrics on producers served will be recorded in a dedicated database and analyzed every six months to populate required reports and adapt program delivery to best support producers. Efforts will be made to balance program delivery through the program region by offering events and farm visits in all districts. Our team is committed to offering practical and uninterrupted service delivery to producers regardless of unanticipated events.

The scheduled work plan and detailed cost breakdown provided were drafted for the 2024-2025 program year and are anticipated to undergo annual review in discussion with the Steering Committee.

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## Overview

In alignment with the Request for Proposal (RFP), the goal of this project will be to ensure that producers already served through KBFA can access timely and practical technical agricultural advice to enhance their knowledge and improve the efficiency and viability of their agricultural operations.

## The Firm

The firm responsible for developing the KBFA to the current standard are seeking to return to this role.

Project administration will be completed by Keefer Ecological Services Ltd. (KES) with support from highly qualified subcontractors. KES is a reputable environmental consulting company known for innovation in ecological restoration, environmental assessment, reclamation, regulatory work, collaboration with Indigenous Nations and communities, ethnoecology, plant ecology, sustainable agriculture, food security and applied research throughout British Columbia. The KES team prides itself in its ability to find creative scientific-based solutions to today's complex issues in natural resource management. Clients from diverse industrial and community-based backgrounds seek our expertise including Indigenous, provincial and federal governments, and municipalities.

KES has accumulated a diverse portfolio of experience delivering exceptional services over the past two decades, including seamless administration and project management for KBFA from 2017-2023.

## Firm Experience / Past Performance

The following examples of past performance do not represent a comprehensive summary of KES's work experience, but rather highlight specific projects that demonstrate KES's continued commitment to serve BC's agriculture industry.

### Kootenay Boundary Farm Advisors (KBFA)

2017-2023

The firm responsible for developing the KBFA is bidding to return and refresh the program. We look forward to continuing relationship building with our local Kootenay producers.

Our firm developed KBFA to a defined standard with successful brand recognition from 2017-2023. The KBFA start-up period from 2017 - 2018 taught fundamental lessons in what agricultural extension is and how it can be best delivered. KBFA's second and third years (2018 to 2020) established KBFA as a reputable agricultural service provider and a key organizational "hub" for agricultural information and delivery with the majority of producers and agricultural organizations now recognizing KBFA and its role. The KBFA team has also learned a lot about the technical issues that farmers are working on, and we are in a good position moving forward to



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support farmers to work on these issues such as soil and water management. In the fifth season (2020 – 2021) KBFA established a strong reputation with Provincial organizations such as the Investment Agriculture Foundation, Ministry of Agriculture, and other Province-wide programs, as a key collaborator to communicate and connect with the agriculture sector. KBFA has partnered on many projects with these organizations for delivering field days, program updates and initiatives. We can therefore say with strong confidence that KBFA made a significant difference to get Province-wide programming and resources to producers into the Kootenay region. In 2022 – 2023 KBFA continued with one-on-one support, events, education and communication for the agricultural sector and leveraged outside resources to our region’s producers such as research, connections to experts, and facilitated regional sharing of best agricultural practices and innovation.

### **Performance Highlights - Number of Interactions from July 2017 - July 2022**

*Total Producer/Farm Interactions:* 1035 producers from 708 farms

*Farm Advisor-Producer Connections:* > 2623 engagements

*Expert-Producer Connections:* 333 experts and 587 producers

*Farm Advisor-Expert Interactions:* 961 times

*Events:* 78 events on 112 days for 1025 producers and 391 expert / community participants

*Farm Visits:* 516 by advisors / experts

*Stakeholder / Sector Engagement:* 198 meetings / presentations

### **Indigenous Agriculture Inventory: Understanding the Sector, Assessing the Needs**

Feb 2020 - Aug 2021

KES was hired by the Investment Agriculture Foundation of British Columbia (IAFBC) and the B.C. Ministry of Agriculture, Food, and Fisheries (AFF) to understand the status, interests, successes and challenges of Indigenous peoples in B.C. within the agriculture and agri-food sector. The project aimed to increase the understanding of, and information available on the activities and needs of existing and prospective Indigenous agriculture and agri-food enterprises in B.C. The project had four key stages: 1) Project Planning, 2) Literature Review, 3) Data Gathering (engagement sessions), and 4) Data Analysis and Reporting. KES planned, coordinated, and facilitated all aspects of the project, and worked closely with AFF and IAFBC to ensure all goals and objectives were met. Regular updates and progress reports were provided throughout the duration of the project. KES compiled an extensive contact list for Indigenous Nations or organizations (172) and businesses (71) involved in the agriculture industry of B.C. Questionnaires were completed by 36 businesses / individuals and 12 regional engagement sessions facilitated by KES, and were attended by 62 Nations / organizations and 86 individuals. Each presentation was tailored for regional/sectoral context and incorporated localized content and ongoing information gained during the questionnaire. Following each

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session, KES developed a summary of each engagement session. The results were shared with all participants at the end of each session with an option to edit or add content in the Mural to eliminate misrepresentation.

## Food Security and Agricultural Business Development Projects

2008 - present

KES has gained substantial experience and a positive reputation for supporting numerous Indigenous communities and organizations in planning and developing Indigenous-owned businesses aimed at increasing capacity building opportunities related to cultivation and food security. This includes greenhouse and nursery enterprises for communities including but not limited to Tsawout First Nation (present), Cheslatta Carrier Nation (2023-present), Stswecem'c Xget'tem First Nation (2022-present), Ross River Dena Council (2020), Doig River First Nation (2015-2016), Saulneau First Nation and West Moberly First Nation (2012-2014), and St. Mary's Band (2008). This portfolio of related projects includes pre-feasibility studies and preliminary roadmapping, through to feasibility studies and business plans, and even support during construction and operation. Successful Indigenous-owned plant nurseries that have been supported by KES include Twin Sisters Native Plant Nursery and Tipi Mountain Native Plants (now Nupqu Resource Limited). The approach during these projects is always to respect the objectives and perspectives of the Indigenous Nation / organization by facilitating engagement to produce reports delivering customized, locally-appropriate strategies.

## Growing our Futures: Plant Horticulture Training and Employment Readiness Certificate

2013 - present

KES recognized an increased interest in using native plants for restoration projects, ranging from small to industrial-scale, and for food, medicine, and landscaping. In response to this increasing interest, KES and Royal Roads University (RRU), in partnership with West Moberly First Nations and Sauleau First Nation, developed the Growing Our Futures: Plant Horticulture Training and Employment Readiness Certificate in 2013; a portable training program in plant propagation that is designed to be delivered in partnership with Indigenous governments or community organizations. The program is delivered in-community in order to reduce barriers and increase community-support for students. Growing Our Futures has been delivered in three diverse regions of British Columbia: the Peace Region in partnership with Twin Sisters Native Plant Nursery, West Moberly First Nation and Sauleau First Nation (2013); the Kootenays in partnership with Tipi Mountain Native Plants and Ktunaxa Nation Council (2013), and South Vancouver Island in partnership with the Tsawout First Nation (2014).

## Project Team

The team responsible for the past six years of KBFA remain committed to enhancing, refreshing, and adapting this program over the next five-year term. Project administration will be completed by Keefer Ecological Services Ltd. (KES) with support from subcontractors. Team member resumes are included in Appendix A.

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Michael Keefer, PAg, MSc - Keefer Ecological Services Ltd. (President)

**Program Strategic Oversight and Administration**

Mike Keefer will provide senior oversight of KBFA and provide strategic recommendations on program goals and delivery. The staff at Keefer Ecological Services will administer and oversee the program budget, submit invoices to the Regional District of Central Kootenay and maintain the administrative program framework such as phone, email service, and database.

Sarah Hirschfeld, PAg, MSc - Keefer Ecological Services Ltd.

**Project Manager & Farm Advisor**

Sarah will be the newest addition joining the established KBFA team. Her role will be to build on previously successful strategies with fresh eyes and adaptive management approaches. She will be taking on project coordination and management tasks including responsibility for meeting milestones, developing work plans, tracking performance metrics, database management, and timely reporting.

Sarah is a Professional Agrologist, environmental scientist, and new farmer who is well connected and informed about local food systems. She is an Environmental Farm Plan Advisor, Certified Nutrient Management Planner, and BC Climate Agri-Solutions Fund reviewer. She holds a MSc Plant Agriculture (University of Guelph) and BSc Environmental Science with a specialization in Biodiversity and Conservation (University of Ottawa). Her agriculture experience includes: 6 years conducting agricultural research for universities and the private sector, 5 years in crop production operations (field, greenhouse, and indoor), 2 years providing agricultural operation and business development advice and services as a consultant, and 2 years as a Golden Farmers' Market Director or Manager.

Rachael Roussin, PAg, BA, MLWS - Subcontractor

**Farm Advisor**

Rachael Roussin was the coordinator for KBFA from 2017-2023 and developed and delivered program work plans and strategies. She served as the liaison between the Steering Committee and KBFA team. Rachael was responsible for the allocation of tasks within the KBFA team and to develop systems and guidelines for the general advisors such as field day preparation checklists, KBFA activity tracking systems, and objectives and approaches to one-on-one support.

Rachael will continue with KBFA as a farm advisor and work closely with Sarah to ensure seamless transfer of program coordination and work plan development and delivery. As a farm advisor, Rachael will provide 1-1 support to producers, conduct farm visits and coordinate education events such as field days.

Rachael has a Masters degree in Land and Water Systems from the faculty of Land and Food at UBC and brings over ten years of experience with program coordination. Her technical background includes soil science, soil capability for agriculture, watershed management, climate change impacts and opportunities for agriculture. Rachael is an Environmental Farm Plan Advisor for BC, an educator on soil health & agricultural

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land, has operated a market garden, managed her local farmers' market for over four years, and sits on several food and agriculture boards and committees.

### Andrew Bennett, PAg, MSc, CID - Subcontractor

#### **Farm Advisor**

Andrew was a farm advisor with KBFA from 2017 - 2023 Andrew supported KBFA with program development, strategic planning, website maintenance and educational content creation. Andrew was also the lead to develop the data management program for KBFA.

Andrew will continue with KBFA as a farm advisor and work closely with the KBFA team to develop work plans, provide 1-1 support to producers, conduct farm visits and coordinate education events such as field days.

Andrew combines his technical background in agroecology with practical experience as the owner of a small mixed farm since 2011, direct-marketing meat, eggs, and vegetables in Rossland. Off-farm, he works as a writer, editor, and educator. His recent work includes compiling and editing the Salatin Semester manual (Acres USA, 2016). He also speaks at local food events, gives workshops on farm skills and design, is an Environmental Farm Plan Advisor for BC, and is a Certified Irrigation Designer with the Irrigation Industry Association of BC.

### Kylie Steedman, BCMM-PR - Keefer Ecological Services Ltd.

#### **Communications**

As KBFA's communications specialist, Kylie will return to her role (2020-2023) and support the timely delivery and tracking of communication materials such as the bi-monthly Kootenay Farmer Newsletter, KBFA website, and social media platforms. Kylie also supports the promotion of KBFA events. Clear and concise communication materials with consistent branding that is easily recognized by the agricultural community has been fundamental to KBFA reaching its target audience. Producers can easily identify the KBFA brand as a reliable and reputable program.

Kylie is a communications professional specializing in agriculture, tourism and marketing with a degree in public relations from Mount Royal University. Kylie specializes in content development, website management, copywriting, and digital communications.

### Mike Kurucz, BBA - Keefer Ecological Services Ltd.

#### **Financial Controller**

Mike is a skilled, versatile, and dedicated financial expert with well over a decade of experience in business and financial management. Along with his core skills in finance, he is also highly entrepreneurial and focused on maximizing the profits of the businesses that he is involved with.

Mike holds a Bachelor's of Business Administration and has used his training advantage professionally. With over ten years with Keefer Ecological Services (KES), Mike knows the firm extremely well and currently is the

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financial controller; in this role he leads all aspects of finance and accounting. A key strength of Mike in these areas is his robust analytical and logical approach, accompanied by his high degree of meticulous attention to detail in all tasks. In his role with KES, Mike has also led the financial evaluation of various environmental start-ups that KES has either been part of or has been the lead consultant. Along with his role in finance at KES, he also leads the Human Resources activities.

## Resources

### Kootenay Boundary Farm Advisors (KBFA)

The team is familiar with existing KBFA resources, which will ensure an efficient onboarding and resumption of extension services without untimely delays. This includes the project management database (PAT), communication platforms (website, newsletter, social media), and most importantly relationships with producers, experts, and sector stakeholders.

### Keefer Ecological Services Ltd. (KES)

The KES staff will administer and oversee the program budget, submit monthly invoices to the Regional District of Central Kootenay, and maintain the administrative program framework such as phone, email service, and database. KES staff includes a range of other qualified professionals (agriculture, forestry, wildlife, business, communications) who may support KBFA operations as needed and appropriate.

### KBFA Expert Advisors

This team has cultivated a significant network of expert agricultural advisors who are specialists in their own field and include agricultural consultants, expert farmers, Ministry of Agriculture regional agrologists, Investment Agriculture Foundation, and University researchers. The expert advisors are listed on the KBFA website and demonstrate a wide range of expertise that covers a broad range of sectors and issues. The list of expert advisors is continually growing and evolving in response to the needs of producers. The KBFA Farm Advisors have served as the liaisons between the producers and the expert advisors. The ways that KBFA engages with expert advisors includes the KBFA team requesting specific agricultural information, connecting experts directly to producers, collaborating for an event and engaging experts in our region for future research and projects. Experts are compensated according to their regular fee structure.

### Equipment

KES will provide standard communication and project management equipment and subscriptions (e.g, phone, internet, Google Suite). Farm Advisor Andrew Bennett possesses audio-recording equipment and operating expertise for producing podcasts.

## References

### **BC Ministry of Agriculture**

Jeff Nimmo, Regional Agrologist (Creston)  
[jeffrey.nimmo@gov.bc.ca](mailto:jeffrey.nimmo@gov.bc.ca)

### **Regional District of East Kootenay**

Michele Bates, General Manager Development and Protective Services  
[mbates@rdek.bc.ca](mailto:mbates@rdek.bc.ca)

### **Kootenay Organic Growers Society**

Emma Sowiack (Bent Plow Farm), President  
[bentplowfarm@gmail.com](mailto:bentplowfarm@gmail.com)

### **Kootenay Livestock Association**

Tyler Morrison (C & C Ranch), President  
[colleenandtyler@icloud.com](mailto:colleenandtyler@icloud.com)

### **Grand Forks Stock Breeders**

Devin Chusinoff (PV Ranch), President  
[dchursinoff@gmail.com](mailto:dchursinoff@gmail.com)

### **Cheslatta Carrier Nation**

Jim D'Andrea, Implementation Coordinator - Natural Resource Department  
[jdandrea@cheslatta.ca](mailto:jdandrea@cheslatta.ca)

## Proposal

### **Methodology / Task Evaluation**

The KBFA has gained a positive reputation since its inception in 2017 as a reliable primary source for extension services across the Kootenay region. The proposed strategy for the next iteration of KBFA is to adaptively build on this successful program by prioritizing communication of relevant and accurate technical knowledge and experience to producers, the agricultural community, and industry organizations. Existing communications platforms have proven to be effective in connecting with these audiences. These platforms will be updated based on an analysis of data collected over the past 6 years to identify problem areas and ensure that content and engagement practices are designed to increase and enhance interactions with stakeholders.

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## Background

The team responsible for creating, building, and delivering the Kootenay and Boundary Farm Advisors (KBFA) program over the past 6 years (2017-2023) is bidding to return to this role and continue their mission by adaptively growing the program over the next five-year term. We look forward to resuming program development and extension service delivery on behalf of Regional Districts of Central Kootenay (RDCK), East Kootenay (RDEK), and Kootenay Boundary (RDKB), and the Columbia Basin Trust (the Trust).

## Goal

In alignment with the Request for Proposal (RFP), the goal of this team in developing and delivering the KBFA program will be to ensure that Kootenay region producers can access timely and practical technical agricultural advice to enhance their knowledge and improve the efficiency and viability of their agricultural operations.

## Objectives

As outlined in the RFP, this team will strive to continually align program development and delivery with the following objectives:

- Maintain a central communication hub for the Basin through social media and newsletters
- Enhance engagement through various communications methods
- Provide a communications plan and ensure that expertise exists on the team
- Engage with producers and establish relationships across the region
- Provide technical extension services to agricultural producers
- Support the development of technical knowledge among producers
- Utilize other basin programs to assist in agricultural research
- Build a network of technical experts to support extension services
- Document producer/advisor interactions, training, networking and research needs of agricultural producers.

## Statement Of Work

The Kootenay and Boundary Farm Advisory (KBFA) program will be accountable to a steering committee consisting of representation from the three regional districts and the Trust. The delivery of the program will employ an adaptive management approach consisting of diverse digital and in-person strategies for engagement including multiple communication platforms (website, newsletter, social media), interaction types (one-on-one, farm visits, events, field days), engagement providers (farm advisors, expert advisors), targeted content creation (videos, webisodes), and on-going relationship building with various partner projects. All performance metrics will be recorded in a dedicated database and analyzed every six months to populate required reports and adapt program delivery to best support producers.

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### *Technical Knowledge and Experience*

The proposed team consists of qualified professionals including: Professional Agrologists as Farm Advisors, a communications specialist, and a financial controller for administration. General advisors are the liaisons with producers who coordinate and deliver agricultural information and services. This team is largely composed of returning KBFA team members, who are entirely responsible for the success of the KBFA program to date, and a new program coordinator who will offer fresh perspectives and an adaptive management approach. The technical knowledge and experience provided by each team member is unique and collectively includes: environmental farm planning, soil health, riparian plans, grazing plans, certified nutrient management planning, and certified irrigation design. The Farm Advisors are qualified to provide agricultural advice and services, are actively working in the agricultural sector, are experienced in providing technical knowledge to Kootenay producers, and regularly network with other experts and industry organizations. Importantly, the proposed Farm Advisors are Kootenay residents who are familiar with and invested in serving the specific needs of their regional agricultural community.

### *Communications Plan*

The following plan details KES's proposed strategy for communications with public, producer, and partner organization stakeholders throughout the program region. All communications will be designed by the Farm Advisors and facilitated by the returning KBFA Communications Specialist to prioritize locally relevant content and interactions.

#### **External communications**

The proposed strategy for external communications will be to build on and adaptively refresh existing platforms implemented by KBFA since 2017. Communication methods currently include the KBFA website, Kootenay Farmer Newsletter, and KBFA social media (Instagram and Facebook). KBFA communications will amplify the work of the Farm Advisors including the promotion of events, sharing of relevant news to farmers, and supporting industry with relevant content. Having several owned media channels allows for KBFA to meet our audience where they are allowing for the most exposure and amplification of messaging. KBFA will further support media releases and presentations on the program to the regional district boards.

The past years of operation have seen consistent growth across all outlets including an increase in social media followers, website traffic, and newsletter subscribers. The KBFA Communications Specialist from 2020-2023 will be returning to this role; she is familiar with the existing communications platforms and previously published content, and will therefore provide continuity and efficiency in launching the next phase of the program. The team will conduct an analysis of previously collected KBFA engagement data to develop a communications plan that prioritizes timely, relevant, and accurate information. Farm Advisors will provide the necessary expertise to ensure that KBFA content prioritizes the needs of the Kootenay agricultural community. This approach will ensure that the high quality engagement that the Kootenays have come to expect from KBFA are maintained, enhanced, and refreshed.



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*KBFA Website:* The existing KBFA Wordpress website (2021-present) will continue to serve as the central communication hub for the agricultural community in the Basin. It will be maintained and updated to showcase and promote events, media releases, and KBFA-generated content such as webisodes, videos, newsletters, social media, and other technical materials. The website design and performance will be evaluated during 2024-2025 to determine how it can be adapted to increase and enhance engagement among producers and other industry stakeholders. Website updates include link checks, augmentation of resource libraries, SEO optimizations, and archival of events. The website will be monitored and updated biweekly. SEO of KBFA.ca will be continually monitored to ensure relevant results are appearing on Google.

*Kootenay Farmer Newsletter:* The Kootenay Farmer has more than 1600 subscribers (2022). The newsletter is an effective way to keep the Kootenay and Boundary agricultural community informed and connected, but it is also a way to engage audiences from outside of the region and raise awareness about agriculture in our region. The Kootenay Farmer newsletter has an engaged audience and consistently receives higher clicks and engagement than industry averages. Links are directed to the KBFA website to share information on upcoming events, blogs and the library of resources. The newsletter will be published on a bimonthly basis.

*Social Media:* Instagram has proven to be an effective communications tool for KBFA to document and share agricultural stories from across the region and to show producers that KBFA is traveling and visiting farms. Most producers who are doing direct sales use Instagram as a marketing tool, so it is also a useful way to follow what producers are doing, identify issues, and keep a pulse on the industry. KBFA's Facebook page is used as a more generic platform to share agricultural opportunities, amplify partner messaging and stories as they arise. KBFA social media platforms will share new posts on a biweekly average; emphasis is placed on relevant and timely content for farmers. Links posted on social media will direct the audience to KBFA.ca to further amplify program objectives.

*Media Releases and Presentations:* KES will support the regional district boards with developing and promoting media releases and presentations as needed relating to the program. This team may also support media scanning for any mentions of the program in news outlets.

### **Communications with Producers**

The next generation of the program aims to strategically adapt engagements with producers to ensure that KBFA remains a primary resource for regional technical expertise, training, and on-farm support. The program will build on past learnings to increase and diversify producer engagement via extension services and production of relevant content. Extension services will be delivered through communication platforms (website, newsletters, social media) and direct interactions with producers. Engagement and relationships with producers will be established across the region via one-on-one support, farm visits, and events. Farm Advisors will supplement their existing knowledge and skills by networking with experts and industry organizations to ensure that producers are provided with accurate and relevant information in a timely manner.

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Engagement targets provided below are based on the 2022-2023 program year; during 2024 the team will conduct an analysis of past KBFA engagement data (2017-2023) to select adaptive targets for the five (5) year term that increase producer engagement with KBFA and diversify the ways KBFA interacts with producers.

*One-On-One Support:* The role of the KBFA Farm Advisor is to support the development of technical knowledge among producers by establishing relationships and providing extension services. Farm Advisors will directly communicate with producers to help identify challenges and opportunities specific to their operation, and to connect producers with the best available information and resources. Farm Advisors may accomplish this using existing knowledge, through additional research, or by connecting producers to experts.

Inquiries from producers will be received via email, phone, text, website, social media, and in-person during farm visits or events. Referrals among producers to the KBFA will be encouraged. Direct producer communications will be defined as interactions where KBFA Farm Advisors actively provide input and resources to producers. KBFA will strive to interact with each producer multiple times to address a range of issues. This active engagement fosters relationships with producers and actively promotes the KBFA program. Fundamentally, agricultural extension is forming these relationships and building trust while providing producers with information incrementally over time to improve their production. It is the role of KBFA Farm Advisors to follow up with producers who have received one-on-one support to determine if they require further information. The frequency of check-ins will depend on the nature of the support, and can take place via email, phone, field days, or farm visits.

KBFA's expert advisors will be connected to a producer when a KBFA Farm Advisor is not able to address a producer's issue. Farm Advisors will actively recruit expert advisors to increase, enhance, and diversify technical knowledge and experience available to producers seeking extension services. If there is an associated cost for the expert's time, a two-hour consultation will be arranged and paid for by KBFA. After the two-hour consultation, it will be the responsibility of the producer to arrange further support with the expert and paid by the producer. Expert advisors will only be connected to producers who are actively farming and selling products.

KBFA will target a minimum of 150 direct producer communications per program year and a minimum of 35-55 connections between producers and experts.

*Farm Visits ("boots on the ground"):* Farm visits are the most effective way to build relationships, promote the KBFA program, and learn firsthand what producers are working on. Ministry of Agriculture extension officers used to drop by farms regularly to check in with producers and some farmers still associate extension services with a site visit. Farm visits are not intended to provide agronomic prescriptions to producers but rather to: build relationships, reduce barriers to accessing KBFA, and identify issues that can be followed up on afterwards. The primary goal of the farm visit is to listen to the producer and to see the farm operation firsthand. Although a producer may not have an issue, a conversation will highlight areas of interest that the producer is working on. It is the role of the Farm Advisor to observe and listen carefully so that resources can

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be made available depending on the range of issues and interests that a producer may have. Farm visits could last between 20 minutes to 2 hours, based on the availability of the producers, and will be coordinated to most efficiently use program resources. Farm visits may be initiated by producer requests, as follow-up to previous interactions, or to develop relationships with key producers or sectors who have not yet connected with KBFA.

KBFA will target approximately 25-35 farm visits per year. KBFA will take a balanced approach to program delivery and try to split farm visits evenly through the program region. At a minimum, at least one resource will be emailed to the producer within a week to follow up on the farm visit and demonstrate the type of information that can be provided by KBFA.

*Events and Field Days:* Events and field days are an effective and cost-efficient strategy for promoting the KBFA program. Events provide Farm Advisors with an opportunity to personally connect with and invite producers to access communication platforms, digital resources, one-on-one support, and farm visits. KBFA will use events to attract agricultural professionals and researchers to our region to provide producers with training, mentoring, and technical expertise. Events will also be designed to provide opportunities for producers to collaborate and share information and ideas.

It is a high priority for KBFA to coordinate events that are relevant and of interest to producers; an analysis of past events and engagements (2017-2023) will be conducted by KBFA in 2024 to identify trends and to apply an adaptive management approach for planning future events. Event planning will continue to prioritize coordination with producer organizations and groups to ensure high turnout and buy-in. Events will be promoted widely and strategically including targeted outreach to sector groups and broad advertising through the KBFA website, newsletter, and social media. Promotional materials will maintain a consistent design to associate the events with KBFA for program branding and recognition. Event planning will strive to most efficiently use program resources. One strategy used effectively in the past is delivering replicated workshops in different communities across the region. In addition to reducing producer barriers to access (time and travel costs), facilitator fees and expenses are greatly reduced when divided among repeated events.

KBFA has an event goal of approximately 6-9 events per year (distributed among regional districts), including presentations, field days, and workshops. Feedback forms are collected after each field day that ask producers about the quality of the event, including desired topics for future events. A summary factsheet with photos will be created from each field day. The fact sheet will be completed within three weeks of the event and posted on the KBFA website and promoted in KBFA newsletters and social media.

*Content Creation:* This team will continue to use the KBFA Youtube Channel to provide webisodes or video updates targeting various producers. This platform has provided a useful outlet for sharing recordings from events and interviews with experts. Video and audio (podcast) options will continue to be prioritized as opportunities arise to record educational content for farmers.

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## **Research /Partner Projects**

KBFA will coordinate with the Steering Committee to strategically build relationships and networks that support local agricultural efforts, programming, and research in the KBFA program region. This approach will result in mutually beneficial leveraging of resources between KBFA and various organizations, associations, basin programs, experts, planners, and researchers that work with local food systems. The intent is that collaboration and information sharing may occur among stakeholders to collectively and most effectively serve Kootenay producers and agricultural community. KBFA will serve as a resource to partner projects while also recruiting applicable expert advisors to KBFA to strengthen and diversify program services. This may occur through Farm Advisors participation in events, meetings, presentations, grant writing, planning, or general coordination among stakeholders. Targets for KBFA participation with partner projects will be developed based on discussion with the Steering Committee. Partner projects may include, but are not limited to: Regional Extension Programs, Ministry of Agriculture, Young Agrarians, Kootenay Organic Growers Society, Kootenay Livestock Association, Windermere & District Farmers' Institute, BC Agriculture Climate Action's Farmer Innovator Program, and Investment Agriculture Foundation.

## **Unanticipated Events**

KBFA is committed to offering practical and uninterrupted service delivery to producers regardless of unanticipated events. An adaptive management approach is employed that includes multiple digital and in-person strategies for engagement such as communication platforms (website, newsletter, social media), interactions (one-on-one, farm visits, events, and field days), and on-going relationship building with various partner projects. Redundancy ensures that program delivery is reliable and timely and is established by employing multiple Farm Advisors, by actively recruiting additional expert advisors, and through affiliation with the KES team who can provide support on an as needed and appropriate basis.

## **Geographic Scope**

KBFA will serve the entire Regional District of East Kootenay (RDEK), Regional District of Central Kootenay (RDCK), and Regional District of Kootenay Boundary (RDKB). Farm Advisors are residents of the Kootenays and distributed across the region. Farm Advisors are not restricted to their regional areas and will communicate with each other to find the best resources to support producers. Efforts will be made to balance program delivery through the program region by offering events and farm visits in all districts; the total number of interactions per region may be weighted according to farm density, however strategies and milestones will be developed to ensure that geography is not a barrier to participation for producers.

## **Monitoring & Reporting**

KBFA will provide the Steering Committee with two annual reports (mid-term and year-end) for the duration of the five-year contract term. The first mid-term report will be received September 5, 2024 and first year-end report will be received on February 28, 2025. These reports will document all producers served in terms of



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producer - advisor/expert interactions, training, networking, and research. These reports will further detail communication platform metrics such as visits, clicks, and traffic.

KBFA will continue to maintain and update the data management system (PAT) implemented in 2019. PAT tracks engagement activity metrics including number of producers served, event attendance, connections to experts, producer feedback, and testimonials. The data management system has enabled KBFA to create a detailed list of producers in the region and a history of support provided. PAT is further used to track Farm Advisor tasks, activities, invoices, and expenses. Mid-term and year-end analyses of the collected data will be used to populate required reports, presentations, and newsletters. These analyses will be further used to determine if and how program management or resource allocation may be adapted to better serve producers.

## Scheduling / Work Plan

The following work plan has been drafted for the 2024-2025 service delivery year. The intention will be, in addition to offering the communications and engagements that Kootenay producers have come to expect from KBFA, to strategically plan for the five-year term. As such, annual targets provided below (\*) are subject to adaptive revisions for 2025-2029. Annual work plan updates will be discussed in advance with the steering committee and rationales clearly outlined in mid-term and year-end reports.

### Timeline of Milestones and Deliverables

Timeline	Milestones and Deliverables
April 8, 2024	Award contract for a five (5) year term for the KBFA service.
2024 (April 08 - Dec 31)	<ul style="list-style-type: none"> <li>● Onboard new and returning team</li> <li>● Resume monthly team strategy meetings</li> <li>● Review database historical engagements to inform program plan</li> <li>● Confirm engagement targets</li> <li>● Resume maintenance of all communication platforms</li> <li>● Resume maintenance of database for tracking activities and metrics</li> <li>● Coordinate 2024 -2025 services and engagements</li> </ul>
Annually* (April 2024 - March 2025)	Provide extension services and engagements: <ul style="list-style-type: none"> <li>● Producers + Farm Advisors: 150</li> <li>● Producers + Experts: 35 - 55</li> <li>● Farm Visits: 25 - 35</li> <li>● Events: 6 - 9</li> <li>● Partner Projects: TBD with Steering Committee</li> </ul>
Annually* (April 2024 - March 2025)	Monitor and update communication platforms: <ul style="list-style-type: none"> <li>● Website: biweekly + events</li> <li>● Newsletter: bimonthly</li> <li>● Social Media: biweekly + events</li> </ul>
Annually on September 5 (2024 - 2029)	Submit Mid-term Report to Steering Committee.
Annually on February 28 (2025 - 2030)	Submit Year-end Report to Steering Committee.

## Detailed Cost Breakdown

The following budget has been drafted for the 2024-2025 service delivery year. As work plan annual targets are revised to best serve program objectives, the annual budget will be updated accordingly. Annual budget updates will be negotiated in advance with the steering committee and rationales clearly detailed in annual reports.

Item, Rate, Unit	Farm Services	Data (admin)	Coordination (admin)	Line Item Total
<b>Program Advisor (Michael Keefer)</b>			8.0	<b>8.00</b>
\$125.00 hour	\$ -	\$ -	\$ 1,000.00	<b>\$ 1,000.00</b>
<b>Farm Advisors &amp; Project Management (Sarah Hirschfeld, Rachael Roussin, Andrew Bennett)</b>	885.0	56.0	188.0	<b>1,129.00</b>
\$100.00 hour	\$ 88,500.00	\$ 5,600.00	\$ 18,800.00	<b>\$ 112,900.00</b>
<b>Financial Administrator (Mike Kurucz)</b>			38.0	<b>38.00</b>
\$100.00 hour	\$ -	\$ -	\$ 3,800.00	<b>\$ 3,800.00</b>
<b>Communications Professional (Kylie Steedman)</b>	145.0			<b>145.00</b>
\$75.00 hour	\$ 10,875.00	\$ -	\$ -	<b>\$ 10,875.00</b>
<b>Experts</b>	80.00			<b>80.00</b>
\$150.00 hour	\$ 12,000.00	\$ -	\$ -	<b>\$ 12,000.00</b>
<b>Kilometredge</b>	14,000.00		800.00	<b>14,800.00</b>
\$0.70 kilometer	\$ 9,800.00	\$ -	\$ 560.00	<b>\$ 10,360.00</b>
<b>Meals Per Diem</b>	12.00		6.00	<b>18.00</b>
\$75.00 day	\$ 900.00	\$ -	\$ 450.00	<b>\$ 1,350.00</b>
<b>Accommodation - Hotel</b>	12.00		3.00	<b>15.00</b>
\$175.00 day	\$ 2,100.00	\$ -	\$ 525.00	<b>\$ 2,625.00</b>
<b>Event Costs</b>	9.00			<b>9.00</b>
\$1,000.00 each	\$ 9,000.00	\$ -	\$ -	<b>\$ 9,000.00</b>
<b>Communications (phone, email, website)</b>	1.00			<b>1.00</b>
\$2,500.00 year	\$ 2,500.00	\$ -	\$ -	<b>\$ 2,500.00</b>
<b>KBFA Promotion/Advertising</b>	1.00			<b>1.00</b>
\$1,500.00 year	\$ 1,500.00	\$ -	\$ -	<b>\$ 1,500.00</b>
<b>Technical Expenses</b>	1.00			<b>1.00</b>
\$2,000.00 year	\$ 2,000.00	\$ -	\$ -	<b>\$ 2,000.00</b>
<b>Database</b>		1.00		<b>1.00</b>
\$5,000.00 year	\$ -	\$ 5,000.00	\$ -	<b>\$ 5,000.00</b>
<b>Hours Total</b>	<b>1,110.00</b>	<b>56.00</b>	<b>234.00</b>	<b>1,400.00</b>
<b>Hours Cost Total</b>	<b>\$ 111,375.00</b>	<b>\$ 5,600.00</b>	<b>\$ 23,600.00</b>	<b>\$ 140,575.00</b>
<b>Expenses Cost Total</b>	<b>\$ 27,800.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,535.00</b>	<b>\$ 34,335.00</b>
<b>Amount Total</b>	<b>\$ 139,175.00</b>	<b>\$ 10,600.00</b>	<b>\$ 25,135.00</b>	<b>\$ 174,910.00</b>



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## **Project Understanding**

By submission of a Proposal, the KES agrees that, should it be identified as the successful Proponent, it is willing to enter into a Consulting Services Agreement with the RDCK and provide to the RDCK the necessary Insurance Policies and WorkSafe BC Clearance Letter within fifteen (15) days of the date of the Notice of Award. KES is prepared and available to enter into a five (5) year term for the KBFA services beginning on or before April 8, 2024. KES understands and agrees that the RDCK has the right to copy the Proposal Documents subject to the provisions of the Freedom of Information and Protection of Privacy Act and that the RDCK may disclose all or part of this Proposal to the RDCK Board at a public meeting of the Board, when making a recommendation for the award of the Contract. By submitting this Proposal, KES warrants that neither it nor any of its officers or directors, or any employee with authority has any financial or personal relationship or affiliation with any elected official or employee of the RDCK or their immediate families which might in any way be seen (in the RDCK's sole and unfettered discretion) to create a conflict.





## MICHAEL KEEFER, MSc, PAG

E-MAIL Mike@KeefeerEco.com

OFFICE PHONE 250-489-4140 • CELL PHONE 250-420-7532

### *PROFESSIONAL BIOGRAPHY*

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Michael has a unique combination of knowledge bases in science and business; key attributes that have helped him create and lead three thriving businesses wholly owned by him: Keefeer Ecological Services (KES), Keefeer Hazmat Services (KHM), and Aspen Grove Residences. Although highly competent in his scientific areas of specialty in ecology, ecological restoration and related sub-disciplines, Michael's career has generally moved on to a role of leader and connector of highly skilled people, inter-disciplinary and cultural translator with an emphasis on leading teams to solve complex environmental and social challenges in a manner that benefits all.

Successful relations with indigenous communities and peoples' has been a career strongpoint and he maintains ongoing positive relations with a diversity of communities including Ktunaxa Nation, Secwepemc Nation, Blueberry River First Nation, Ulkatcho First Nation, Lhoosk'uz Dene and many more. Through this important focus of his career he has led the creation of three aboriginal businesses, Tipi Mountain Native Plants, Tipi Mountain Eco-Cultural Services – now both owned by Nupqu Development Corporation and Twin Sisters Native Plants. In partnership with Royal Roads University, he led the creation of an indigenous educational project focussed on native plant horticulture called 'Growing Our Futures'. His company, KES currently has active projects with four First Nations. Michael strongly believes in the development of trusting, de-colonial relations with Indigenous communities and individuals in a manner that builds long-term respect and understanding.

As a scientist, Michael is highly competent in plant identification and ecosystem classification/restoration, indigenous ethnoecology and native plant horticulture as a specialist. More relevant to this project, Michael has considerable high level expertise in a broad suite of environmental topics that allow him broad understanding of key issues and are complimented by the specialist knowledge of his consulting team allowing him to successfully lead a broad array of projects.

### *AREAS OF EXPERTISE*

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- The management of complex and evolving interdisciplinary projects
- Negotiations between parties with widely different perspectives – most notably between indigenous communities and mining firms acting on behalf of either side, project dependant but also with senior levels of government
- Facilitation of knowledge building with indigenous communities on the potential environmental effects and economic benefits of major industrial projects
- Bringing together and leading diverse teams of environmental specialists
- Environmental permitting with an emphasis on industrial projects
- Plant identification, vegetation mapping, rare plant recovery

- Social and environmental auditing through the EO 100 Standard
- Native plant horticulture including ecological restoration and the running of native plant nursery and seed collection programs

#### *RELEVANT EXPERIENCE*

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<u>Kefer Ecological Services Ltd.</u> Lead Visionary & President	Jan 2005 – present
<u>Kefer Hazmat Services Ltd.</u> President	May 2019-present
<u>Aspen Grove Residences</u> Lead Visionary	June 2018 -present
<u>Tipi Mountain Native Plants Ltd.</u> 2017 President, past minority owner	Jan 2008 – Feb
<u>Tipi Mountain Eco-Cultural Services Ltd.</u> President, past minority owner	Jan 2011 – Feb 2017
<u>Ktunaxa Nation Council</u> Ethnobotanist, Manager of Research and Planning	Apr 1997-Mar 2005

#### *EDUCATION*

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Master of Science in Environmental Management Royal Roads University	2005
Bachelor of Arts in Environmental Studies and Geography University of Victoria	1995

#### *MEMBERSHIPS & AFFILIATIONS*

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BC Institute of Agrologists – Professional Agrologist  
 Royal Roads University, Centre for Continuing Studies – Adjunct Professor  
 Canadian Land Reclamation Association – Member

#### *RELEVANT TRAINING*

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- Mine Supervisor (2020)
- OFA Level 1 First Aid (2018)
- WHMIS (2018)



**SARAH HIRSCHFELD, MSc, PAG**

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### ***PROFESSIONAL PROFILE***

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A Professional Agrologist, scientist, and farmer with experience in agricultural operations, research, quality assurance, and planning.

- 6 years experience conducting agricultural research for universities and the private sector.
- 5 years experience in crop production operations (field, greenhouse, and indoor).
- 2 years experience providing agricultural operation and business development advice and services as a consultant.

Areas of specialization include: crop production, soil and nutrient management, environmental planning, and farmers' market management.

### ***PROFESSIONAL EXPERIENCE***

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#### **Keefer Ecological Services Ltd.**

Dec 2022 - present

##### **VEGETATION SCIENTIST**

- Project lead providing natural resource advice and services for agriculture and mining.
- Developed realistic, cost-effective budgets and oversaw teams of employees and contractors.
- Completed successful bids for funding and feasibility studies for greenhouse businesses on behalf of Indigenous community clients.
- Coordinated logistics, procured supplies, & conducted fieldwork.

#### **Investment Agriculture Foundation**

Jul 2022 - present

##### **CONTRACTOR**

- Environmental Farm Plan (EFP) Program - Planning Advisor
- BC Climate Agri-Solutions Fund (BCCAF) Program - Reviewer
- Beneficial Management Practices (BMP) Program - Auditor
- Nutrient Management Plans (NMP) - Verified Contractor

#### **Flower Corporation (Hawthorne Gardening Co)**

Jul 2019 – Oct 2021

##### **HORTICULTURAL SCIENTIST**

- Operationalized 50 000 sq ft horticultural R&D station, dedicated to using science to advance cultivation techniques and systems.
- Educated and advised CEOs and support staff (Canada & USA) on key performance criteria.
- Designed, executed, and statistically analyzed experimental trials.
- Developed and implemented a project / data management system to track resources (procurement, inventory, and labour), operational efficacy and efficiency.

**RESEARCHER (SUSTAINABLE AGRICULTURE)**

- Conference Presentation, Invited speaker: “Ecosystem Services in Permaculture Systems” (2021), 10th Symposium Plant Protection and Plant Health International. Virtual - Germany.
- Publication, Lead author: Hirschfeld, S. and Van Acker R. (2021). Review: Ecosystem services in permaculture systems. *Agroecology and Sustainable Food Systems*. DOI :10.1080/21683565.2021.1881862.
- Publication, Lead author: Hirschfeld, S. and Van Acker, R. (2019). Permaculture farmers consistently cultivate perennials, crop diversity, landscape heterogeneity, and nature conservation. *Renewable Agriculture and Food Systems* 35(3):1-10. DOI: 10.1017/S1742170519000012

***EDUCATION***

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<b>Master of Science, Plant Agriculture</b> University of Guelph	2017
<b>Bachelor of Science (Honours), Environmental Science</b> University of Ottawa	2013

***TRAINING, QUALIFICATIONS, & CERTIFICATES***

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- **Certified Nutrient Management Planner** – British Columbia Ministry of Agriculture and Food (2023)
- **BC Mines Supervisor Certificate** – Ministry of Energy, Mines and Low Carbon Innovation (2023)
- **Indigenous Canada Course Certificate** – University of Alberta (2022)



# RACHAEL ROUSSIN

MLWS, P.Ag.

## PROFILE

Rachael has been consulting for over 12 years as a program coordinator and environmental consultant including managing a science-based agriculture extension program for Southern BC for the last six years. Rachael's technical background includes soil science, sustainable soil management and watershed management. Her ability to build relationships and communicate scientific information through reports, presentations and meetings makes her a strong collaborator for an environmental team.

## SKILLS

- Proven collaborator with excellent communication and relationship building skills.
- Organized with strong data and time management efficiencies.
- Soil management and soil health educator.

## CONTACT

Phone: 250-231-2034

Email: [Rachael.roussin@gmail.com](mailto:Rachael.roussin@gmail.com)

Home: Rossland, BC

## HOBBIES

- Outdoor enthusiast (hike, ski, bike)
- Gardening and farming
- Cooking

## EDUCATION

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**University of British Columbia, 2013 - 2015**

Master's degree, Land and Water Systems (MLWS)

**University of British Columbia, 2000 - 2005**

Bachelor of Arts, Latin American Studies (BA)

## CURRENT CONTRACTS & WORK EXPERIENCE

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**Kootenay & Boundary Farm Advisors**

**Program Manager / Consultant**

2017 – Current

Delivery of agricultural extension services to the Southern Interior of BC. Responsibilities include managing a team of advisors for program delivery, client communications, field work, knowledge transfer, data management and reporting to stakeholders. Building relationships with the agriculture sector and Provincial organizations is a key component.

**Investment Agriculture Foundation**

**Advisor, Environmental Farm Plan & Farmland Advantage / Consultant**

2017 – Current

Role includes visiting farms to deliver education and information about sustainable farm management practices and associated resources. Responsibilities also include mapping, field work, data collection and writing technical land and riparian health assessment reports. Qualified for Riparian Management Plans and Biodiversity Plans.

**Keefer Ecological Services – Environmental Consultant**

2015 - 2018

Responsibilities included field work data collection, soil taxonomy, research feasibility studies and community engagement. All projects included data management, Microsoft Excel, and reporting.

**Columbia Basin Trust – Program Coordinator/Consultant**

2009 - 2014

Contract work for event management, program coordination for climate change adaptation programs and the Columbia River Treaty.

## ACCREDITATIONS / VOLUNTEER

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Professional Agrologist (P.Ag.)

Riparian Management and Biodiversity Planning (Environmental Farm Plan)  
Weland Restoration Design Certificate (2013)

Chair, Rossland Society for Environmental Action, 2013 – 2020

Volunteer Ski Patrol, Red Mountain (First Aid OEC III), 2008 – 2020

## ANDREW BENNETT, MSc PAg CID

Box 2121, Rossland, BC, V0G 1Y0

Andrew@livinglands.ca

(250-521-2500)

- Advisor in agroecological farm design and irrigation management
- Skilled communicator, technical writer, cartographer, and data analyst
- MSc Environmetrics, Professional Agrologist (PAg), Certified Irrigation Designer (CID)

### CURRENT WORK

2017 -	Consultant	Living Lands Agroecology	BC
	<i>Farm Designs &amp; Plans:</i> Riparian assessments and plans (2017- ); Vegetative buffers (2019- ) Irrigation design and management (2019- ); Grazing design and management (2019- ) <i>Multimedia Education:</i> 15-minute video on Okanagan farm water scarcity (2023- ) 12 videos and a set of factsheets and case studies on irrigation design and efficiency (2021-2023) <i>Extension Consultation:</i> Advising other farm advisors (5th World, 2023- ) <i>Hügelkultur:</i> "Hugels for Fire Hazards" project (Columbia Basin Trust, 2020- ) in alternative interface forest fuel management; Alternative municipal woody debris disposal (City of Rossland, 2019- )		
2017 -	EFP Farm Advisor	Investment Agriculture FoundaTion (IAF)	BC
	Environmental Farm Plan (EFP) consultations in beneficial practices and environmental risk mitigation		
2017 -	General Farm Advisor	Kootenay & Boundary Farm Advisors (KBFA)	Kootenays, BC
	Co-developed the KBFA extension program across the Kootenays: Farm visits and technical advice, facilitation of field days, workshops, webinars, research, and other connections to expertise		
2013 -	Contractor	Living Lands Agroecology	Rossland, BC
	Earthworks and excavation (2019- ) and wetland and bank restoration installations (2013-2018)		
2010 -	Ecological Farmer	Moon Gravity Farm	Rossland, BC
	Small-scale direct sales from poultry, goats, nursery, vegetables, and orchard		

### WORK HISTORY

2015 - 2019	Administrator	Kootenay Local Agricultural Society	Kootenays, BC
	Helped develop and run the tool library and peer-to-peer farm certification programs		
2013 - 2017	CommunicaTions	Living Lands Agroecology	Online
	<i>Rossland REAL Food:</i> Wrote the "Rossland Food Charter" (2017), a statement of municipal values <i>Acres USA:</i> Compiled "The Salatin Semester" (2016) on commercial ecological animal farming <i>Columbia Basin Trust:</i> Edited policy documents: "North Kootenay Lake Priority Synthesis" (2016) and "Abattoirs in the Columbia Basin" (2015) <i>Instructional Contracts:</i> Taught two three-day courses on agroecological farm design (2015) <i>Verge Permaculture:</i> Edited "Passive Solar Greenhouses" (2014); Forum moderator for six-month eco-farming "Salatin Semester" (2013) with 150 students and interviews Joel and Daniel Salatin		
2010 - 2013	Photojournalist	Rossland Telegraph & Rossland News	Rossland, BC
2009	Bird Surveyor	Ontario Min. of Natural Resources	Chapleau, ON
2008 - 2009	Volunteer Ecologist	Royal Society for ProtecTion of Nature	Thimpu, Bhutan
2006 - 2008	Tree PlanTng Foreman	A&M ReforestaTion	North Ontario
2007 - 2008	Wildlife Field Technician	Parks Canada	Banff, AB

## EDUCATION

Jan. 2019	CID Agricultural Sprinkler (IIABC CerTfied IrrigaTion Designer) CID Ag Trickle certification pending exam in near future		BC
Nov. 2018	P.Ag (BCIA Professional Agrologist) Areas of Practice: Water management, grazing management, land restoration		BC
2005 - 2007	M.Sc. Biology Ecological complexity and multivariate data analysis of communities and landscapes	LaurenTan University	Sudbury, ON
2002 - 2005	B.Sc. Env. Science Environmetrics and complex systems modeling, Dean's List	McGill University	Montreal, QC
2000 - now	Self-study in Agriculture Contemporary and traditional farming and building systems, and their ecological integration <i>Locations: BC, ON, QC, WA, OR, CA, ID, IN, OH, TX, Mexico, Guatemala, Bhutan, SE Asia.</i>		Various
1998 - 2000	Undergraduate Science Math and astrophysics to 3 <sup>rd</sup> year, First Class, Dean's List	University of BriTsh Columbia	Vancouver, BC
1994 - 1998	IB Diploma Full IB Diploma 41/45 (avg. 30), 1490/1600 SAT (avg. 1017), top 1% GPA	Jakarta InternaTonal School	Jakarta, Indonesia

## OTHER CERTIFICATIONS and SKILLS

- Certified Irrigation Technician Level 1 and 2 (Nov. 2018, BC Irrigation Industry Association)
- Environmental Farm Plan advisor training (BC Ministry of Agriculture 2017-2019):  
Irrigation management, riparian health assessments and management, grazing management, biodiversity planning, vegetative buffer planning.
- Permaculture Design Certificates: Lamoreux 2010, Verge 2012, and Lawton 2015
- Avalanche Operations Level 1 (CAA, 2011), Avalanche Skills Training 1 and 2 (CAA, 2008)
- Wilderness First Aid (Slipstream, 2009), OFA III (Heartsafe, 2009), NUOEC III (PEAK, 2011)
- BC Driver's License, 1999, class 5, clean record
- **Computer:** GIS and mapping, statistics, database management, publishing, video editing
- **Language:** conversational French, basic Spanish and Indonesian
- **Farm:** carpentry, plumbing and electrical, livestock handling and fencing, large machinery

## VOLUNTEER

2010 - now	Community Educator Consultations, workshops, farm tours, and slideshows for schools and community groups <i>Topics:</i> Growing and grazing to tackle climate change, soil & microbes, efficient farm design, portable infrastructure, electric fencing, water & irrigation, earthworks, food processing	Moon Gravity Farm, Rossland REAL Food	Rossland, BC
2018 - 2023	Soccer Coach	Kootenay Youth Soccer AssociaTon	Rossland, BC
2009 - 2016	Volunteer Ski Patrol	Red Mountain	Rossland, BC
2013 - 2014	Board Secretary	Kootenay Local Agricultural Society	Kootenays, BC
2006 - 2009	Volunteer Leader	Camp Manitou	Lake Huron, ON
2006 - 2007	Design Review Board	Living with Lakes Center	Sudbury, ON

## Kylie Steedman

(250) 341-5712

[kyliesteedman@gmail.com](mailto:kyliesteedman@gmail.com)

Windermere, British Columbia

### Summary of Qualifications

- Established skills in digital communications including copywriting, strategy development, marketing, website management and storytelling in a variety of industries.
- Diverse experience of media, storytelling and stakeholder engagement initiatives in a dynamic, multi-brand, sub-regional Destination Marketing Organization (DMO) environment.

### Professional Experience

#### **Media & Communications Specialist**

**January 2022 - Present**

*Tourism Radium & Travel Columbia Valley*

*Columbia Valley, BC*

- Direct internal and external communications for multi-channel, multi-brand organization.
- Manage media relations with travel writers, influencers and content creators to produce compelling stories aligning with DMO priorities. Includes research, outreach, planning, negotiation, budgeting and execution of media activities while engaging partners, earned media and paid placements.
- Coordinate work of various team members, contractors and agencies on multiple files with competing priorities.
- Lead the Columbia Valley Golf Trail marketing consortium project including directing advertising buys, digital and social campaigns, ad development, print media, travel media, social media, asset development, reporting, web development and working with industry.
- Collaborate with stakeholders ranging from nonprofit organizations, DMOs, regional DMOs, provincial entities, business owners and community members.
- Oversee crisis communications during emergencies to ensure accurate information dissemination.
- Continuous communications strategy, planning and data-driven adjustments.
- Direct the build of TravelColumbiaValley.com as a marketing funnel and largest channel of the DMO.
- Strategize and implement website updates to TravelColumbiaValley.com and RadiumHotSprings.com to reflect strategic direction, analytics and stakeholder priorities.

#### **Contract Communications Coordinator**

**July 2020 - present**

*Kootenay & Boundary Farm Advisors*

*Kootenays, BC*

- Developing and implementing a comprehensive communications plan complete with strategy, tactics and measurable objectives to be reviewed annually.
- Producing compelling blog, social media and newsletter content relevant to farmers including research, interviews, outreach and collaboration where relevant.
- Producing bi-monthly newsletters to share relevant content to farmers, drive website visits and promote KBFA events.
- Archiving past events pages to maintain a comprehensive record and list of relevant resources.
- Amplifying programming, field days, opportunities and relevant news for farmers on multiple owned channels including social media, webpages, blogs and bi-monthly newsletter resulting in consistent growth across all platforms.
- Crafting compelling news releases to share with news outlets and media contacts to publish and circulate stories aligned with organizational goals.
- Managing and updating the KBFA.ca website for accuracy, usability including SEO optimizations, refreshing content, ensuring updated links and content.



**Communications Consultant***Steedman Consulting***July 2020 - present***Columbia Valley, BC*

- Providing independent contracting services for businesses across the hospitality, construction and professional service industries, encompassing digital communications, strategy development, copywriting and editing.

**Media & Marketing Coordinator***Tourism Radium & Travel Columbia Valley***April 2021 - January 2022***Columbia Valley, BC*

- Developed content libraries for photo, video and blog assets for multi-brand DMO.
- Managed partnerships on a local, regional and provincial level.
- Managed internal communications, including emergency communications.
- Directed business and partner outreach to align communications for digital & social communications, as well as amplify partner messaging.
- Coordinated media visits and press trips for the region.
- Led website development from strategy to execution, conducting continuous analysis of website analytics, search queries and content libraries to meet stakeholder needs.
- Onboarded new staff to ensure consistency in brand voice, tone and messaging.

**Projects & Communications Coordinator***Tourism Radium***May 2020 - April 2021***Radium Hot Springs, BC*

- Organized a weekly farmer's market by handling logistics, coordination and marketing.
- Maintained relationships with tourism stakeholders through various communication channels.
- Established and managed information sharing resources for local businesses during COVID-19.
- Collaborated with partner organizations to promote tourism and business vitality in the Columbia Valley.
- Conceptualized, wrote and edited website content to meet technical and storytelling objectives.
- Planned, created and executed social media strategies to engage audiences and align with DMO goals.

**Education****Bachelor of Communication - Public Relations***Mount Royal University***September 2017- 2021***Calgary, Alberta***Other Certifications & Skills**

- Skilled in website management platforms and CRM databases including Wordpress, Craft CMS, Wix, Google Sites, etc.
- Working Effectively with Indigenous Peoples, Indigenous Corporate Training Inc., 2023
- Crisis Communication Planning for BC Tourism Organizations, Destination British Columbia, 2022
- Foundations of Service Quality, Destination British Columbia, 2020
- Branding Your Business, Social Media Mastery & Graphic Design Basics, Canva, 2020
- Advanced Google Analytics, Google, 2020
- Ethical Conduct for Research Involving Humans, Panel on Research Ethics, 2019
- Emergency Management Training, Government of Alberta, 2019
- Tourism Visitor Information Counsellor Certificate, Destination British Columbia, 2014



**MIKE KURUCZ, BBA**

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OFFICE PHONE 250-489-4140 • CELL PHONE 250-581-1817

## ***PROFESSIONAL PROFILE***

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Mike is a highly skilled business & administration coordinator with over five years' experience working in financial and accounting environments. Some of the skills he has mastered throughout his career include: office management, accounting administration, record management, customer relations and event coordination. He has also been a member of an Occupational Health and Safety committee for over four years. Mike has maintained the highest level of performance standards within a diverse range of occupations. His education and experiences make him a uniquely qualified individual.

## ***PROFESSIONAL EXPERIENCE***

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### **Keefer Ecological Services Ltd.**

2014 – present

#### FINANCIAL CONTROLLER

- Assisting with budgeting, purchasing, accounts payable and receivable, payroll and communications
- Providing IT support for all user on the network and email systems
- Maintaining and updating the company website and all other social media
- Providing human resources support
- Coordinating and maintaining the Occupational Health & Safety Plan

### **Island Savings Credit Union**

2013 – 2014

#### ACCOUNTING COORDINATOR

- Performed all day-to-day AP/AR operations for the Organization
- Reconciled a variety of GL accounts of banking, insurance and accounting systems
- Reconciled vendor and customer statements
- Prepared and posted journal entries, adjustments, month-end accruals
- Stored, arranged, indexed and classified records from their creation through to their eventual disposal in compliance with policy and regulations

### **Island Savings Credit Union**

2009 – 2013

#### LENDING SERVICES ADVISOR

- Fast-tracked from Service Representative to Lending Advisor
- Initially processed transactions such as deposits, withdrawals, cheques, money orders, utility bill payments, foreign exchange and account transfers while making qualified referrals to other business areas
- Served as Advisor for sixteen branches, providing lending advice and operational support
- Verified/dispersed/renewed/paid-out mortgages and personal loans
- Coordinated the creation, maintenance, and destruction of all mortgage records in compliance with legal and financial requirements

### **Aramark Higher Education**

2008 – 2009

#### SPECIAL EVENTS COORDINATOR / OFFICE MANAGER

- Organized food and beverage for special events/catering at the University of Regina (our major client), to include. athletics, conferences (U of R sponsored), film/music, public lectures and seminars, theatre, youth camps and sporting team receptions

- Managed five to eight food and beverage outlets within the university, working closely with three regular vendors
- Handled all prepaid orders and concessions at each event
- Process invoices, valued from \$500 to \$5,000
- Continuously cycle counting inventory to ensure appropriate product and equipment levels
- Planned on average two-three larger events per week, with up to 200 attendees each
- Maintained company websites and prepared event posters and flyers

During his degree, Mike extended his studies to work overseas (UK/Ireland) & in Canada, where he held a number of contractual roles as AP/AR Clerk & Operations Support for approximately four years, primarily within the hospitality industry.

- Operations Manager for Kitty O'Shea's tavern (2004-2006)
- AP/AR Clerk for Northern Foods (2006-2007)

Responsibilities included providing operational & administrative support, handling financial transactions (e.g. supplier invoices/credit notes/internal costs), balancing and reconciling GL transactions, performing data entry, managing inventory and vendors and preparing the daily bank deposit, while typically supervising up to ten staff.

## ***EDUCATION***

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BBA with Major in Management  
University of Regina  
Focus on Finance & Accounting, Marketing

2008

## ***CERTIFICATION***

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Occupational First Aid Level 1

## ***INFORMATION TECHNOLOGY SKILLS***

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- Advanced MS Word, Excel & Outlook
- Sage MAS 500 (one year), Wealthview (three years), SAP (one year), Oracle (one year)
- QuickBooks (four years)

## ***ADDITIONAL SKILLS***

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Personal Property Services: PPR/PPSA Searches & Registrations  
Real Estate: Lien Searches • Real Estate/Land Title Searches  
Marketing: Advertising • Social Media (Twitter & Facebook) • Website Content Management  
Events Management: Location Set-up • Venue Management  
Leadership: Coaching & Mentoring • Employee Engagement • Training & Development



# Consulting Services Agreement

**Contract #:2024-070-DEV\_KEEFER**

**Project: Agriculture Extension and Liaison Services to Producers-Kootenay Boundary Farm Advisors**

**GL Code: 54030 / OVR169-101**

THIS AGREEMENT executed and dated for reference the:

day of month, year  
(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

Agreement Administrator: Sangita Sudan

Telephone #: 250-352-8157

Email: ssudan@rdck.bc.ca

AND

### KEEFER ECOLOGICAL SERVICES LTD

(hereinafter called the "Consultant")

at the following address:

217B Industrial Road F

Cranbrook, BC V1C 6N4

Agreement Administrator: Mike Kurucz

Telephone: 250-489-4140

Email: m.kurucz@keefereco.com

## FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE REGIONAL DISTRICT OF CENTRAL KOOTENAY AND THE CONSULTANT AGREE AS FOLLOWS:

- (a) **SERVICES:** The Consultant shall provide the services which are set out in the Consultant's proposal dated March 21, 2024 (the "Proposal") which forms part of this Agreement and as detailed in Schedule "A" of this Agreement (the "Services"). It is agreed that Services may also include any additional services authorized and agreed to by the Consultant and the RDCK by written agreement after the Agreement has commenced ("Additional Services").
- (b) **CHANGES TO SERVICES:** The RDCK and the Consultant acknowledge that it may be necessary to modify the Services, the Project schedule and/or the Budget in order to complete the Project. In the event that the RDCK or the Consultant wishes to make a change or changes to the Services, the Project schedule and/or the Budget it shall notify the other of the proposed change and reason(s) therefore. The party receiving the notification shall review and consider the proposal for change and shall as soon as is reasonably possible and no longer than within five (5) working days, advise in writing the party proposing the change whether it agrees to the change. Where the parties agree to the change, such agreement will form part of this Agreement and be formalized by means of a Scope Change Letter.

Any RDCK authorized services required of the Consultant beyond those Services set out in the Proposal shall be considered Additional Services. The Consultant shall be compensated for all Additional Services on an

hourly or per diem basis, as agreed upon by the RDCK and the Consultant in writing by means of a Scope Change Letter prior to the Consultant performing the Additional Services.

- (c) **TERM:** Notwithstanding the date of execution of this Agreement the Consultant shall provide the Services described in Schedule A hereof commencing on **April 8, 2024** (Start Date) and ending on **April 8, 2025** (End Date) (the "Term"). The Agreement may be renewed for five years (5), one (1) year periods upon mutual agreement of the parties.
- (d) **LOCATION:** The locations for delivery of the Services shall be the Regional District of Central Kootenay (RDCK), Regional District of East Kootenay (RDEK) and the Regional District of Kootenay Boundary (RDKB).
- (e) **PAYMENT:** The total budget for the Services, as specified in the Proposal is **\$174,910.00** (excluding GST) and on the terms set out in Schedule B. The budget for the Services is broken into tasks in the Proposal. The Consultant agrees to complete all of the tasks specified in the Proposal at a cost that will not exceed the budget amount for each task. The Consultant shall submit an invoice to the RDCK for payment, together with supporting documents, in respect of the hours worked and disbursements made on or before the last day of each month, for the RDCK's approval and due processing.
- (f) Schedules A and B are incorporated into, and form part of this Agreement.
- (g) The following terms and conditions are incorporated into, and form part of this Agreement.

## THE CONSULTANT' OBLIGATIONS

- 1 The Consultant shall:
  - (a) Undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise in Schedule A.
  - (b) In performing the Services, at all times, act in the best interests of the Regional District of Central Kootenay (herein after called the "**RDCK**"). Also, the Consultant shall exercise that degree of professional care, skill and diligence required according to generally accepted professional engineering standards and by the *Engineers and Geoscientists Act of British Columbia*, current as of the date that the Services are rendered.
  - (c) Engage the services of staff, sub-consultants and sub-contractors who have the education, training, skill and experience necessary to perform the Services, and shall cause them to perform the Services on behalf of the Consultant.
  - (d) Employ only those sub-consultants and sub-contractors identified in the Proposal to supply the Services. The Consultant agrees that it has the responsibility for the coordination of all professional Services rendered to the RDCK by the Consultant or by its sub-consultants or sub-contractors on the Project. The Consultant may, with the written approval of the RDCK, such approval not to be unreasonably withheld, replace any of the identified project team members described in the Proposal with other professional staff possessing equivalent knowledge, ability and skills.
  - (e) Ensure that all personnel hired by the Consultant to perform the Services will be the employees of the Consultant and not to the RDCK with the Consultant being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee.
  - (f) Upon the request of the RDCK fully inform the RDCK of the work done by the Consultant in connection with the provision of the Services and permit the RDCK at all reasonable times to inspect, review and copy all

works, productions, buildings, accounting records, findings, data, specifications, drawings, working papers, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Consultant as a result of this Agreement.

- (g) Comply with all applicable municipal, provincial and federal legislation and regulations.
- (h) At its own expense, obtain all permits and licenses necessary for the performance of the Services, and on request provide the RDCK with proof of having obtained such licenses or permits.
- (i) Promptly pay all persons employed by it.
- (j) Not assign this Agreement, not subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the RDCK.
- (k) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services.
- (l) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the RDCK, may give rise to a conflict of interest.
- (m) Be an independent Consultant and not the servant, employee or agent of the RDCK. The Consultant and the RDCK acknowledge and agree that this Agreement does not create a partnership or joint venture between them.
- (n) Accept instructions from the RDCK, provided that the Consultant shall not be subject to the control of the RDCK in respect of the manner in which such instructions are carried out.
- (o) At its own expense, obtain Workers Compensation Board coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Work. Upon request, the Consultant shall provide the RDCK with proof of such compliance.
- (p) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments.
- (q) Not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money.
- (r) Establish and maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred.
- (s) Notwithstanding the provision of any insurance coverage by the RDCK, indemnify and save harmless the RDCK, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as "Claims"), that the RDCK may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Consultant or its subconsultant(s), subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the RDCK its other consultant(s), contractor(s), assign(s) and authorized representative(s) or any other persons.
- (t) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect

whatsoever.

(u) The Contractor must provide the RDCK with a certificate of insurance upon execution of this Agreement in a form acceptable to the Chief Financial Officer of the Regional District and shall, during the Term of this Agreement, take out and maintain the following insurance coverage:

- (i) Automobile Liability (third party) insurance with a minimum limit of \$5,000,000.
- (ii) comprehensive commercial general liability insurance against claims for bodily injury, death or property damage arising out of this Agreement or the provision of the Services in the amount of **\$ 2,000,000 dollars per occurrence with a maximum deductible of \$5,000;**

Such insurance will:

- (A) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;
  - (B) include the Contractor's Blanket contractual liability;
  - (C) include a Cross Liability clause;
  - (D) include occurrence property damage;
  - (E) include personal injury;
  - (F) 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);
  - (G) 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;
  - (H) require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand.
- (iii) professional liability coverage in the amount of **\$ 2,000,000 dollars per claim and \$ 5,000,000 dollars aggregate, with a maximum deductible of \$50,000;**
  - ~~(iv) pollution/environmental impairment liability insurance in the amount of \$ Amount of Insurance dollars per occurrence and \$ Amount of Insurance dollars aggregate, with a maximum deductible of \$50,000;~~

Such insurance will:

- (A) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;
- (B) include the Contractor's Blanket contractual liability;

- (C) include a Cross Liability clause;
  - (D) include occurrence property damage;
  - (E) 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);
  - (F) 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;
  - (G) require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand.
- (v) Keep confidential for an unlimited period of time all communications, plans, specifications, reports or other information used in connection with the Project except:
- (i) those requiring disclosure by operation of law; and
  - (ii) any disclosure authorized in writing by the RDCK.

#### **CONSTRUCTION SUPERVISION**

- (w) Inspect the site where the Services are to be performed (the “Site”) and become familiar with all conditions pertaining thereto prior to commencement of the Services.
- (x) Where materials and supplies are to be provided by the Consultant, use only the best quality available.
- (y) Where samples of materials or supplies are requested by the RDCK, submit them to the RDCK for the RDCK’s approval prior to their use.
- (z) Not cover up any works without the prior approval or consent of the RDCK and, if so required by the RDCK, uncover such works at the Consultant’s expense.
- (aa) Keep the Site free of accumulated waste material and rubbish caused by it or the Services and, on the completion of the Services, leave the Site in a safe, clean and sanitary condition.
- (bb) At all times, treat as confidential all information and material supplied to or obtained by the Consultant or subconsultant as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDCK.

#### **STANDARD OF CARE**

- (cc) The RDCK recognizes that sub-surface conditions may vary from those encountered where samplings, borings, surveys or explorations are located by the Consultant and that the data, interpretations and recommendations of the Consultant are based solely on the information available to it.



## UNDERGROUND UTILITIES

- (dd) The Consultant shall be responsible for locating all underground utilities prior to commencing subterranean work and provide proof of such to the RDCK.

## SAFETY

- (ee) The Consultant shall be responsible for its activity and that of its employees on the job site. This shall not be construed to relieve the RDCK or any other contractor of their obligation to maintain a safe job site. Neither the presence of the Consultant nor of its employees, sub-consultants, sub-contractors and agents shall be understood to imply control of the operations of others, nor shall it be construed to be an acceptance of responsibility for job site safety.

## THE REGIONAL DISTRICT OF CENTRAL KOOTENAY'S OBLIGATIONS

2 The RDCK shall:

- (a) Retain the Consultant to provide the Services as set out in this Agreement.
- (b) Subject to the provisions of this Agreement, pay the Consultant, in full payment for the Services which in the opinion of the RDCK at the times set out is Schedule "B" of this Agreement (herein called "**Agreement Price**"), and the Consultant shall accept such payment as full payment for the Services.
  - (i) Notwithstanding Subsection 2(b), not be under any obligation to advance to the Consultant more than 90% of the Agreement Price for Services rendered in accordance with Schedule "A" to the satisfaction of the RDCK. The 10% holdback shall be retained and paid back in accordance with the *Builder Lien Act*.
  - (ii) providing that it is not in breach of any of its obligations under this Agreement, holdback from the Agreement Price in addition to the 10% holdback contemplated in Subsection 2(b)(i), sufficient monies to indemnify the RDCK completely against any lien or claim of lien arising in connection with the provision of the Services.
- (c) Provide the Consultant with all reports, data, studies, plans, specifications, documents and information available to the RDCK and relevant to the Project. The Consultant shall be entitled to rely on the reports, data studies, plans, specifications, documents and other information provided by the RDCK.
- (d) Provide access to any site or adjacent properties as required to complete the Project. The Consultant shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Consultant, or of his employees, sub-consultants, sub-contractors or agents.
- (e) Give the Consultant reasonable notice of anything the RDCK considers likely to materially affect the provision of the Services.
- (f) Examine all studies, reports, sketches, proposals and documents provided by the Consultant under this Agreement, and render decisions pertaining thereto within a reasonable time.

## TERMINATION OF AGREEMENT

- 3 Should the Consultant neglect to complete the Services properly or fail to perform any of its obligations under this Agreement, the RDCK may notify the Consultant in writing that it is in default of its contractual obligations and instruct it to correct the default within fourteen (14) working days of receiving the notice. Failure to comply with the default request extends to the RDCK the option, without any other right or

remedy, of suspending the Consultant's performance of the Services or immediately terminating this Agreement. The RDCK shall pay the Consultant for all Services performed and all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such suspension or termination.

- 4 Other than for reasons set forth in section 3 the RDCK may suspend or terminate this Agreement for any reason by giving thirty (30) calendar days' prior written notice to the Consultant. Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out the Project. In such an event, the Consultant will be paid by the RDCK pursuant to this Agreement, for the completed tasks according to the Project schedule of tasks remaining unpaid as of the effective date of such suspension or termination.
- 5 Should the RDCK fail to perform any of its obligations under this Agreement, the Consultant may notify the RDCK in writing that it is in default of its contractual obligations and instruct it to correct the default within fourteen (14) working days of receiving the notice. Failure to comply with the default request extends to the Consultant the option, without limiting any other right or remedy the Consultant may have, of immediately terminating this Agreement and requesting settlement for all Services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such termination.
- 6 Should the Consultant's Services be suspended by the RDCK at any time for more than thirty (30) calendar days in any calendar year through no fault of the Consultant, the Consultant shall have the right until such suspension is lifted by the RDCK, to terminate this Agreement upon giving seven (7) working days' written notice to the RDCK. In such an event, the Consultant will be paid by the RDCK pursuant to this Agreement, for the completed tasks as per the Schedule of Tasks that remain unpaid as of the effective date of such termination.

## GENERAL TERMS

- 7 The RDCK shall be the sole judge of the work, material and the standards of workmanship in respect of both quality and quantity of the Services, and their decision on all questions in dispute with regard thereto, or as to the meaning and intentions of this Agreement, and as to the meaning or interpretation of the plans, drawings and specifications, shall be final, and no Services shall be deemed to have been performed as to entitle the Consultant to payment therefrom, until the RDCK is satisfied therewith.
- 8 The RDCK certifies that the Service purchased pursuant to this Agreement are for the use of and are being purchased by the RDCK and are therefore SUBJECT TO THE FEDERAL GOODS AND SERVICES TAX.
- 9 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 10 Time shall be of the essence of this Agreement.
- 11 Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
- 12 This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
- 13 A waiver of any provision or breach by the Consultant of any provision of this Agreement shall be effective only if it is in writing and signed by the RDCK.
- 14 A waiver under Section 13 shall not be deemed to be a waiver of any subsequent breach of the same or any

other provision of this Agreement.

- 15 Everything produced, received or acquired (the **“Material”**) by the Consultant or subcontractor as a result of this Agreement, including any property provided by the RDCK to the Consultant or sub-consultant, shall:
  - (a) be the exclusive property of the RDCK; and
  - (b) be delivered by the Consultant to the RDCK immediately upon the RDCK giving notice of such request to the Consultant.
- 16 The copyright in the Material belongs to the RDCK.
- 17 The RDCK may, at its discretion, notify the Consultant that the terms, amounts and types of insurance required to be obtained by the Consultant hereunder be changed.
- 18 Where the Consultant is a corporation, it does hereby covenant that the signatory hereto has been duly authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Consultant.
- 19 Where the Consultant is a partnership, all partners are to execute this Agreement.
- 20 Sections 1 f), l), m), s), and 18 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.
- 21 The ideas, processes, or other information contained in the Consultant’s Proposal is proprietary and, until the Consultant’s Proposal is accepted, shall not be disclosed to any parties outside of the RDCK’s staff or be duplicated by any means or used in whole or in part for any purpose. Should the Consultant’s Proposal be accepted, the RDCK shall have the right to duplicate, use or disclose the information contained therein.
- 22 Neither the RDCK nor the Consultant will be considered in default of this Agreement for non-performance due to strikes, labour disputes, riots, civil insurrection, mechanical breakdowns, war, floods, or acts of God or for other reasons beyond the reasonable control of the RDCK or the Consultant.
- 23 Unbudgeted disbursements incurred by the Consultant due to delays caused by weather conditions and/or poor site access shall be for the RDCK’s account.
- 24 The parties shall make all reasonable efforts to resolve a dispute by amicable negotiations and agree to provide, on a without prejudice basis, frank, candid and timely disclosure of relevant facts, information and documents to facilitate these negotiations.
- 25 All matters in dispute, which cannot be settled by the RDCK and the Consultant, may, with the concurrence of both the RDCK and the Consultant, be submitted to final and binding arbitration to a single arbitrator appointed jointly by them.
- 26 No person shall be nominated to act as arbitrator who is in any way financially interested in the Project or in the affairs of either the RDCK or the Consultant.
- 27 In the event that the RDCK and the Consultant cannot agree to an arbitrator, such arbitrator shall be chosen by reference to a Judge of the Supreme Court of British Columbia.
- 28 If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion shall be severed and the decision that it is illegal or invalid does not affect the validity of this Agreement.

- 29 This Agreement constitutes the sole and entire Agreement between the RDCK and the Consultant relating to the Project and completely supersedes and abrogates any prior agreements existing between the RDCK and the Consultant, whether written or oral.
- 30 The headings in this Agreement are for convenience of reference only and shall not affect the interpretation or construction of this Agreement.
- 31 Parts 2, 3 and 4 of the Request for Proposals of the RDCK dated March 6, 2024 and the Contractor's Proposal provided in response are hereby incorporated into and forms part of this Agreement.
- 32 Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of the RDCK in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement had not been executed or delivered.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

REGIONAL DISTRICT OF CENTRAL KOOTENAY	KEEFER ECOLOGICAL SERVICES LTD
<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)



Keefer Ecological Services Ltd.  
PO Box 430  
Cranbrook, BC V1C 4H9  
250-489-4140 | [www.keefereco.com](http://www.keefereco.com)

March 21, 2024

Prepared for: Regional District of Central Kootenay (RDCK)  
Attn: Sangita Sudan, General Manager of Development and Community Sustainability  
Closing Date and Time: March 22, 2024 and 4:00 PM  
Closing Location: Development and Community Sustainability, Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

Prepared by: Keefer Ecological Services Ltd. (KES)  
Primary contact: Sarah Hirschfeld, 250-272-5848, [sarah@keefereco.com](mailto:sarah@keefereco.com)

RE: Opportunity 190266 Request for Proposals  
Agriculture Extension and Liaison Services to Producers - Kootenay Boundary Farm Advisors

Thank you for this opportunity to bid on RFP 190266. As the team responsible for designing and delivering the Kootenay Boundary Farm Advisory (KBFA) program from 2017-2023, we are eager to resume serving our local agricultural community as qualified professionals and the primary extension service for the Columbia Basin and Regional Districts of East Kootenay (RDEK), Central Kootenay (RDCK), and Kootenay Boundary (RDKB).

We understand that by submission of this Proposal KES agrees that, should it be identified as the successful Proponent, it is willing to enter into a Consulting Services Agreement with the RDCK for a five (5) year term for KBFA services beginning on or before April 8, 2024. KES further agrees to provide to the RDCK the necessary Insurance Policies and WorkSafe BC Clearance Letter within fifteen (15) days of the date of the Notice of Award.

For questions or comments regarding this proposal, please contact the project manager:  
Sarah Hirschfeld, 250-272-5848, [sarah@keefereco.com](mailto:sarah@keefereco.com).

Thank you for this opportunity,

A handwritten signature in black ink, appearing to read "M. Keefer", with a long horizontal flourish extending to the right.

Michael Keefer, President

1

Ph: 250-489-4140 Fax: 250-489-4812 email: [info@keefereco.com](mailto:info@keefereco.com)  
[www.keefereco.com](http://www.keefereco.com)



Keefer Ecological Services Ltd.  
 PO Box 430  
 Cranbrook, BC V1C 4H9  
 250-489-4140 | [www.keefereco.com](http://www.keefereco.com)

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        Michael Keefer, PAg, MSc - Keefer Ecological Services Ltd. (President)..... 7

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        Rachael Roussin, PAg, BA, MLWS - Subcontractor..... 7

        Andrew Bennett, PAg, MSc, CID - Subcontractor.....8

        Kylie Steedman, BCMM-PR - Keefer Ecological Services Ltd..... 8

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## Executive Summary

We are pleased to submit the following proposal for the "Agriculture Extension and Liaison Services to Producers - Kootenay Boundary Farm Advisors" contract effective from April 08, 2024 for a five-year term. The objective for this program will be to provide producers with opportunities to develop their technical expertise and innovation through collaborations, networking, and engagement with qualified professional Farm Advisors, experts, and partnering organizations that support local agriculture. The program will strive to serve as the primary extension service for the Kootenays and provide balanced attention to each of the Columbia Basin and Regional Districts of East Kootenay, West Kootenay, and Kootenay Boundary.

Our firm, consisting of Keefer Ecological Services Ltd. (KES) and carefully selected subcontractors, was responsible for developing and implementing the past 6-years of the KBFA program. We look forward to returning to continue this work with KBFA and to enhance, refresh, and adapt this program over the next five-year term. The team will consist of returning team members Rachael Roussin and Andrew Bennett (Farm Advisors), Kylie Steedman (Communications), Mike Kurucz (Finances and Administration), and Michael Keefer (KES President, Program Strategy). This established team will be joined by newcomer Sarah Hirschfeld (Farm Advisor and Project Manager) who will be bringing fresh eyes and adaptive management approaches to the next chapter of the program. All three Farm Advisors are Professional Agrologists qualified to provide agricultural advice and services in BC and are residents of the Kootenays. Furthermore, all three Farm Advisors are Environmental Farm Plan Advisors with the Investment Agriculture Foundation, and therefore are actively engaged in Ministry of Agriculture collaborations that extend resources to their local producers. Examples of past performance, firm resources, references, and team member resumes have been provided.

The Kootenay and Boundary Farm Advisors (KBFA) program will be accountable to a steering committee consisting of representation from the three regional districts and the Trust. The delivery of the program will employ an adaptive management approach consisting of diverse digital and in-person communication strategies for engagement including multiple platforms (website, newsletter, social media), interaction types (one-on-one, farm visits, events, field days), engagement providers (farm advisors, expert advisors), targeted content creation (videos, podcasts), and on-going relationship building with various partner projects. KBFA will serve as a resource to partner projects, including regional extension programs, while also recruiting applicable expert advisors to KBFA to strengthen and diversify program services. All performance metrics on producers served will be recorded in a dedicated database and analyzed every six months to populate required reports and adapt program delivery to best support producers. Efforts will be made to balance program delivery through the program region by offering events and farm visits in all districts. Our team is committed to offering practical and uninterrupted service delivery to producers regardless of unanticipated events.

The scheduled work plan and detailed cost breakdown provided were drafted for the 2024-2025 program year and are anticipated to undergo annual review in discussion with the Steering Committee.

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## Overview

In alignment with the Request for Proposal (RFP), the goal of this project will be to ensure that producers already served through KBFA can access timely and practical technical agricultural advice to enhance their knowledge and improve the efficiency and viability of their agricultural operations.

## The Firm

The firm responsible for developing the KBFA to the current standard are seeking to return to this role.

Project administration will be completed by Keefer Ecological Services Ltd. (KES) with support from highly qualified subcontractors. KES is a reputable environmental consulting company known for innovation in ecological restoration, environmental assessment, reclamation, regulatory work, collaboration with Indigenous Nations and communities, ethnoecology, plant ecology, sustainable agriculture, food security and applied research throughout British Columbia. The KES team prides itself in its ability to find creative scientific-based solutions to today's complex issues in natural resource management. Clients from diverse industrial and community-based backgrounds seek our expertise including Indigenous, provincial and federal governments, and municipalities.

KES has accumulated a diverse portfolio of experience delivering exceptional services over the past two decades, including seamless administration and project management for KBFA from 2017-2023.

## Firm Experience / Past Performance

The following examples of past performance do not represent a comprehensive summary of KES's work experience, but rather highlight specific projects that demonstrate KES's continued commitment to serve BC's agriculture industry.

### Kootenay Boundary Farm Advisors (KBFA)

2017-2023

The firm responsible for developing the KBFA is bidding to return and refresh the program. We look forward to continuing relationship building with our local Kootenay producers.

Our firm developed KBFA to a defined standard with successful brand recognition from 2017-2023. The KBFA start-up period from 2017 - 2018 taught fundamental lessons in what agricultural extension is and how it can be best delivered. KBFA's second and third years (2018 to 2020) established KBFA as a reputable agricultural service provider and a key organizational "hub" for agricultural information and delivery with the majority of producers and agricultural organizations now recognizing KBFA and its role. The KBFA team has also learned a lot about the technical issues that farmers are working on, and we are in a good position moving forward to

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support farmers to work on these issues such as soil and water management. In the fifth season (2020 – 2021) KBFA established a strong reputation with Provincial organizations such as the Investment Agriculture Foundation, Ministry of Agriculture, and other Province-wide programs, as a key collaborator to communicate and connect with the agriculture sector. KBFA has partnered on many projects with these organizations for delivering field days, program updates and initiatives. We can therefore say with strong confidence that KBFA made a significant difference to get Province-wide programing and resources to producers into the Kootenay region. In 2022 – 2023 KBFA continued with one-on-one support, events, education and communication for the agricultural sector and leveraged outside resources to our region’s producers such as research, connections to experts, and facilitated regional sharing of best agricultural practices and innovation.

**Performance Highlights - Number of Interactions from July 2017 - July 2022**

*Total Producer/Farm Interactions:* 1035 producers from 708 farms

*Farm Advisor-Producer Connections:* > 2623 engagements

*Expert-Producer Connections:* 333 experts and 587 producers

*Farm Advisor-Expert Interactions:* 961 times

*Events:* 78 events on 112 days for 1025 producers and 391 expert / community participants

*Farm Visits:* 516 by advisors / experts

*Stakeholder / Sector Engagement:* 198 meetings / presentations

**Indigenous Agriculture Inventory: Understanding the Sector, Assessing the Needs**

Feb 2020 - Aug 2021

KES was hired by the Investment Agriculture Foundation of British Columbia (IAFBC) and the B.C. Ministry of Agriculture, Food, and Fisheries (AFF) to understand the status, interests, successes and challenges of Indigenous peoples in B.C. within the agriculture and agri-food sector. The project aimed to increase the understanding of, and information available on the activities and needs of existing and prospective Indigenous agriculture and agri-food enterprises in B.C. The project had four key stages: 1) Project Planning, 2) Literature Review, 3) Data Gathering (engagement sessions), and 4) Data Analysis and Reporting. KES planned, coordinated, and facilitated all aspects of the project, and worked closely with AFF and IAFBC to ensure all goals and objectives were met. Regular updates and progress reports were provided throughout the duration of the project. KES compiled an extensive contact list for Indigenous Nations or organizations (172) and businesses (71) involved in the agriculture industry of B.C. Questionnaires were completed by 36 businesses / individuals and 12 regional engagement sessions facilitated by KES, and were attended by 62 Nations / organizations and 86 individuals. Each presentation was tailored for regional/sectoral context and incorporated localized content and ongoing information gained during the questionnaire. Following each



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session, KES developed a summary of each engagement session. The results were shared with all participants at the end of each session with an option to edit or add content in the Mural to eliminate misrepresentation.

### Food Security and Agricultural Business Development Projects

2008 - present

KES has gained substantial experience and a positive reputation for supporting numerous Indigenous communities and organizations in planning and developing Indigenous-owned businesses aimed at increasing capacity building opportunities related to cultivation and food security. This includes greenhouse and nursery enterprises for communities including but not limited to Tsawout First Nation (present), Cheslatta Carrier Nation (2023-present), Stswecem'c Xget'tem First Nation (2022-present), Ross River Dena Council (2020), Doig River First Nation (2015-2016), Sauteau First Nation and West Moberly First Nation (2012-2014), and St. Mary's Band (2008). This portfolio of related projects includes pre-feasibility studies and preliminary roadmapping, through to feasibility studies and business plans, and even support during construction and operation. Successful Indigenous-owned plant nurseries that have been supported by KES include Twin Sisters Native Plant Nursery and Tipi Mountain Native Plants (now Nupqu Resource Limited). The approach during these projects is always to respect the objectives and perspectives of the Indigenous Nation / organization by facilitating engagement to produce reports delivering customized, locally-appropriate strategies.

### Growing our Futures: Plant Horticulture Training and Employment Readiness Certificate

2013 - present

KES recognized an increased interest in using native plants for restoration projects, ranging from small to industrial-scale, and for food, medicine, and landscaping. In response to this increasing interest, KES and Royal Roads University (RRU), in partnership with West Moberly First Nations and Sauteau First Nation, developed the Growing Our Futures: Plant Horticulture Training and Employment Readiness Certificate in 2013; a portable training program in plant propagation that is designed to be delivered in partnership with Indigenous governments or community organizations. The program is delivered in-community in order to reduce barriers and increase community-support for students. Growing Our Futures has been delivered in three diverse regions of British Columbia: the Peace Region in partnership with Twin Sisters Native Plant Nursery, West Moberly First Nation and Sauteau First Nation (2013); the Kootenays in partnership with Tipi Mountain Native Plants and Ktunaxa Nation Council (2013), and South Vancouver Island in partnership with the Tsawout First Nation (2014).

### Project Team

The team responsible for the past six years of KBFA remain committed to enhancing, refreshing, and adapting this program over the next five-year term. Project administration will be completed by Keefeer Ecological Services Ltd. (KES) with support from subcontractors. Team member resumes are included in Appendix A.

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**Michael Keefer, PAg, MSc - Keefer Ecological Services Ltd. (President)**

**Program Strategic Oversight and Administration**

Mike Keefer will provide senior oversight of KBFA and provide strategic recommendations on program goals and delivery. The staff at Keefer Ecological Services will administer and oversee the program budget, submit invoices to the Regional District of Central Kootenay and maintain the administrative program framework such as phone, email service, and database.

**Sarah Hirschfeld, PAg, MSc - Keefer Ecological Services Ltd.**

**Project Manager & Farm Advisor**

Sarah will be the newest addition joining the established KBFA team. Her role will be to build on previously successful strategies with fresh eyes and adaptive management approaches. She will be taking on project coordination and management tasks including responsibility for meeting milestones, developing work plans, tracking performance metrics, database management, and timely reporting.

Sarah is a Professional Agrologist, environmental scientist, and new farmer who is well connected and informed about local food systems. She is an Environmental Farm Plan Advisor, Certified Nutrient Management Planner, and BC Climate Agri-Solutions Fund reviewer. She holds a MSc Plant Agriculture (University of Guelph) and BSc Environmental Science with a specialization in Biodiversity and Conservation (University of Ottawa). Her agriculture experience includes: 6 years conducting agricultural research for universities and the private sector, 5 years in crop production operations (field, greenhouse, and indoor), 2 years providing agricultural operation and business development advice and services as a consultant, and 2 years as a Golden Farmers' Market Director or Manager.

**Rachael Roussin, PAg, BA, MLWS - Subcontractor**

**Farm Advisor**

Rachael Roussin was the coordinator for KBFA from 2017-2023 and developed and delivered program work plans and strategies. She served as the liaison between the Steering Committee and KBFA team. Rachael was responsible for the allocation of tasks within the KBFA team and to develop systems and guidelines for the general advisors such as field day preparation checklists, KBFA activity tracking systems, and objectives and approaches to one-on-one support.

Rachael will continue with KBFA as a farm advisor and work closely with Sarah to ensure seamless transfer of program coordination and work plan development and delivery. As a farm advisor, Rachael will provide 1-1 support to producers, conduct farm visits and coordinate education events such as field days.

Rachael has a Masters degree in Land and Water Systems from the faculty of Land and Food at UBC and brings over ten years of experience with program coordination. Her technical background includes soil science, soil capability for agriculture, watershed management, climate change impacts and opportunities for agriculture. Rachael is an Environmental Farm Plan Advisor for BC, an educator on soil health & agricultural



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land, has operated a market garden, managed her local farmers' market for over four years, and sits on several food and agriculture boards and committees.

#### **Andrew Bennett, PAg, MSc, CID - Subcontractor**

##### **Farm Advisor**

Andrew was a farm advisor with KBFA from 2017 - 2023 Andrew supported KBFA with program development, strategic planning, website maintenance and educational content creation. Andrew was also the lead to develop the data management program for KBFA.

Andrew will continue with KBFA as a farm advisor and work closely with the KBFA team to develop work plans, provide 1-1 support to producers, conduct farm visits and coordinate education events such as field days.

Andrew combines his technical background in agroecology with practical experience as the owner of a small mixed farm since 2011, direct-marketing meat, eggs, and vegetables in Rossland. Off-farm, he works as a writer, editor, and educator. His recent work includes compiling and editing the Salatin Semester manual (Acres USA, 2016). He also speaks at local food events, gives workshops on farm skills and design, is an Environmental Farm Plan Advisor for BC, and is a Certified Irrigation Designer with the Irrigation Industry Association of BC.

#### **Kylie Steedman, BCMM-PR - Keefer Ecological Services Ltd.**

##### **Communications**

As KBFA's communications specialist, Kylie will return to her role (2020-2023) and support the timely delivery and tracking of communication materials such as the bi-monthly Kootenay Farmer Newsletter, KBFA website, and social media platforms. Kylie also supports the promotion of KBFA events. Clear and concise communication materials with consistent branding that is easily recognized by the agricultural community has been fundamental to KBFA reaching its target audience. Producers can easily identify the KBFA brand as a reliable and reputable program.

Kylie is a communications professional specializing in agriculture, tourism and marketing with a degree in public relations from Mount Royal University. Kylie specializes in content development, website management, copywriting, and digital communications.

#### **Mike Kurucz, BBA - Keefer Ecological Services Ltd.**

##### **Financial Controller**

Mike is a skilled, versatile, and dedicated financial expert with well over a decade of experience in business and financial management. Along with his core skills in finance, he is also highly entrepreneurial and focused on maximizing the profits of the businesses that he is involved with.

Mike holds a Bachelor's of Business Administration and has used his training advantage professionally. With over ten years with Keefer Ecological Services (KES), Mike knows the firm extremely well and currently is the

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financial controller; in this role he leads all aspects of finance and accounting. A key strength of Mike in these areas is his robust analytical and logical approach, accompanied by his high degree of meticulous attention to detail in all tasks. In his role with KES, Mike has also led the financial evaluation of various environmental start-ups that KES has either been part of or has been the lead consultant. Along with his role in finance at KES, he also leads the Human Resources activities.

## Resources

### Kootenay Boundary Farm Advisors (KBFA)

The team is familiar with existing KBFA resources, which will ensure an efficient onboarding and resumption of extension services without untimely delays. This includes the project management database (PAT), communication platforms (website, newsletter, social media), and most importantly relationships with producers, experts, and sector stakeholders.

### Keefer Ecological Services Ltd. (KES)

The KES staff will administer and oversee the program budget, submit monthly invoices to the Regional District of Central Kootenay, and maintain the administrative program framework such as phone, email service, and database. KES staff includes a range of other qualified professionals (agriculture, forestry, wildlife, business, communications) who may support KBFA operations as needed and appropriate.

### KBFA Expert Advisors

This team has cultivated a significant network of expert agricultural advisors who are specialists in their own field and include agricultural consultants, expert farmers, Ministry of Agriculture regional agrologists, Investment Agriculture Foundation, and University researchers. The expert advisors are listed on the KBFA website and demonstrate a wide range of expertise that covers a broad range of sectors and issues. The list of expert advisors is continually growing and evolving in response to the needs of producers. The KBFA Farm Advisors have served as the liaisons between the producers and the expert advisors. The ways that KBFA engages with expert advisors includes the KBFA team requesting specific agricultural information, connecting experts directly to producers, collaborating for an event and engaging experts in our region for future research and projects. Experts are compensated according to their regular fee structure.

### Equipment

KES will provide standard communication and project management equipment and subscriptions (e.g, phone, internet, Google Suite). Farm Advisor Andrew Bennett possesses audio-recording equipment and operating expertise for producing podcasts.



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## References

### BC Ministry of Agriculture

Jeff Nimmo, Regional Agrologist (Creston)  
[jeffrey.nimmo@gov.bc.ca](mailto:jeffrey.nimmo@gov.bc.ca)

### Regional District of East Kootenay

Michele Bates, General Manager Development and Protective Services  
[mbates@rdek.bc.ca](mailto:mbates@rdek.bc.ca)

### Kootenay Organic Growers Society

Emma Sowiack (Bent Plow Farm), President  
[bentplowfarm@gmail.com](mailto:bentplowfarm@gmail.com)

### Kootenay Livestock Association

Tyler Morrison (C & C Ranch), President  
[colleenandtyler@icloud.com](mailto:colleenandtyler@icloud.com)

### Grand Forks Stock Breeders

Devin Chusinoff (PV Ranch), President  
[dchursinoff@gmail.com](mailto:dchursinoff@gmail.com)

### Cheslatta Carrier Nation

Jim D'Andrea, Implementation Coordinator - Natural Resource Department  
[jdandrea@cheslatta.ca](mailto:jdandrea@cheslatta.ca)

## Proposal

### Methodology / Task Evaluation

The KBFA has gained a positive reputation since its inception in 2017 as a reliable primary source for extension services across the Kootenay region. The proposed strategy for the next iteration of KBFA is to adaptively build on this successful program by prioritizing communication of relevant and accurate technical knowledge and experience to producers, the agricultural community, and industry organizations. Existing communications platforms have proven to be effective in connecting with these audiences. These platforms will be updated based on an analysis of data collected over the past 6 years to identify problem areas and ensure that content and engagement practices are designed to increase and enhance interactions with stakeholders.

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## Background

The team responsible for creating, building, and delivering the Kootenay and Boundary Farm Advisors (KBFA) program over the past 6 years (2017-2023) is bidding to return to this role and continue their mission by adaptively growing the program over the next five-year term. We look forward to resuming program development and extension service delivery on behalf of Regional Districts of Central Kootenay (RDCK), East Kootenay (RDEK), and Kootenay Boundary (RDKB), and the Columbia Basin Trust (the Trust).

## Goal

In alignment with the Request for Proposal (RFP), the goal of this team in developing and delivering the KBFA program will be to ensure that Kootenay region producers can access timely and practical technical agricultural advice to enhance their knowledge and improve the efficiency and viability of their agricultural operations.

## Objectives

As outlined in the RFP, this team will strive to continually align program development and delivery with the following objectives:

- Maintain a central communication hub for the Basin through social media and newsletters
- Enhance engagement through various communications methods
- Provide a communications plan and ensure that expertise exists on the team
- Engage with producers and establish relationships across the region
- Provide technical extension services to agricultural producers
- Support the development of technical knowledge among producers
- Utilize other basin programs to assist in agricultural research
- Build a network of technical experts to support extension services
- Document producer/advisor interactions, training, networking and research needs of agricultural producers.

## Statement Of Work

The Kootenay and Boundary Farm Advisory (KBFA) program will be accountable to a steering committee consisting of representation from the three regional districts and the Trust. The delivery of the program will employ an adaptive management approach consisting of diverse digital and in-person strategies for engagement including multiple communication platforms (website, newsletter, social media), interaction types (one-on-one, farm visits, events, field days), engagement providers (farm advisors, expert advisors), targeted content creation (videos, webisodes), and on-going relationship building with various partner projects. All performance metrics will be recorded in a dedicated database and analyzed every six months to populate required reports and adapt program delivery to best support producers.

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### *Technical Knowledge and Experience*

The proposed team consists of qualified professionals including: Professional Agrologists as Farm Advisors, a communications specialist, and a financial controller for administration. General advisors are the liaisons with producers who coordinate and deliver agricultural information and services. This team is largely composed of returning KBFA team members, who are entirely responsible for the success of the KBFA program to date, and a new program coordinator who will offer fresh perspectives and an adaptive management approach. The technical knowledge and experience provided by each team member is unique and collectively includes: environmental farm planning, soil health, riparian plans, grazing plans, certified nutrient management planning, and certified irrigation design. The Farm Advisors are qualified to provide agricultural advice and services, are actively working in the agricultural sector, are experienced in providing technical knowledge to Kootenay producers, and regularly network with other experts and industry organizations. Importantly, the proposed Farm Advisors are Kootenay residents who are familiar with and invested in serving the specific needs of their regional agricultural community.

### *Communications Plan*

The following plan details KES's proposed strategy for communications with public, producer, and partner organization stakeholders throughout the program region. All communications will be designed by the Farm Advisors and facilitated by the returning KBFA Communications Specialist to prioritize locally relevant content and interactions.

### **External communications**

The proposed strategy for external communications will be to build on and adaptively refresh existing platforms implemented by KBFA since 2017. Communication methods currently include the KBFA website, Kootenay Farmer Newsletter, and KBFA social media (Instagram and Facebook). KBFA communications will amplify the work of the Farm Advisors including the promotion of events, sharing of relevant news to farmers, and supporting industry with relevant content. Having several owned media channels allows for KBFA to meet our audience where they are allowing for the most exposure and amplification of messaging. KBFA will further support media releases and presentations on the program to the regional district boards.

The past years of operation have seen consistent growth across all outlets including an increase in social media followers, website traffic, and newsletter subscribers. The KBFA Communications Specialist from 2020-2023 will be returning to this role; she is familiar with the existing communications platforms and previously published content, and will therefore provide continuity and efficiency in launching the next phase of the program. The team will conduct an analysis of previously collected KBFA engagement data to develop a communications plan that prioritizes timely, relevant, and accurate information. Farm Advisors will provide the necessary expertise to ensure that KBFA content prioritizes the needs of the Kootenay agricultural community. This approach will ensure that the high quality engagement that the Kootenays have come to expect from KBFA are maintained, enhanced, and refreshed.

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**KBFA Website:** The existing KBFA Wordpress website (2021-present) will continue to serve as the central communication hub for the agricultural community in the Basin. It will be maintained and updated to showcase and promote events, media releases, and KBFA-generated content such as webisodes, videos, newsletters, social media, and other technical materials. The website design and performance will be evaluated during 2024-2025 to determine how it can be adapted to increase and enhance engagement among producers and other industry stakeholders. Website updates include link checks, augmentation of resource libraries, SEO optimizations, and archival of events. The website will be monitored and updated biweekly. SEO of KBFA.ca will be continually monitored to ensure relevant results are appearing on Google.

**Kootenay Farmer Newsletter:** The Kootenay Farmer has more than 1600 subscribers (2022). The newsletter is an effective way to keep the Kootenay and Boundary agricultural community informed and connected, but it is also a way to engage audiences from outside of the region and raise awareness about agriculture in our region. The Kootenay Farmer newsletter has an engaged audience and consistently receives higher clicks and engagement than industry averages. Links are directed to the KBFA website to share information on upcoming events, blogs and the library of resources. The newsletter will be published on a bimonthly basis.

**Social Media:** Instagram has proven to be an effective communications tool for KBFA to document and share agricultural stories from across the region and to show producers that KBFA is traveling and visiting farms. Most producers who are doing direct sales use Instagram as a marketing tool, so it is also a useful way to follow what producers are doing, identify issues, and keep a pulse on the industry. KBFA's Facebook page is used as a more generic platform to share agricultural opportunities, amplify partner messaging and stories as they arise. KBFA social media platforms will share new posts on a biweekly average; emphasis is placed on relevant and timely content for farmers. Links posted on social media will direct the audience to KBFA.ca to further amplify program objectives.

**Media Releases and Presentations:** KES will support the regional district boards with developing and promoting media releases and presentations as needed relating to the program. This team may also support media scanning for any mentions of the program in news outlets.

#### **Communications with Producers**

The next generation of the program aims to strategically adapt engagements with producers to ensure that KBFA remains a primary resource for regional technical expertise, training, and on-farm support. The program will build on past learnings to increase and diversify producer engagement via extension services and production of relevant content. Extension services will be delivered through communication platforms (website, newsletters, social media) and direct interactions with producers. Engagement and relationships with producers will be established across the region via one-on-one support, farm visits, and events. Farm Advisors will supplement their existing knowledge and skills by networking with experts and industry organizations to ensure that producers are provided with accurate and relevant information in a timely manner.

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Engagement targets provided below are based on the 2022-2023 program year; during 2024 the team will conduct an analysis of past KBFA engagement data (2017-2023) to select adaptive targets for the five (5) year term that increase producer engagement with KBFA and diversify the ways KBFA interacts with producers.

*One-On-One Support:* The role of the KBFA Farm Advisor is to support the development of technical knowledge among producers by establishing relationships and providing extension services. Farm Advisors will directly communicate with producers to help identify challenges and opportunities specific to their operation, and to connect producers with the best available information and resources. Farm Advisors may accomplish this using existing knowledge, through additional research, or by connecting producers to experts.

Inquiries from producers will be received via email, phone, text, website, social media, and in-person during farm visits or events. Referrals among producers to the KBFA will be encouraged. Direct producer communications will be defined as interactions where KBFA Farm Advisors actively provide input and resources to producers. KBFA will strive to interact with each producer multiple times to address a range of issues. This active engagement fosters relationships with producers and actively promotes the KBFA program. Fundamentally, agricultural extension is forming these relationships and building trust while providing producers with information incrementally over time to improve their production. It is the role of KBFA Farm Advisors to follow up with producers who have received one-on-one support to determine if they require further information. The frequency of check-ins will depend on the nature of the support, and can take place via email, phone, field days, or farm visits.

KBFA's expert advisors will be connected to a producer when a KBFA Farm Advisor is not able to address a producer's issue. Farm Advisors will actively recruit expert advisors to increase, enhance, and diversify technical knowledge and experience available to producers seeking extension services. If there is an associated cost for the expert's time, a two-hour consultation will be arranged and paid for by KBFA. After the two-hour consultation, it will be the responsibility of the producer to arrange further support with the expert and paid by the producer. Expert advisors will only be connected to producers who are actively farming and selling products.

KBFA will target a minimum of 150 direct producer communications per program year and a minimum of 35-55 connections between producers and experts.

*Farm Visits ("boots on the ground"):* Farm visits are the most effective way to build relationships, promote the KBFA program, and learn firsthand what producers are working on. Ministry of Agriculture extension officers used to drop by farms regularly to check in with producers and some farmers still associate extension services with a site visit. Farm visits are not intended to provide agronomic prescriptions to producers but rather to: build relationships, reduce barriers to accessing KBFA, and identify issues that can be followed up on afterwards. The primary goal of the farm visit is to listen to the producer and to see the farm operation firsthand. Although a producer may not have an issue, a conversation will highlight areas of interest that the producer is working on. It is the role of the Farm Advisor to observe and listen carefully so that resources can

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be made available depending on the range of issues and interests that a producer may have. Farm visits could last between 20 minutes to 2 hours, based on the availability of the producers, and will be coordinated to most efficiently use program resources. Farm visits may be initiated by producer requests, as follow-up to previous interactions, or to develop relationships with key producers or sectors who have not yet connected with KBFA.

KBFA will target approximately 25-35 farm visits per year. KBFA will take a balanced approach to program delivery and try to split farm visits evenly through the program region. At a minimum, at least one resource will be emailed to the producer within a week to follow up on the farm visit and demonstrate the type of information that can be provided by KBFA.

*Events and Field Days:* Events and field days are an effective and cost-efficient strategy for promoting the KBFA program. Events provide Farm Advisors with an opportunity to personally connect with and invite producers to access communication platforms, digital resources, one-on-one support, and farm visits. KBFA will use events to attract agricultural professionals and researchers to our region to provide producers with training, mentoring, and technical expertise. Events will also be designed to provide opportunities for producers to collaborate and share information and ideas.

It is a high priority for KBFA to coordinate events that are relevant and of interest to producers; an analysis of past events and engagements (2017-2023) will be conducted by KBFA in 2024 to identify trends and to apply an adaptive management approach for planning future events. Event planning will continue to prioritize coordination with producer organizations and groups to ensure high turnout and buy-in. Events will be promoted widely and strategically including targeted outreach to sector groups and broad advertising through the KBFA website, newsletter, and social media. Promotional materials will maintain a consistent design to associate the events with KBFA for program branding and recognition. Event planning will strive to most efficiently use program resources. One strategy used effectively in the past is delivering replicated workshops in different communities across the region. In addition to reducing producer barriers to access (time and travel costs), facilitator fees and expenses are greatly reduced when divided among repeated events.

KBFA has an event goal of approximately 6-9 events per year (distributed among regional districts), including presentations, field days, and workshops. Feedback forms are collected after each field day that ask producers about the quality of the event, including desired topics for future events. A summary factsheet with photos will be created from each field day. The fact sheet will be completed within three weeks of the event and posted on the KBFA website and promoted in KBFA newsletters and social media.

*Content Creation:* This team will continue to use the KBFA Youtube Channel to provide webisodes or video updates targeting various producers. This platform has provided a useful outlet for sharing recordings from events and interviews with experts. Video and audio (podcast) options will continue to be prioritized as opportunities arise to record educational content for farmers.



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### Research /Partner Projects

KBFA will coordinate with the Steering Committee to strategically build relationships and networks that support local agricultural efforts, programming, and research in the KBFA program region. This approach will result in mutually beneficial leveraging of resources between KBFA and various organizations, associations, basin programs, experts, planners, and researchers that work with local food systems. The intent is that collaboration and information sharing may occur among stakeholders to collectively and most effectively serve Kootenay producers and agricultural community. KBFA will serve as a resource to partner projects while also recruiting applicable expert advisors to KBFA to strengthen and diversify program services. This may occur through Farm Advisors participation in events, meetings, presentations, grant writing, planning, or general coordination among stakeholders. Targets for KBFA participation with partner projects will be developed based on discussion with the Steering Committee. Partner projects may include, but are not limited to: Regional Extension Programs, Ministry of Agriculture, Young Agrarians, Kootenay Organic Growers Society, Kootenay Livestock Association, Windermere & District Farmers' Institute, BC Agriculture Climate Action's Farmer Innovator Program, and Investment Agriculture Foundation.

### Unanticipated Events

KBFA is committed to offering practical and uninterrupted service delivery to producers regardless of unanticipated events. An adaptive management approach is employed that includes multiple digital and in-person strategies for engagement such as communication platforms (website, newsletter, social media), interactions (one-on-one, farm visits, events, and field days), and on-going relationship building with various partner projects. Redundancy ensures that program delivery is reliable and timely and is established by employing multiple Farm Advisors, by actively recruiting additional expert advisors, and through affiliation with the KES team who can provide support on an as needed and appropriate basis.

### Geographic Scope

KBFA will serve the entire Regional District of East Kootenay (RDEK), Regional District of Central Kootenay (RDCK), and Regional District of Kootenay Boundary (RDKB). Farm Advisors are residents of the Kootenays and distributed across the region. Farm Advisors are not restricted to their regional areas and will communicate with each other to find the best resources to support producers. Efforts will be made to balance program delivery through the program region by offering events and farm visits in all districts; the total number of interactions per region may be weighted according to farm density, however strategies and milestones will be developed to ensure that geography is not a barrier to participation for producers.

### Monitoring & Reporting

KBFA will provide the Steering Committee with two annual reports (mid-term and year-end) for the duration of the five-year contract term. The first mid-term report will be received September 5, 2024 and first year-end report will be received on February 28, 2025. These reports will document all producers served in terms of

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producer - advisor/expert interactions, training, networking, and research. These reports will further detail communication platform metrics such as visits, clicks, and traffic.

KBFA will continue to maintain and update the data management system (PAT) implemented in 2019. PAT tracks engagement activity metrics including number of producers served, event attendance, connections to experts, producer feedback, and testimonials. The data management system has enabled KBFA to create a detailed list of producers in the region and a history of support provided. PAT is further used to track Farm Advisor tasks, activities, invoices, and expenses. Mid-term and year-end analyses of the collected data will be used to populate required reports, presentations, and newsletters. These analyses will be further used to determine if and how program management or resource allocation may be adapted to better serve producers.



### Scheduling / Work Plan

The following work plan has been drafted for the 2024-2025 service delivery year. The intention will be, in addition to offering the communications and engagements that Kootenay producers have come to expect from KBFA, to strategically plan for the five-year term. As such, annual targets provided below (\*) are subject to adaptive revisions for 2025-2029. Annual work plan updates will be discussed in advance with the steering committee and rationales clearly outlined in mid-term and year-end reports.

#### Timeline of Milestones and Deliverables

Timeline	Milestones and Deliverables
April 8, 2024	Award contract for a five (5) year term for the KBFA service.
2024 (April 08 - Dec 31)	<ul style="list-style-type: none"> <li>● Onboard new and returning team</li> <li>● Resume monthly team strategy meetings</li> <li>● Review database historical engagements to inform program plan</li> <li>● Confirm engagement targets</li> <li>● Resume maintenance of all communication platforms</li> <li>● Resume maintenance of database for tracking activities and metrics</li> <li>● Coordinate 2024 -2025 services and engagements</li> </ul>
Annually* (April 2024 - March 2025)	Provide extension services and engagements: <ul style="list-style-type: none"> <li>● Producers + Farm Advisors: 150</li> <li>● Producers + Experts: 35 - 55</li> <li>● Farm Visits: 25 - 35</li> <li>● Events: 6 - 9</li> <li>● Partner Projects: TBD with Steering Committee</li> </ul>
Annually* (April 2024 - March 2025)	Monitor and update communication platforms: <ul style="list-style-type: none"> <li>● Website: biweekly + events</li> <li>● Newsletter: bimonthly</li> <li>● Social Media: biweekly + events</li> </ul>
Annually on September 5 (2024 - 2029)	Submit Mid-term Report to Steering Committee.
Annually on February 28 (2025 - 2030)	Submit Year-end Report to Steering Committee.



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### Detailed Cost Breakdown

The following budget has been drafted for the 2024-2025 service delivery year. As work plan annual targets are revised to best serve program objectives, the annual budget will be updated accordingly. Annual budget updates will be negotiated in advance with the steering committee and rationales clearly detailed in annual reports.

Item, Rate, Unit	Farm Services	Data (admin)	Coordination (admin)	Line Item Total
<b>Program Advisor (Michael Keefer)</b>			8.0	8.00
\$125.00 hour	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
<b>Farm Advisors &amp; Project Management (Sarah Hirschfeld, Rachael Roussin, Andrew Bennett)</b>	885.0	56.0	188.0	1,129.00
\$100.00 hour	\$ 88,500.00	\$ 5,600.00	\$ 18,800.00	\$ 112,900.00
<b>Financial Administrator (Mike Kurucz)</b>			38.0	38.00
\$100.00 hour	\$ -	\$ -	\$ 3,800.00	\$ 3,800.00
<b>Communications Professional (Kylie Steedman)</b>	145.0			145.00
\$75.00 hour	\$ 10,875.00	\$ -	\$ -	\$ 10,875.00
<b>Experts</b>	80.00			80.00
\$150.00 hour	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
<b>Kilometredge</b>	14,000.00		800.00	14,800.00
\$0.70 kilometer	\$ 9,800.00	\$ -	\$ 560.00	\$ 10,360.00
<b>Meals Per Diem</b>	12.00		6.00	18.00
\$75.00 day	\$ 900.00	\$ -	\$ 450.00	\$ 1,350.00
<b>Accommodation - Hotel</b>	12.00		3.00	15.00
\$175.00 day	\$ 2,100.00	\$ -	\$ 525.00	\$ 2,625.00
<b>Event Costs</b>	9.00			9.00
\$1,000.00 each	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
<b>Communications (phone, email, website)</b>	1.00			1.00
\$2,500.00 year	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
<b>KBFA Promotion/Advertising</b>	1.00			1.00
\$1,500.00 year	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
<b>Technical Expenses</b>	1.00			1.00
\$2,000.00 year	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
<b>Database</b>		1.00		1.00
\$5,000.00 year	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
<b>Hours Total</b>	1,110.00	56.00	234.00	1,400.00
<b>Hours Cost Total</b>	\$ 111,375.00	\$ 5,600.00	\$ 23,600.00	\$ 140,575.00
<b>Expenses Cost Total</b>	\$ 27,800.00	\$ 5,000.00	\$ 1,535.00	\$ 34,335.00
<b>Amount Total</b>	\$ 139,175.00	\$ 10,600.00	\$ 25,135.00	\$ 174,910.00



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## Project Understanding

By submission of a Proposal, the KES agrees that, should it be identified as the successful Proponent, it is willing to enter into a Consulting Services Agreement with the RDCK and provide to the RDCK the necessary Insurance Policies and WorkSafe BC Clearance Letter within fifteen (15) days of the date of the Notice of Award. KES is prepared and available to enter into a five (5) year term for the KBFA services beginning on or before April 8, 2024. KES understands and agrees that the RDCK has the right to copy the Proposal Documents subject to the provisions of the Freedom of Information and Protection of Privacy Act and that the RDCK may disclose all or part of this Proposal to the RDCK Board at a public meeting of the Board, when making a recommendation for the award of the Contract. By submitting this Proposal, KES warrants that neither it nor any of its officers or directors, or any employee with authority has any financial or personal relationship or affiliation with any elected official or employee of the RDCK or their immediate families which might in any way be seen (in the RDCK's sole and unfettered discretion) to create a conflict.





**MICHAEL KEEFER, MSC, PAG**

E-MAIL Mike@KeefersEco.com

OFFICE PHONE 250-489-4140 • CELL PHONE 250-420-7532

### ***PROFESSIONAL BIOGRAPHY***

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Michael has a unique combination of knowledge bases in science and business; key attributes that have helped him create and lead three thriving businesses wholly owned by him: Keefers Ecological Services (KES), Keefers Hazmat Services (KHM), and Aspen Grove Residences. Although highly competent in his scientific areas of specialty in ecology, ecological restoration and related sub-disciplines, Michael's career has generally moved on to a role of leader and connector of highly skilled people, inter-disciplinary and cultural translator with an emphasis on leading teams to solve complex environmental and social challenges in a manner that benefits all.

Successful relations with indigenous communities and peoples' has been a career strongpoint and he maintains ongoing positive relations with a diversity of communities including Ktunaxa Nation, Secwepemc Nation, Blueberry River First Nation, Ulkatcho First Nation, Lhoosk'uz Dene and many more. Through this important focus of his career he has led the creation of three aboriginal businesses, Tipi Mountain Native Plants, Tipi Mountain Eco-Cultural Services – now both owned by Nupqu Development Corporation and Twin Sisters Native Plants. In partnership with Royal Roads University, he led the creation of an indigenous educational project focussed on native plant horticulture called 'Growing Our Futures'. His company, KES currently has active projects with four First Nations. Michael strongly believes in the development of trusting, de-colonial relations with Indigenous communities and individuals in a manner that builds long-term respect and understanding.

As a scientist, Michael is highly competent in plant identification and ecosystem classification/restoration, indigenous ethnoecology and native plant horticulture as a specialist. More relevant to this project, Michael has considerable high level expertise in a broad suite of environmental topics that allow him broad understanding of key issues and are complimented by the specialist knowledge of his consulting team allowing him to successfully lead a broad array of projects.

### ***AREAS OF EXPERTISE***

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- The management of complex and evolving interdisciplinary projects
- Negotiations between parties with widely different perspectives – most notably between indigenous communities and mining firms acting on behalf of either side, project dependant but also with senior levels of government
- Facilitation of knowledge building with indigenous communities on the potential environmental effects and economic benefits of major industrial projects
- Bringing together and leading diverse teams of environmental specialists
- Environmental permitting with an emphasis on industrial projects
- Plant identification, vegetation mapping, rare plant recovery

- Social and environmental auditing through the EO 100 Standard
- Native plant horticulture including ecological restoration and the running of native plant nursery and seed collection programs

***RELEVANT EXPERIENCE***

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***Keefer Ecological Services Ltd.*** Jan 2005 – present  
**Lead Visionary & President**

***Keefer Hazmat Services Ltd.*** May 2019-present  
**President**

***Aspen Grove Residences*** June 2018 -present  
**Lead Visionary**

***Tipi Mountain Native Plants Ltd.*** Jan 2008 – Feb  
 2017  
**President, past minority owner**

***Tipi Mountain Eco-Cultural Services Ltd.*** Jan 2011 – Feb 2017  
**President, past minority owner**

***Ktunaxa Nation Council***  
**Ethnobotanist, Manager of Research and Planning** Apr 1997-Mar 2005

***EDUCATION***

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**Master of Science in Environmental Management** 2005  
 Royal Roads University

**Bachelor of Arts in Environmental Studies and Geography** 1995  
 University of Victoria

***MEMBERSHIPS & AFFILIATIONS***

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BC Institute of Agrologists – Professional Agrologist  
 Royal Roads University, Centre for Continuing Studies – Adjunct Professor  
 Canadian Land Reclamation Association – Member

***RELEVANT TRAINING***

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- Mine Supervisor (2020)
- OFA Level 1 First Aid (2018)
- WHMIS (2018)



**SARAH HIRSCHFELD, MSc, PAg**

E-MAIL sarah@keefereco.com

OFFICE PHONE 250-489-4140 • CELL PHONE 250-272-5848

### ***PROFESSIONAL PROFILE***

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A Professional Agrologist, scientist, and farmer with experience in agricultural operations, research, quality assurance, and planning.

- 6 years experience conducting agricultural research for universities and the private sector.
- 5 years experience in crop production operations (field, greenhouse, and indoor).
- 2 years experience providing agricultural operation and business development advice and services as a consultant.

Areas of specialization include: crop production, soil and nutrient management, environmental planning, and farmers' market management.

### ***PROFESSIONAL EXPERIENCE***

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#### **Keefer Ecological Services Ltd.**

Dec 2022 - present

##### **VEGETATION SCIENTIST**

- Project lead providing natural resource advice and services for agriculture and mining.
- Developed realistic, cost-effective budgets and oversaw teams of employees and contractors.
- Completed successful bids for funding and feasibility studies for greenhouse businesses on behalf of Indigenous community clients.
- Coordinated logistics, procured supplies, & conducted fieldwork.

#### **Investment Agriculture Foundation**

Jul 2022 - present

##### **CONTRACTOR**

- Environmental Farm Plan (EFP) Program - Planning Advisor
- BC Climate Agri-Solutions Fund (BCCAF) Program - Reviewer
- Beneficial Management Practices (BMP) Program - Auditor
- Nutrient Management Plans (NMP) - Verified Contractor

#### **Flor Corporation (Hawthorne Gardening Co)**

Jul 2019 – Oct 2021

##### **HORTICULTURAL SCIENTIST**

- Operationalized 50 000 sq ft horticultural R&D station, dedicated to using science to advance cultivation techniques and systems.
- Educated and advised CEOs and support staff (Canada & USA) on key performance criteria.
- Designed, executed, and statistically analyzed experimental trials.
- Developed and implemented a project / data management system to track resources (procurement, inventory, and labour), operational efficacy and efficiency.

**RESEARCHER (SUSTAINABLE AGRICULTURE)**

- Conference Presentation, Invited speaker: "Ecosystem Services in Permaculture Systems" (2021), 10th Symposium Plant Protection and Plant Health International. Virtual - Germany.
- Publication, Lead author: Hirschfeld, S. and Van Acker R. (2021). Review: Ecosystem services in permaculture systems. *Agroecology and Sustainable Food Systems*. DOI :10.1080/21683565.2021.1881862.
- Publication, Lead author: Hirschfeld, S. and Van Acker, R. (2019). Permaculture farmers consistently cultivate perennials, crop diversity, landscape heterogeneity, and nature conservation. *Renewable Agriculture and Food Systems* 35(3):1-10. DOI: 10.1017/S1742170519000012

***EDUCATION***

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<b>Master of Science, Plant Agriculture</b> University of Guelph	2017
<b>Bachelor of Science (Honours), Environmental Science</b> University of Ottawa	2013

***TRAINING, QUALIFICATIONS, & CERTIFICATES***

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- **Certified Nutrient Management Planner** – British Columbia Ministry of Agriculture and Food (2023)
- **BC Mines Supervisor Certificate** – Ministry of Energy, Mines and Low Carbon Innovation (2023)
- **Indigenous Canada Course Certificate** – University of Alberta (2022)



# RACHAEL ROUSSIN

MLWS, P.Ag.

## PROFILE

Rachael has been consulting for over 12 years as a program coordinator and environmental consultant including managing a science-based agriculture extension program for Southern BC for the last six years. Rachael's technical background includes soil science, sustainable soil management and watershed management. Her ability to build relationships and communicate scientific information through reports, presentations and meetings makes her a strong collaborator for an environmental team.

## SKILLS

- Proven collaborator with excellent communication and relationship building skills.
- Organized with strong data and time management efficiencies.
- Soil management and soil health educator.

## CONTACT

Phone: 250-231-2034

Email: [Rachael.roussin@gmail.com](mailto:Rachael.roussin@gmail.com)

Home: Rosland, BC

## HOBBIES

- Outdoor enthusiast (hike, ski, bike)
- Gardening and farming
- Cooking

## EDUCATION

**University of British Columbia, 2013 - 2015**  
Master's degree, Land and Water Systems (MLWS)

**University of British Columbia, 2000 - 2005**  
Bachelor of Arts, Latin American Studies (BA)

## CURRENT CONTRACTS & WORK EXPERIENCE

### **Kootenay & Boundary Farm Advisors** **Program Manager / Consultant**

2017 – Current

Delivery of agricultural extension services to the Southern Interior of BC. Responsibilities include managing a team of advisors for program delivery, client communications, field work, knowledge transfer, data management and reporting to stakeholders. Building relationships with the agriculture sector and Provincial organizations is a key component.

### **Investment Agriculture Foundation**

#### **Advisor, Environmental Farm Plan & Farmland Advantage / Consultant**

2017 – Current

Role includes visiting farms to deliver education and information about sustainable farm management practices and associated resources. Responsibilities also include mapping, field work, data collection and writing technical land and riparian health assessment reports. Qualified for Riparian Management Plans and Biodiversity Plans.

### **Keefer Ecological Services – Environmental Consultant**

2015 - 2018

Responsibilities included field work data collection, soil taxonomy, research feasibility studies and community engagement. All projects included data management, Microsoft Excel, and reporting.

### **Columbia Basin Trust – Program Coordinator/Consultant**

2009 - 2014

Contract work for event management, program coordination for climate change adaptation programs and the Columbia River Treaty.

## ACCREDITATIONS / VOLUNTEER

Professional Agrologist (P.Ag.)

Riparian Management and Biodiversity Planning (Environmental Farm Plan)  
Weland Restoration Design Certificate (2013)

Chair, Rosland Society for Environmental Action, 2013 – 2020

Volunteer Ski Patrol, Red Mountain (First Aid OEC III), 2008 – 2020



## ANDREW BENNETT, MSc PAg CID

Box 2121, Rossland, BC, V0G 1Y0

Andrew@livinglands.ca

(250-521-2500)

- Advisor in agroecological farm design and irrigation management
- Skilled communicator, technical writer, cartographer, and data analyst
- MSc Environmetrics, Professional Agrologist (PAg), Certified Irrigation Designer (CID)

### CURRENT WORK

2017 -	Consultant	Living Lands Agroecology	BC
	<i>Farm Designs &amp; Plans:</i> Riparian assessments and plans (2017- ); Vegetative buffers (2019- ) Irrigation design and management (2019- ); Grazing design and management (2019- ) <i>Multimedia Education:</i> 15-minute video on Okanagan farm water scarcity (2023- ) 12 videos and a set of factsheets and case studies on irrigation design and efficiency (2021-2023) <i>Extension Consultation:</i> Advising other farm advisors (5th World, 2023- ) <i>Hügelkultur:</i> "Hügels for Fire Hazards" project (Columbia Basin Trust, 2020- ) in alternative interface forest fuel management; Alternative municipal woody debris disposal (City of Rossland, 2019- )		
2017 -	EFP Farm Advisor	Investment Agriculture Foundation (IAF)	BC
	Environmental Farm Plan (EFP) consultations in beneficial practices and environmental risk mitigation		
2017 -	General Farm Advisor	Kootenay & Boundary Farm Advisors (KBFA)	Kootenays, BC
	Co-developed the KBFA extension program across the Kootenays: Farm visits and technical advice, facilitation of field days, workshops, webinars, research, and other connections to expertise		
2013 -	Contractor	Living Lands Agroecology	Rossland, BC
	Earthworks and excavation (2019- ) and wetland and bank restoration installations (2013-2018)		
2010 -	Ecological Farmer	Moon Gravity Farm	Rossland, BC
	Small-scale direct sales from poultry, goats, nursery, vegetables, and orchard		

### WORK HISTORY

2015 - 2019	Administrator	Kootenay Local Agricultural Society	Kootenays, BC
	Helped develop and run the tool library and peer-to-peer farm certification programs		
2013 - 2017	Communications	Living Lands Agroecology	Online
	<i>Rossland REAL Food:</i> Wrote the "Rossland Food Charter" (2017), a statement of municipal values <i>Acres USA:</i> Compiled "The Salatin Semester" (2016) on commercial ecological animal farming <i>Columbia Basin Trust:</i> Edited policy documents: "North Kootenay Lake Priority Synthesis" (2016) and "Abattoirs in the Columbia Basin" (2015) <i>Instructional Contracts:</i> Taught two three-day courses on agroecological farm design (2015) <i>Verge Permaculture:</i> Edited "Passive Solar Greenhouses" (2014); Forum moderator for six-month eco-farming "Salatin Semester" (2013) with 150 students and interviews Joel and Daniel Salatin		
2010 - 2013	Photojournalist	Rossland Telegraph & Rossland News	Rossland, BC
2009	Bird Surveyor	Ontario Min. of Natural Resources	Chapleau, ON
2008 - 2009	Volunteer Ecologist	Royal Society for Protection of Nature	Thimpu, Bhutan
2006 - 2008	Tree Planting Foreman	A&M Reforestation	North Ontario
2007 - 2008	Wildlife Field Technician	Parks Canada	Banff, AB

## EDUCATION

Jan. 2019	CID Agricultural Sprinkler (IIABC Certified Irrigation Designer) CID Ag Trickle certification pending exam in near future	BC
Nov. 2018	P.Ag (BCIA Professional Agrologist) Areas of Practice: Water management, grazing management, land restoration	BC
2005 - 2007	M.Sc. Biology Ecological complexity and multivariate data analysis of communities and landscapes	Laurentian University Sudbury, ON
2002 - 2005	B.Sc. Env. Science Environmetrics and complex systems modeling, Dean's List	McGill University Montreal, QC
2000 - now	Self-study in Agriculture Contemporary and traditional farming and building systems, and their ecological integration  <i>Locations: BC, ON, QC, WA, OR, CA, ID, IN, OH, TX, Mexico, Guatemala, Bhutan, SE Asia.</i>	Various
1998 - 2000	Undergraduate Science Math and astrophysics to 3 <sup>rd</sup> year, First Class, Dean's List	University of British Columbia Vancouver, BC
1994 - 1998	IB Diploma Full IB Diploma 41/45 (avg. 90), 1490/1600 SAT (avg. 1017), top 1% GPA	Jakarta International School Jakarta, Indonesia

## OTHER CERTIFICATIONS and SKILLS

- Certified Irrigation Technician Level 1 and 2 (Nov. 2018, BC Irrigation Industry Association)
- Environmental Farm Plan advisor training (BC Ministry of Agriculture 2017-2019):  
Irrigation management, riparian health assessments and management, grazing management, biodiversity planning, vegetative buffer planning.
- Permaculture Design Certificates: Lamoreux 2010, Verge 2012, and Lawton 2015
- Avalanche Operations Level 1 (CAA, 2011), Avalanche Skills Training 1 and 2 (CAA, 2008)
- Wilderness First Aid (Slipstream, 2009), OFA III (Heartsafe, 2009), NUOEC III (PEAK, 2011)
- BC Driver's License, 1999, class 5, clean record
- **Computer:** GIS and mapping, statistics, database management, publishing, video editing
- **Language:** conversational French, basic Spanish and Indonesian
- **Farm:** carpentry, plumbing and electrical, livestock handling and fencing, large machinery

## VOLUNTEER

2010 - now	Community Educator Consultations, workshops, farm tours, and slideshows for schools and community groups  <i>Topics: Growing and grazing to tackle climate change, soil &amp; microbes, efficient farm design, portable infrastructure, electric fencing, water &amp; irrigation, earthworks, food processing</i>	Moon Gravity Farm, Rossland REAL Food	Rossland, BC
2018 - 2023	Soccer Coach	Kootenay Youth Soccer Association	Rossland, BC
2009 - 2016	Volunteer Ski Patrol	Red Mountain	Rossland, BC
2013 - 2014	Board Secretary	Kootenay Local Agricultural Society	Kootenays, BC
2006 - 2009	Volunteer Leader	Camp Manitou	Lake Huron, ON
2006 - 2007	Design Review Board	Living with Lakes Center	Sudbury, ON

## Kylie Steedman

(250) 341-5712

[kyliestedman@gmail.com](mailto:kyliestedman@gmail.com)

Windermere, British Columbia

### Summary of Qualifications

- Established skills in digital communications including copywriting, strategy development, marketing, website management and storytelling in a variety of industries.
- Diverse experience of media, storytelling and stakeholder engagement initiatives in a dynamic, multi-brand, sub-regional Destination Marketing Organization (DMO) environment.

### Professional Experience

#### Media & Communications Specialist

January 2022 - Present

Tourism Radium & Travel Columbia Valley

Columbia Valley, BC

- Direct internal and external communications for multi-channel, multi-brand organization.
- Manage media relations with travel writers, influencers and content creators to produce compelling stories aligning with DMO priorities. Includes research, outreach, planning, negotiation, budgeting and execution of media activities while engaging partners, earned media and paid placements.
- Coordinate work of various team members, contractors and agencies on multiple files with competing priorities.
- Lead the Columbia Valley Golf Trail marketing consortium project including directing advertising buys, digital and social campaigns, ad development, print media, travel media, social media, asset development, reporting, web development and working with industry.
- Collaborate with stakeholders ranging from nonprofit organizations, DMOs, regional DMOs, provincial entities, business owners and community members.
- Oversee crisis communications during emergencies to ensure accurate information dissemination.
- Continuous communications strategy, planning and data-driven adjustments.
- Direct the build of TravelColumbiaValley.com as a marketing funnel and largest channel of the DMO.
- Strategize and implement website updates to TravelColumbiaValley.com and RadiumHotSprings.com to reflect strategic direction, analytics and stakeholder priorities.

#### Contract Communications Coordinator

July 2020 - present

Kootenay & Boundary Farm Advisors

Kootenays, BC

- Developing and implementing a comprehensive communications plan complete with strategy, tactics and measurable objectives to be reviewed annually.
- Producing compelling blog, social media and newsletter content relevant to farmers including research, interviews, outreach and collaboration where relevant.
- Producing bi-monthly newsletters to share relevant content to farmers, drive website visits and promote KBFA events.
- Archiving past events pages to maintain a comprehensive record and list of relevant resources.
- Amplifying programming, field days, opportunities and relevant news for farmers on multiple owned channels including social media, webpages, blogs and bi-monthly newsletter resulting in consistent growth across all platforms.
- Crafting compelling news releases to share with news outlets and media contacts to publish and circulate stories aligned with organizational goals.
- Managing and updating the KBFA.ca website for accuracy, usability including SEO optimizations, refreshing content, ensuring updated links and content.



**Communications Consultant****July 2020 - present**

Steedman Consulting

Columbia Valley, BC

- Providing independent contracting services for businesses across the hospitality, construction and professional service industries, encompassing digital communications, strategy development, copywriting and editing.

**Media & Marketing Coordinator****April 2021 - January 2022**

Tourism Radium &amp; Travel Columbia Valley

Columbia Valley, BC

- Developed content libraries for photo, video and blog assets for multi-brand DMO.
- Managed partnerships on a local, regional and provincial level.
- Managed internal communications, including emergency communications.
- Directed business and partner outreach to align communications for digital & social communications, as well as amplify partner messaging.
- Coordinated media visits and press trips for the region.
- Led website development from strategy to execution, conducting continuous analysis of website analytics, search queries and content libraries to meet stakeholder needs.
- Onboarded new staff to ensure consistency in brand voice, tone and messaging.

**Projects & Communications Coordinator****May 2020 - April 2021**

Tourism Radium

Radium Hot Springs, BC

- Organized a weekly farmer's market by handling logistics, coordination and marketing.
- Maintained relationships with tourism stakeholders through various communication channels.
- Established and managed information sharing resources for local businesses during COVID-19.
- Collaborated with partner organizations to promote tourism and business vitality in the Columbia Valley.
- Conceptualized, wrote and edited website content to meet technical and storytelling objectives.
- Planned, created and executed social media strategies to engage audiences and align with DMO goals.

**Education****Bachelor of Communication - Public Relations****September 2017- 2021**

Mount Royal University

Calgary, Alberta

**Other Certifications & Skills**

- Skilled in website management platforms and CRM databases including Wordpress, Craft CMS, Wix, Google Sites, etc.
- Working Effectively with Indigenous Peoples, Indigenous Corporate Training Inc., 2023
- Crisis Communication Planning for BC Tourism Organizations, Destination British Columbia, 2022
- Foundations of Service Quality, Destination British Columbia, 2020
- Branding Your Business, Social Media Mastery & Graphic Design Basics, Canva, 2020
- Advanced Google Analytics, Google, 2020
- Ethical Conduct for Research Involving Humans, Panel on Research Ethics, 2019
- Emergency Management Training, Government of Alberta, 2019
- Tourism Visitor Information Counsellor Certificate, Destination British Columbia, 2014



**MIKE KURUCZ, BBA**

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OFFICE PHONE 250-489-4140 • CELL PHONE 250-581-1817

## **PROFESSIONAL PROFILE**

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Mike is a highly skilled business & administration coordinator with over five years' experience working in financial and accounting environments. Some of the skills he has mastered throughout his career include: office management, accounting administration, record management, customer relations and event coordination. He has also been a member of an Occupational Health and Safety committee for over four years. Mike has maintained the highest level of performance standards within a diverse range of occupations. His education and experiences make him a uniquely qualified individual.

## **PROFESSIONAL EXPERIENCE**

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### **Keefers Ecological Services Ltd.**

2014 – present

#### **FINANCIAL CONTROLLER**

- Assisting with budgeting, purchasing, accounts payable and receivable, payroll and communications
- Providing IT support for all user on the network and email systems
- Maintaining and updating the company website and all other social media
- Providing human resources support
- Coordinating and maintaining the Occupational Health & Safety Plan

### **Island Savings Credit Union**

2013 – 2014

#### **ACCOUNTING COORDINATOR**

- Performed all day-to-day AP/AR operations for the Organization
- Reconciled a variety of GL accounts of banking, insurance and accounting systems
- Reconciled vendor and customer statements
- Prepared and posted journal entries, adjustments, month-end accruals
- Stored, arranged, indexed and classified records from their creation through to their eventual disposal in compliance with policy and regulations

### **Island Savings Credit Union**

2009 – 2013

#### **LENDING SERVICES ADVISOR**

- Fast-tracked from Service Representative to Lending Advisor
- Initially processed transactions such as deposits, withdrawals, cheques, money orders, utility bill payments, foreign exchange and account transfers while making qualified referrals to other business areas
- Served as Advisor for sixteen branches, providing lending advice and operational support
- Verified/dispersed/renewed/paid-out mortgages and personal loans
- Coordinated the creation, maintenance, and destruction of all mortgage records in compliance with legal and financial requirements

### **Aramark Higher Education**

2008 – 2009

#### **SPECIAL EVENTS COORDINATOR / OFFICE MANAGER**

- Organized food and beverage for special events/catering at the University of Regina (our major client), to include: athletics, conferences (U of R sponsored), film/music, public lectures and seminars, theatre, youth camps and sporting team receptions

- Managed five to eight food and beverage outlets within the university, working closely with three regular vendors
- Handled all prepaid orders and concessions at each event
- Process invoices, valued from \$500 to \$5,000
- Continuously cycle counting inventory to ensure appropriate product and equipment levels
- Planned on average two-three larger events per week, with up to 200 attendees each
- Maintained company websites and prepared event posters and flyers

During his degree, Mike extended his studies to work overseas (UK/Ireland) & in Canada, where he held a number of contractual roles as AP/AR Clerk & Operations Support for approximately four years, primarily within the hospitality industry.

- Operations Manager for Kitty O'Shea's tavern (2004-2006)
- AP/AR Clerk for Northern Foods (2006-2007)

Responsibilities included providing operational & administrative support, handling financial transactions (e.g. supplier invoices/credit notes/internal costs), balancing and reconciling GL transactions, performing data entry, managing inventory and vendors and preparing the daily bank deposit, while typically supervising up to ten staff.

## ***EDUCATION***

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**BBA with Major in Management** 2008  
 University of Regina  
 Focus on Finance & Accounting, Marketing

## ***CERTIFICATION***

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Occupational First Aid Level 1

## ***INFORMATION TECHNOLOGY SKILLS***

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- Advanced MS Word, Excel & Outlook
- Sage MAS 500 (one year), Wealthview (three years), SAP (one year), Oracle (one year)
- QuickBooks (four years)

## ***ADDITIONAL SKILLS***

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**Personal Property Services:** PPR/PPSA Searches & Registrations

**Real Estate:** Lien Searches • Real Estate/Land Title Searches

**Marketing:** Advertising • Social Media (Twitter & Facebook) • Website Content Management

**Events Management:** Location Set-up • Venue Management

**Leadership:** Coaching & Mentoring • Employee Engagement • Training & Development

## SCHEDULE B – CONTRACT PAYMENT TERMS

**1** Total budget shall not exceed \$174,910.00 (excluding GST).

**2** Invoices in the amount of \$14,992.50 to be submitted monthly

Included with the invoice, the Consultant will provide a detailed list of tasks completed per month along with a cost breakdown.

The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **2024-070-DEV\_KEEFER**

GL Code: **54030 / OVR169-101**

Invoices should be emailed to ap@rdck.bc.ca, with the contract administrator identified on the first page of this contract in cc.

**3** Invoices to be paid on net 30-day term.

**4** GST (if applicable) shall be listed as a separate line item on all invoices.



# Board Report

**Date of Report:** April 2, 2024  
**Date & Type of Meeting:** April 21, 2024 – Regular Board Meeting  
**Author:** Dan Séguin, Manager of Community Sustainability  
**Subject:** UBCM-DRR Application Amendment: Flood Response Plan  
**File:** N/A  
**Electoral Area/Municipality:** All RDCK Rural Electoral Areas and Municipalities

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request that the Board amend the following resolution passed in March 2024:

153/24 - That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$150,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service.

To read (underlined sections are newly edited):

That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$300,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service. Further, as the primary applicant, the Board supports the proposed activities and is willing for the RDCK to receive and manage the grant funding.

Rationale:

- In developing the project plan with support from Qualified Professionals, it was identified that \$150,000 was insufficient to meet project needs, whereas \$300,000 is sufficient. This amount is 100% available through the same funding stream.
- The sentence added to the end of the resolution was needed to meet UBCM application requirements.

Please note that due to application deadlines, the application was submitted with the proposed change. Should this resolution not be approved, Staff will contact UBCM and adjust the application.

## SECTION 2: BACKGROUND/ANALYSIS

See attachment BRD\_Rpt-UBCM-DRR-Application\_Flood-Response-Plan\_ATTACHMENT.pdf

## 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**

Not applicable.

**3.4 Social Considerations:**

Not applicable.

**3.5 Economic Considerations:**

Not applicable.

**3.6 Communication Considerations:**

Not applicable.

**3.7 Staffing/Departmental Workplan Considerations:**

Not applicable.

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

Not applicable.

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

**OPTION 1** – Amend resolution 153/24 to apply for the UBCM CEPF Disaster Risk Reduction – Climate Adaptation Grant for up to \$300,000 and include language to meet application requirements:

Pros:

- Applying for the additional funding will allow the RDCK to meet project goals.
- Adding the additional language to the resolution will make the application compliment with UBCM requirements.

Cons:

- None.

**OPTION 2** – Not amend resolution 153/24 to apply for the UBCM CEPF Disaster Risk Reduction – Climate Adaptation Grant:

Pros:

- None.

Cons:

- The project will have in sufficient funding to meet project objectives, consequently, the RDCK would not be able to complete the project as planned.
- The application will likely be unsuccessful since it misses required language for the application.

## SECTION 5: RECOMMENDATIONS

This resolution is presented as:

That resolution 153/24 being:

That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$150,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service.

be amended to read:

That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$300,000, for the development of RDCK Flood Response Plans, including full cost recovery of RDCK staff time, and that if successful, grants funds be allocated to the A101 Emergency Consolidated Service. Further, as the primary applicant, the Board supports the proposed activities is willing for the RDCK to receive and manage the grant funding.

Respectfully submitted,  
Dan Séguin, Manager of Community Sustainability

## CONCURRENCE

GM Development and Community Sustainability – Sangita Sudan  
Chief Administrative Officer – Stuart Horn

Approved  
Approved

ATTACHMENTS:

BRD\_Rpt-UBCM-DRR-Application\_Flood-Response-Plan\_ATTACHMENT.pdf



# Board Report

<b>Date of Report:</b>	March 1, 2024
<b>Date &amp; Type of Meeting:</b>	March 21, 2024 – Regular Board Meeting
<b>Author:</b>	Dan Séguin, Manager of Community Sustainability
<b>Subject:</b>	UBCM-DRR Application: Flood Response Plan
<b>File:</b>	N/A
<b>Electoral Area/Municipality:</b>	All RDCK Rural Electoral Areas and Municipalities

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek approval for Staff to submit a grant application to the Union of BC Municipalities (UBCM) under the Disaster Risk Reduction-Climate Adaptation of the Community Emergency Preparedness Fund (CEPF) for funds to develop an RDCK Emergency Flood Response Plan.

Should we be successful in the grant application, Staff will bring this information back to the Board to seek direction to hire a Consultant that will work with RDCK and provincial Staff from EMCR and Water Stewardship to inform the plan.

### Recommendation:

That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$150,000, for the development of RDCK Flood Response Plans AND, if successful, grants funds be allocated to the A101 Emergency Consolidated Service.

## SECTION 2: BACKGROUND/ANALYSIS

### BACKGROUND

RDCK Flood Response Plans must address natural hazards and climate-related risk; these plans would be developed in consultation with EMCR (Ministry of Emergency Management and Climate Readiness) and Water Stewardship BC to help inform the RDCK response to flooding through a joint understanding with our partners (including EMCR) on response needs.

### PROJECT OUTCOMES

- Establishing clear data-driven trigger points will allow for rapid implementation of response plans;
- Improved hazard, risk, and impact understanding;
- Linkages to associated organizational flood programs;
- Plan contents:
  - Strategic objectives for the organization during flood response.
  - Information sources for decision-making.
  - Response escalation procedures.
  - Locations that require action and resource criteria.



- Communication for informing and warning.
- Partner and Stakeholder communication.
- GIS of all critical assets.
- Plan maintenance guideline;
- Organizational accountability of a flood response plan.
- Mutual, pre-established, understanding with EMCR about response needs that can streamline expenditure authorizations during a flood event.

**GRANT INFORMATION**

UBCM: Community Emergency Preparedness Fund - Disaster Risk Reduction-Climate Adaptation  
 Category 1 (Foundational Activities): Funding of up to \$150,000 per applicant

Application deadline: March 28, 2024

Staff are recommending an application up to \$150,000 for the development of emergency flood response plan.

Should we be successful in the grant application, Staff will bring this information back to the Board to seek direction to hire a Consultant that will work with RDCK and provincial Staff from EMCR and Water Stewardship to inform the plan.

**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

If approved, proceeds from the grant will go to the A101 Emergency Consolidated Service for further allocation. This development of RDCK Flood Response Plans would be 100% grant funded.

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

Not applicable.

**3.3 Environmental Considerations**

Not applicable.

**3.4 Social Considerations:**

Not applicable.

**3.5 Economic Considerations:**

Not applicable.

**3.6 Communication Considerations:**

Not applicable.

**3.7 Staffing/Departmental Workplan Considerations:**

The administration of this grant is within the staff workplan.

### 3.8 Board Strategic Plan/Priorities Considerations:

Energy Efficiency and Environmental Responsibility: Proactively prepare for and mitigate the impacts of natural risks (fires, floods and slides) including preparedness at the community level.

## SECTION 4: OPTIONS & PROS / CONS

### OPTION 1 – Applying for the UBCM CEPF Disaster Risk Reduction – Climate Adaptation Grant:

Pros:

- The RDCK would have Flood Response plans to better inform the local authority and provincial partners response to flood events.
- The Flood Response Plans are grant funded.

Cons:

- While in absorbable in the workplan; the administration of the development of the Flood Response Plans will require staff time

### OPTION 2 – Not applying for the UBCM CEPF Disaster Risk Reduction – Climate Adaptation Grant:

Pros:

- No impact on staff time

Cons:

- Response during flood events may be delayed while determining what resources and agencies are required for a flood event.

## SECTION 5: RECOMMENDATIONS

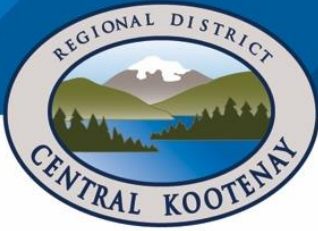
That the Board direct staff to apply for the March 28, 2024 intake of the UBCM Community Emergency Preparedness Fund Disaster Risk Reduction-Climate Adaptation Grant for up to \$150,000, for the development of RDCK Flood Response Plans AND, if successful, grants funds be allocated to the A101 Emergency Consolidated Service.

Respectfully submitted,  
Dan Séguin, Manager of Community Sustainability

## CONCURRENCE

GM Development and Community Sustainability – Sangita Sudan  
Chief Administrative Officer – Stuart Horn

Approved  
Approved



# Board Report

**Date of Report:** March 24, 2024  
**Date & Type of Meeting:** April 18, 2024 Open Board Meeting  
**Author:** Paris Marshall Smith, Sustainability Planner, and Dauna Ditson, Community Resilience Coordinator  
**Subject:** RDCK Climate Action next steps  
**File:** 5200-20-CAS-CAP-reports  
**Electoral Area/Municipality:** All Areas

## SECTION 1: EXECUTIVE SUMMARY

Following the Board direction to staff in February 2024 (Res 89/24) to solicit additional individual feedback from RDCK Board Directors via survey and use engagement feedback to identify different possible Climate Action Plan versions, staff provide these versions to the Board for consideration.

This information intends to support a Board decision on next steps with the RDCK Climate Actions, and provides the following:

1. Description of what RDCK Climate Actions can be;
2. Outline of components (regulated, workplan and new proposed actions) that could be included in a climate action document;
3. Summary of Board survey results;
4. Description of how the language, data and proposed actions have been adjusted to reflect engagement feedback; and,
5. Recommendation to the Board on a possible version of the revised RDCK Climate Actions

**RECOMMENDATION:** That the Board endorse the revised RDCK Climate Actions (option 1) as presented in the March 24, 2024 Board report.

Attached are:

1. ATTACH 01 - Summary of Board survey results
2. ATTACH 02 - RDCK Climate Actions – option 1
3. ATTACH 03 - RDCK Ideas for Climate Actions – option 2
4. ATTACH 04 – List of changes made to new actions in response to engagement feedback
5. ATTACH 05 - Engagement feedback organized by electoral area and municipality

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 BOARD DIRECTION TO STAFF:

In the spring of 2023, the Board directed staff to gather feedback and engage residents on the draft Climate Action Plan. Since April 2023, staff led an extensive engagement designed to welcome diverse perspectives, be inclusive and provide information about RDCK Climate Action. The results are available at [rdck.ca/climateaction](https://rdck.ca/climateaction).

In February 2024, the Board directed staff to solicit additional individual feedback from RDCK Board Directors via survey, and further, that staff use engagement feedback to identify different possible versions of articulating RDCK Climate Actions, and provide these versions to the Board for direction.

## 2.2 INTRODUCTION:

The following is a summary of the RDCK Board Directors survey responses conducted on options for what actions (regulated, workplan or new actions) could be included in the next version of RDCK Climate Actions. These options are described and discussed, as well, how the actions and new proposed draft has been modified in response to engagement feedback. Finally, options for how to proceed are provided.

## 2.3 DESCRIPTION OF WHAT RDCK CLIMATE ACTIONS CAN BE

**Background** - There were two intents of draft documents published in early 2023: Strengthening Momentum – RDCK Climate Actions and the accompanying Workbook.

- The first intent was to create transparency by communicating the work the [RDCK has been doing for years](#) on climate action. This was done by listing the actions that are underway either because they are regulated by provincial or federal governments or because the RDCK Board has given direction on them.
- The second intent was to provide a pathway towards meeting the [RDCK Board’s 2030 and 2050 carbon reduction targets](#). This was achieved by developing new actions to support mitigation and adaptation goals and working with staff to determine what is appropriate based on existing work plans and capacity.

RDCK Climate Actions was designed to be both a tool for communication and a means of outlining a path to meeting climate action goals. While it has been referenced as a Climate Action Plan, staff agree with the feedback from the engagement which made it clear that it is not a plan, as it does not contain explicit timelines and associated funding. For the purpose of this report, it will again be called RDCK Climate Actions.

**Future formats** - The final draft can vary widely in its format; it could be a concise one-page summary of actions or a press release or a more comprehensive document. **Funders require a minimum of a one-page reference to climate action sustainability or community energy efficiency for grant applications.** There is no requirement on what a climate action document should include or what format it should take.

## 2.4 RDCK CLIMATE ACTION COMPONENTS: REGULATED, WORKPLAN AND NEW PROPOSED ACTIONS

There has been a request to clarify the different groupings of actions. This table describes the difference between the three types of actions – ongoing and current Board-approved actions in staff workplans, regulated actions, and proposed/new actions not yet initiated. The list of the actions that fall into each grouping can be found in ATTACH 02.

Category	A. REGULATED Actions	B. WORKPLAN (Board Approved) Actions	C. NEW (Proposed) Actions
<b>Description</b>	RDCK work that is mandated to provide certain services by the Provincial and Federal governments, meaning it is required	RDCK work that has Board direction (via a resolution)	Ideas for actions designed to support the RDCK in meeting its 2030 and 2050 climate action goals and support adaptation.
<b>Economic Impact – costs associated with mitigation &amp; adaptation</b>	Initial costs to achieve may be high but long-term savings from reduced emissions and improved public health	Investment in approved projects may stimulate local economic growth and job creation.	There will be costs with feasibility studies, pilot programs and implementation. Staff anticipate many of the costs would be covered through grants. Investment in approved projects may stimulate local economic growth and job creation.
<b>Environmental Impact -</b>	Tangible reduction in carbon pollution levels	Positive environmental outcomes from approved projects, such as increased water conservation and protection	Environmental benefits contingent on successful implementation of proposed actions. These actions were modeled by Community Energy Association to support the RDCK meeting its 2030 and 2050 carbon reduction goals.
<b>Social Implications – 74% of RDCK residents worried about climate change</b>	Improved public health and quality of life due to cleaner air and water. There is some public concern associated with the mandatory nature of federal and provincial regulations.	Social acceptance and support for approved initiatives may foster community engagement.	Social acceptance and support may vary depending on the viability of proposed actions. New actions will be considered by staff and undergo analysis (eg. feasibility study) and/or testing (eg. pilot) before coming back to the Board for further consideration.
<b>Financial Implications</b>	Often regulated actions will be supported by funding streams	Approved actions have an associated funding stream	Any new actions the Board approves will have an associated funding stream

For the list of actions that correspond to regulated, workplan and new actions – please see ATTACH 02

## 2.5 SUMMARY OF BOARD SURVEY RESULTS:

*The following reflects the themes of the RDCK Board survey conducted between February and March 2024 – see ATTACH 01 for the questions and responses.*

The survey was designed to accomplish three things:

1. understand the preferred format for the RDCK Climate Action Plan and what it includes,
2. provide space for the Board Directors to give feedback on the RDCK Climate Action Plan and the actions, and
3. understand how best to address the 'parking lot' items identified at the Board workshop.

Highlights of the results:

- 78% of respondents support having a climate action plan
- Contents of the climate action plan
  - 71% support including regulated actions
  - 57% support including workplan actions
  - 57% support including new actions that are supported by residents

Additional thoughts of RDCK Board of Directors on NEW Actions:

The Directors have the most support for including new actions that residents support and that RDCK departments still recommend pursuing.

## **2.6 DESCRIPTION OF HOW THE LANGUAGE, DATA AND PROPOSED ACTIONS WERE ADJUSTED TO REFLECT ENGAGEMENT FEEDBACK:**

Feedback received through the engagement identified that ideal climate actions would include:

- Clear and direct communication
- Clarity about when an action is voluntary and when it is required
- Localized solutions
- Focus on increased resilience
- Interest to work together
- Shared values

In response, staff have made the following changes.

- Removed and/or revised new proposed actions based on engagement feedback
- Condensed the Strengthening Momentum and Workplan documents into one concise document
- Removed the introductory pages 1-11 of Strengthening Momentum – RDCK Climate Actions
- Clarified the groupings of actions and jurisdiction
- Simplified content
- Removed problematic wording
- Simplified the language of the actions.

See ATTACH 04 for a detailed list of proposed changes.

## **2.7 RECOMMENDATIONS ON POSSIBLE VERSIONS:**

- Option 1: RDCK Climate Actions – includes all of the following components (ATTACH 02):

1. Regulated Actions
2. Workplan Actions
3. New Actions with resident support

- Option 2: RDCK Ideas for Climate Action– includes only the New Actions with resident support, does not include regulated and workplan actions already underway. (ATTACH 03)

## 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

As new actions are brought forward to the Board for approval they will include financial considerations (ie how they will be funded). Staff anticipate that many of the costs can be funded through LGCAP with the remainder being covered primarily through grants.

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

None at this time

### 3.3 Environmental Considerations

RDCK Climate Actions improves the RDCK’s ability to take advantage of evolving technologies and understanding. The new actions proposed 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 Community Energy Association.

### 3.4 Social Considerations:

RDCK Climate Actions supports a just 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.

### 3.5 Economic Considerations:

RDCK Climate Actions includes actions that could support opportunities for job creation, economic development and localized investment in community based solutions.

### 3.6 Communication Considerations:

Reporting on progress will come through the annual [State of Climate Action \(SOCA\)](#) report speaks to and makes transparent what is happening for regulated and workplan items currently underway.

Residents have shown that they are engaged in shaping RDCK Climate Actions and that they want to be more informed. Effective communication and engagement are critical. Staff continue to develop methods that support community involvement and transparency.

### 3.7 Staffing/Departmental Workplan Considerations:

Although RDCK Climate Actions management is included in the Sustainability Planner (SP) workplan – the level of work currently involved impacts other areas of responsibility. Since June 2023, instead of climate action being 25% of the SP workplan, it has been 70-90% meaning some areas are not getting adequate time. Each additional

engagement, report and meeting also requires time from, at a minimum, the Climate Action Assistant, Community Sustainability Manager, Senior Energy Specialist and Community Resilience Coordinator.

The new actions proposed in the RDCK Climate Actions are only ideas at this point. The next step will be to identify what type of analysis (eg. feasibility study) or testing (eg. pilot project) each individual action needs and bring it to the Board for consideration at a public meeting.

### 3.8 Board Strategic Plan/Priorities Considerations:

Given the priorities identified by the Board, staff see it is critical to integrate this work into all operations and clearly communicate the commitment to the public. Board priorities include:

- Vision for a sustainable Central Kootenay Region that is peaceful, pristine, and prosperous.
- Commitment to creating an inclusive and accessible environment that respects diversity in all its forms
- Ensure our Board decisions are fact based and policy focused and we are disciplined in undertaking new initiatives
- Leading by example and implement strategies to support environmental stewardship.
- Proactively preparing and mitigate the impacts of natural risks, (fire, floods and slides) including preparedness at the community level

## SECTION 4: OPTIONS & PROS / CONS

That the Board endorse the revised RDCK Climate Actions as presented in the March 24, 2024 Board report.

### Option 1 – ENDORSE:

RDCK Climate Actions (ATTACH 02) – includes all of the following components:

- Regulated Actions
- Workplan Actions
- New Actions with engagement support

#### Pro:

- The revised version is clear, concise and still addresses the Board's goals of adapting to changing climate
- Staff have revised and made necessary corrections and changes, which have been identified through the public engagement process
- Resident feedback received has been incorporated and reflected in the changes
- Board feedback has been incorporated and reflected in the changes
- The document would allow the RDCK to be eligible for grants and other funding streams
- The document demonstrates transparency by identifying climate actions that are already underway
- The document supports community priorities heard through the engagement of having strong leadership from the RDCK on the changing climate
- Community members and organizations who have voiced support for the Climate Action Plan may be in agreement with the Board's decision.

#### Con:

- Community members and organizations who have been vocal against the Climate Action Plan may be in disagreement with the Board's decision.



**Option 2 – ENDORSE:**

RDCK Ideas for Climate Action (ATTACH 03) – New Actions with engagement support

**Pro:**

- The simplified version is clear, concise and still addresses the Board’s goals of creating adapting to changing climate
- The State of Climate Action (SoCA) will provide transparency by reporting on regulated and workplan actions
- Staff have revised and made necessary corrections and changes, which have been identified through the public engagement process
- Resident feedback received has been incorporated and reflected in the changes
- Board feedback has been incorporated and reflected in the changes
- The document would allow the RDCK to be eligible for grants and other funding streams
- The document supports community priorities heard through the engagement of having strong leadership from the RDCK on the changing climate while also providing simple clear language
- Community members and organizations who have voiced support for the Climate Action Plan may be in agreement with the Board’s decision.

**Con:**

- This version is not as transparent as the complete version, as it only speaks to new ideas not ongoing work
- Community members and organizations who have been vocal against the Climate Action Plan may be in disagreement with the Board’s decision.

**Option 3 – DO NOT ENDORSE:**

**Pro:**

- Staff time can be directed to other projects
- Community members and organizations who have been vocal against the Climate Action Plan may be in strong agreement with the Board’s decision.

**Con:**

- Climate action will be stalled
- Engagement feedback would not be incorporated and changes needed would not be made
- The Board may not meet its carbon emission reduction targets
- Loss of grants and funding opportunities
- Not endorsing a document indicates lack of support for community priorities heard through the engagement seeking strong leadership from the RDCK on the changing climate
- Community members and organizations who have voiced support for the Climate Action Plan may be in strong disagreement with the Board’s decision.

## SECTION 5: RECOMMENDATIONS

That the Board endorse the revised RDCK Climate Actions (option 1) as presented in the March 24, 2024 Board report.

Respectfully submitted,  
Paris Marshall Smith, Sustainability Planner, and  
Dauna Ditson, Community Resilience Coordinator

## CONCURRENCE

Chief Administrative Officer – Stuart Horn	Approved
General Manager of Development and Community Sustainability Services – Sangita Sudan	Approved
Manager of Community Sustainability Services – Dan Séguin	Approved

### ATTACHMENTS:

1. ATTACH 01 - Summary of Board survey results
2. ATTACH 02 - RDCK Climate Actions – option 1
3. ATTACH 03 - RDCK Ideas for Climate Action – option 2
4. ATTACH 04 – List of changes made to new actions in response to engagement feedback
5. ATTACH 05 - Engagement feedback organized by electoral area and municipality

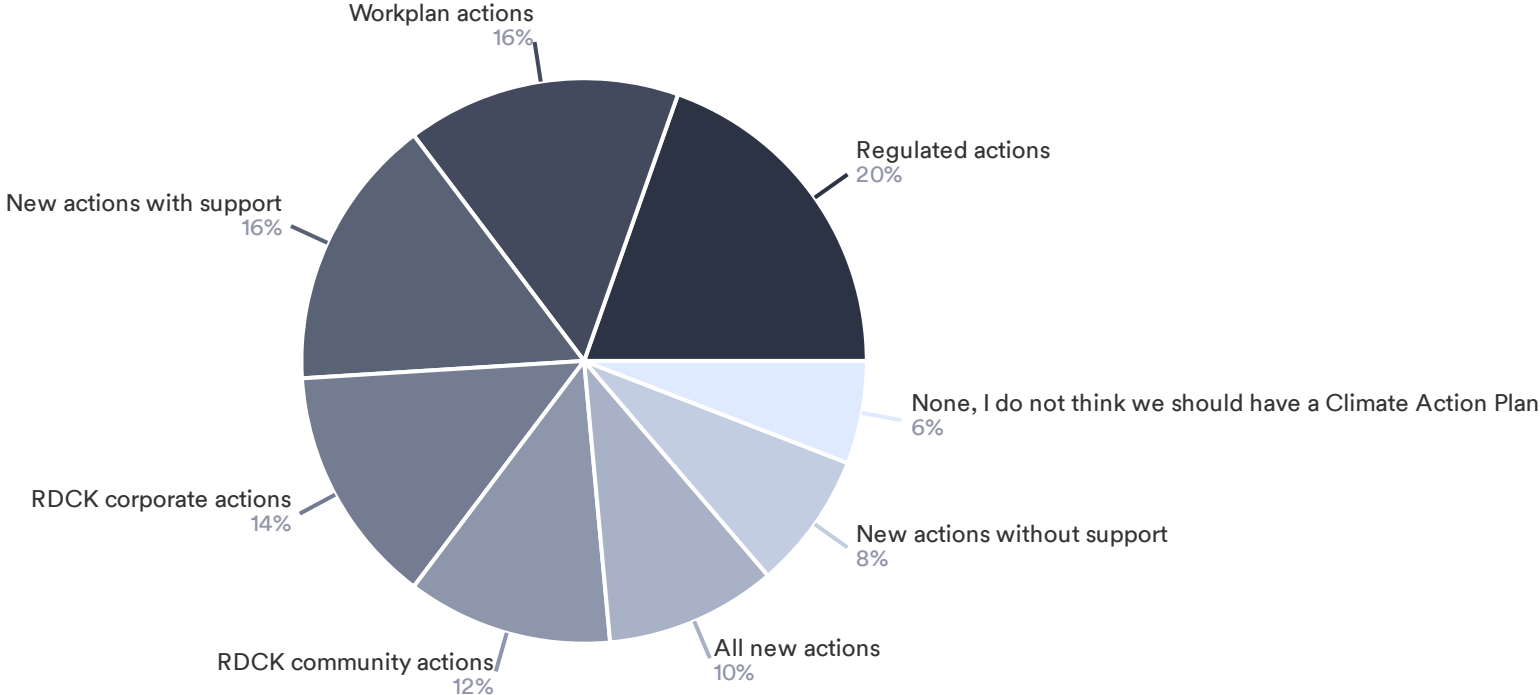


# Consolidated feedback from RDCK Board survey on Climate Action Plan

February/March 2024

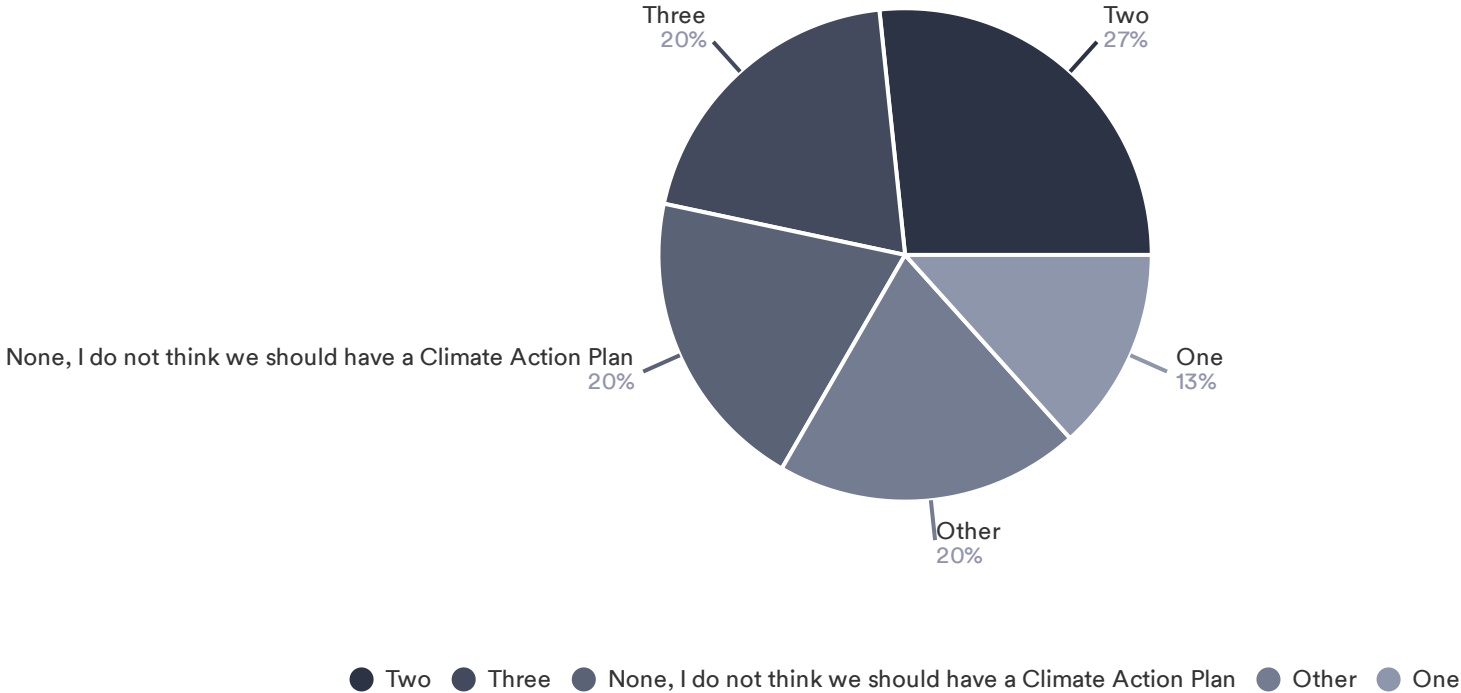
## 1. What would you like included in the revised CAP? Select all that apply.

51 Responses



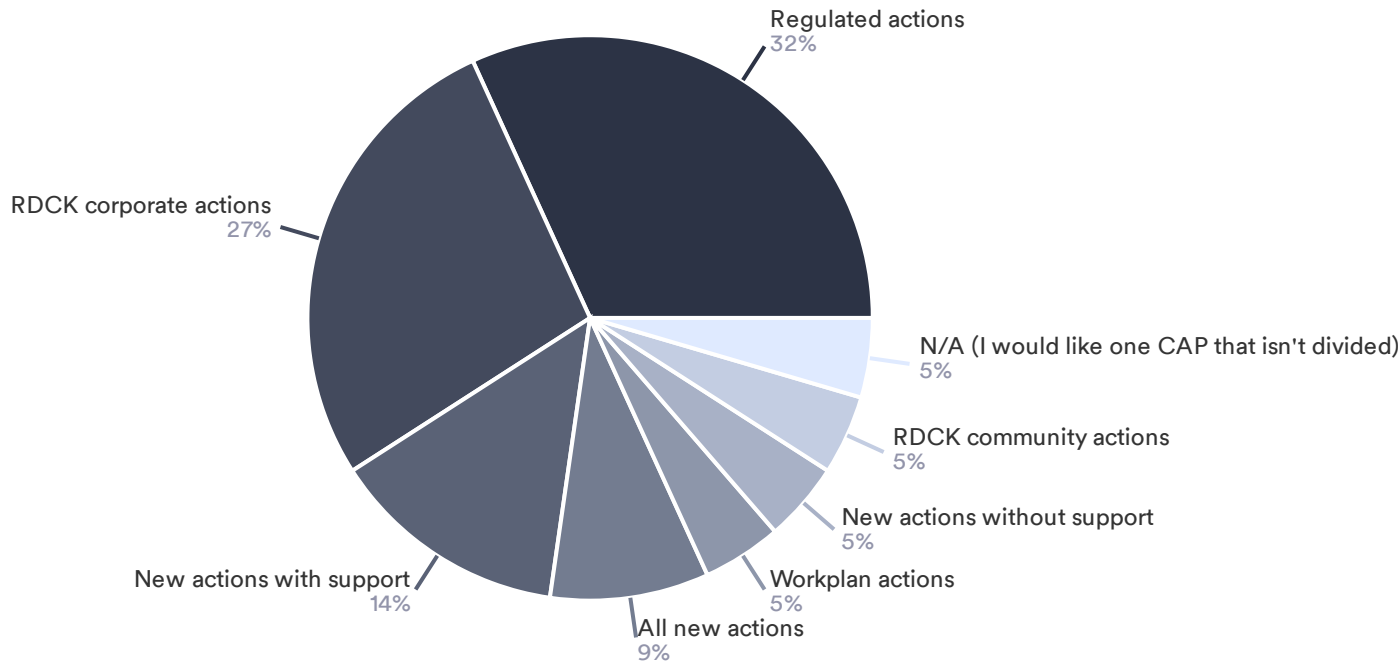
2. a) Some Directors mentioned that the CAP might be easier to understand if it was broken into multiple sections or versions (ie. one for regulated actions and one for new actions). How many CAP versions or sections would you like?

15 Responses



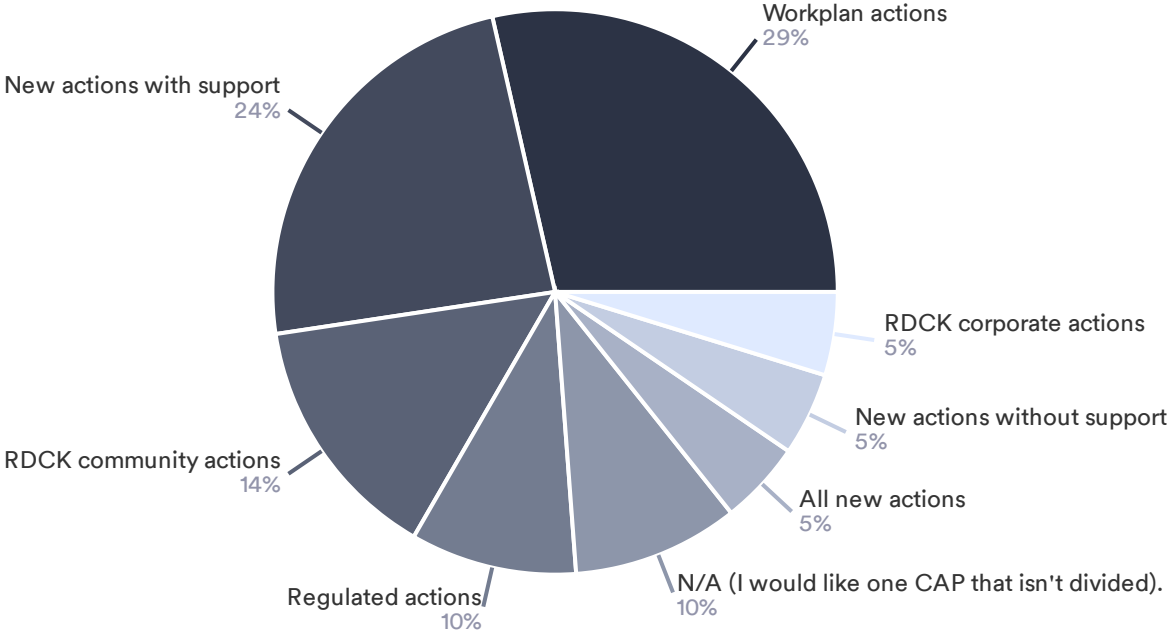
## 2. b) If you would like multiple sections or versions of the CAP, what would you like included in the first one?

22 Responses- 3 Empty



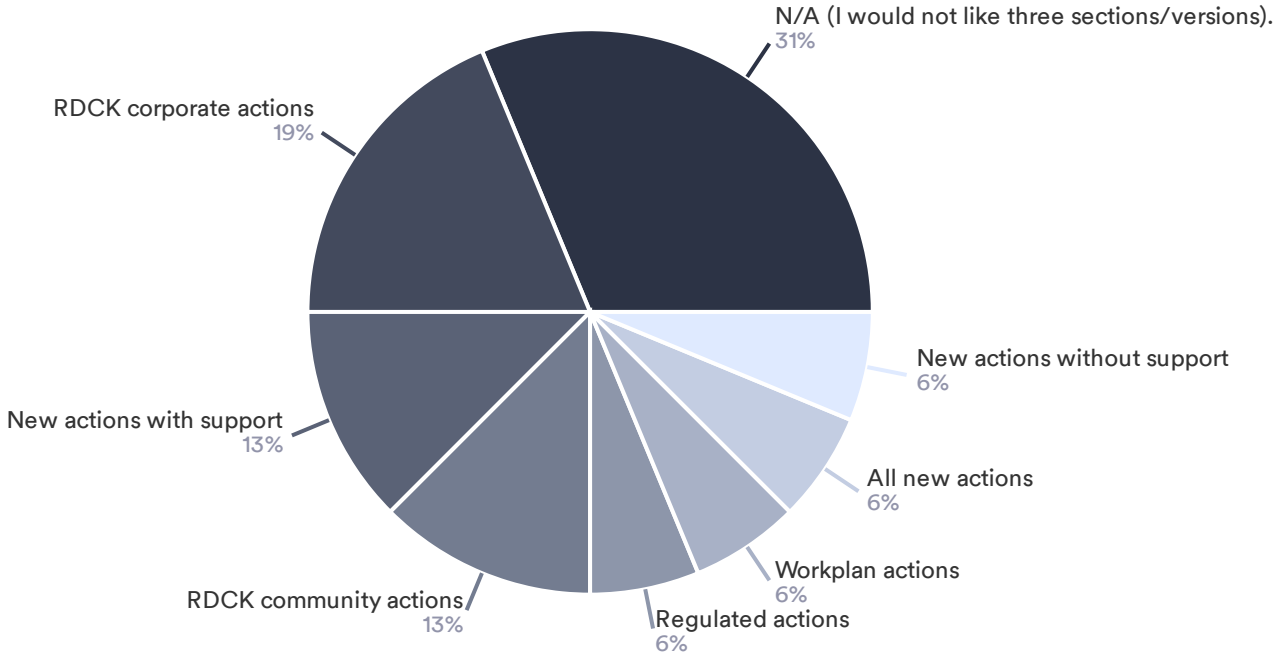
## 2. c) If you would like multiple sections or versions of the CAP, what would you like included in the second one?

21 Responses- 3 Empty



## 2. d) If you would like multiple sections or versions of the CAP, what would you like included in the third one?

16 Responses- 3 Empty





**2. e) Please explain your answers for how you would like the CAP divided and what you would like included in the sections or versions.**

- Proposed sections for Climate Action Plan (CAP):
  - Regulated Actions:
    - Must-do actions by Provincial and Federal Government with links to respective sites
    - Actions regulated by other orders of the Government
  - Work Plan Actions:
    - Actions approved by the board for the workplan with pros and cons
    - Work plan actions already in progress
  - Corporate Actions:
    - Actions undertaken by RDCK within the corporation
  - New Actions and Community Support:
    - New actions supported by Directors and Community
    - Community actions aligned with responses to climate impacts
  - Future Considerations:
- Recognition of developing technology and emerging problems
- Emphasis on clarity and avoiding multiple versions of CAP to prevent confusion
- Focus on clear identification of mandated actions in one consolidated version
- Division of CAP into two parts: Corporate Actions and Community Support Actions
  - Corporate Actions: Outline of RDCK's efforts and priorities in addressing climate change within its structure
  - Community Support Actions: Summary of actions residents can take with support from various entities for long-term climate improvement
- Use of a climate lens in all service projects and programs rather than relying solely on a separate plan
- Clarification on the role of RDCK in leading corporate climate actions and supporting community initiatives

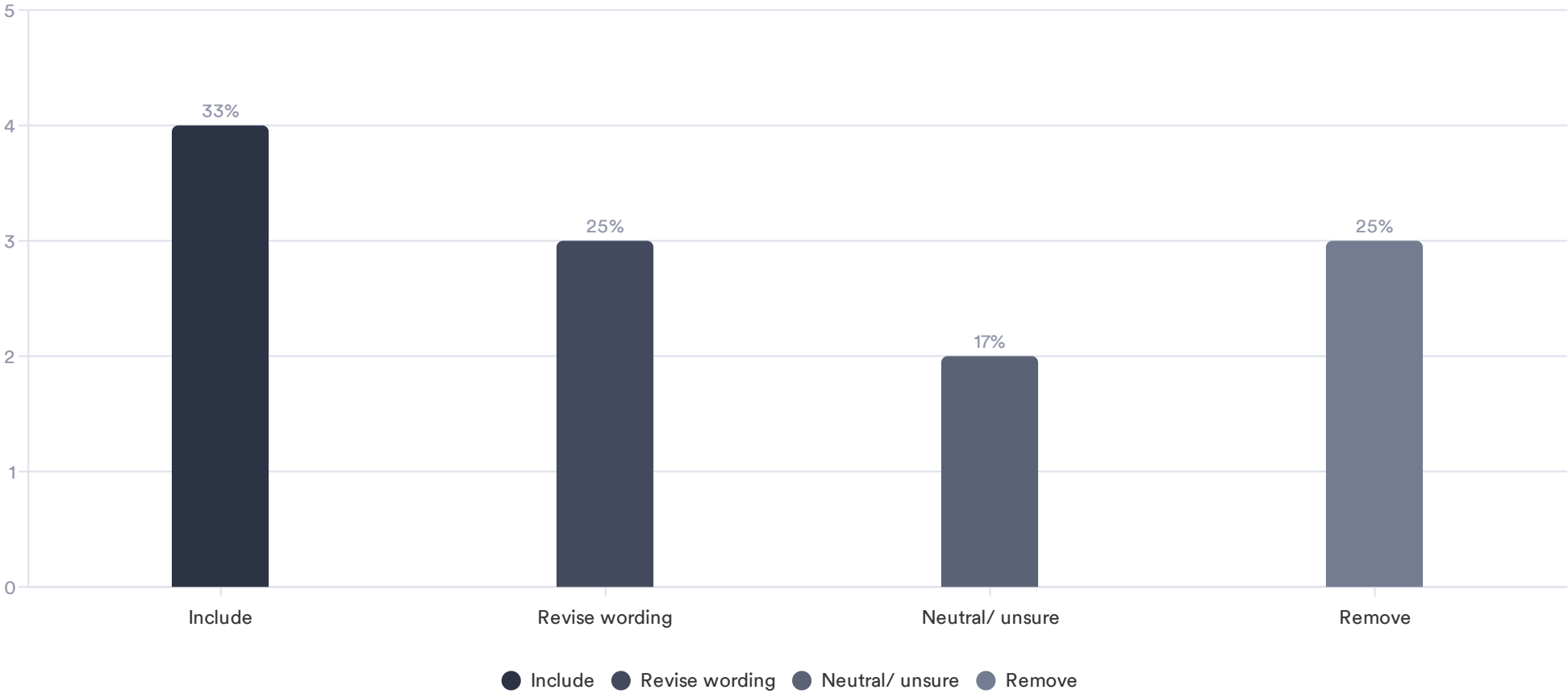
# Board survey on Climate Action Plan

**3. The following is a list of all new RDCK actions proposed in the CAP. Select any actions you would like to keep, remove or revise wording in the next version of the CAP. You will have the option to add comments about your selections in the following question. Note, if you think that there should be no CAP, this question can be skipped.**

1. Work strategically with Ministry of Transportation and Infrastructure (MoTI) to increase connectivity and multi-modal options for movement
2. Integrate access to public greenspace, recreation, and active transportation networks
3. Research and learn from how other regional districts have used alternative/innovative strategies to guide regional development
4. Consider regional approach to growth or at a minimum coordinate land use planning in consultation with RDCK municipalities for those adjacent settlement areas
5. Integrate local community groups into the development of active transportation networks
6. Ensure all new/upgraded community/corporate buildings have active transportation connections
7. Conduct or support community amenity assessments
8. Develop policies/bylaws to support the EV transition
9. Support electrification of Kootenay Lake ferry
10. Provide education (internally & externally) around how to achieve regional emission targets (i.e. 'non-renewable gas', energy-conservation principles, fuel-switching, high emission activities/technologies, etc.)
11. Regional coordination for promotion of renewable energy installations
12. Support local farmers in accessing funding to upgrade irrigation and water storage infrastructure
13. Support local farmers in accessing funding to implement climate adapted agricultural strategies and climate resilient infrastructure upgrades
14. Encourage and support local food production (farmer's markets, home gardens/urban food production, etc.)
15. Support producers, and others involved in the agricultural industry, in their practices as shifting temperature and precipitation patterns result in food systems variability and overall resilience
16. Explore further partnership opportunities with water stewardship groups in the region to support efficient water use in agriculture and food production
17. 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 other People of Colour who wish to farm or develop food businesses
18. Explore regulatory changes that could support on-farm water storage
19. Continue to advocate for small-scale livestock farming
20. Actively pursue opportunities to collaborate, and provide support for actions and efforts regarding climate action and food network resiliency including education/outreach, funding, policy updates/development and partnerships (staff and administrative supports)
21. Demand side management of water
22. Re-establish regional surface and ground water monitoring
23. Help prepare the agricultural industry for wildfire emergency situations
24. Increase outreach and education focused on riparian management
25. Include NDMP Stream 1 findings in publicly available web map. Consider mapping more of the identified high risk areas (16 of 29 completed so far)
26. Develop hazard-specific DPAs for flood-prone areas
27. Integration of Finance department into reporting and tracking, and climate action planning
28. Build in-house climate action expertise
29. Review RDCK investment portfolio to be sure we are divested from fossil fuel creators
30. Develop an internal carbon budgeting tool
31. Develop a Trip Avoidance Policy

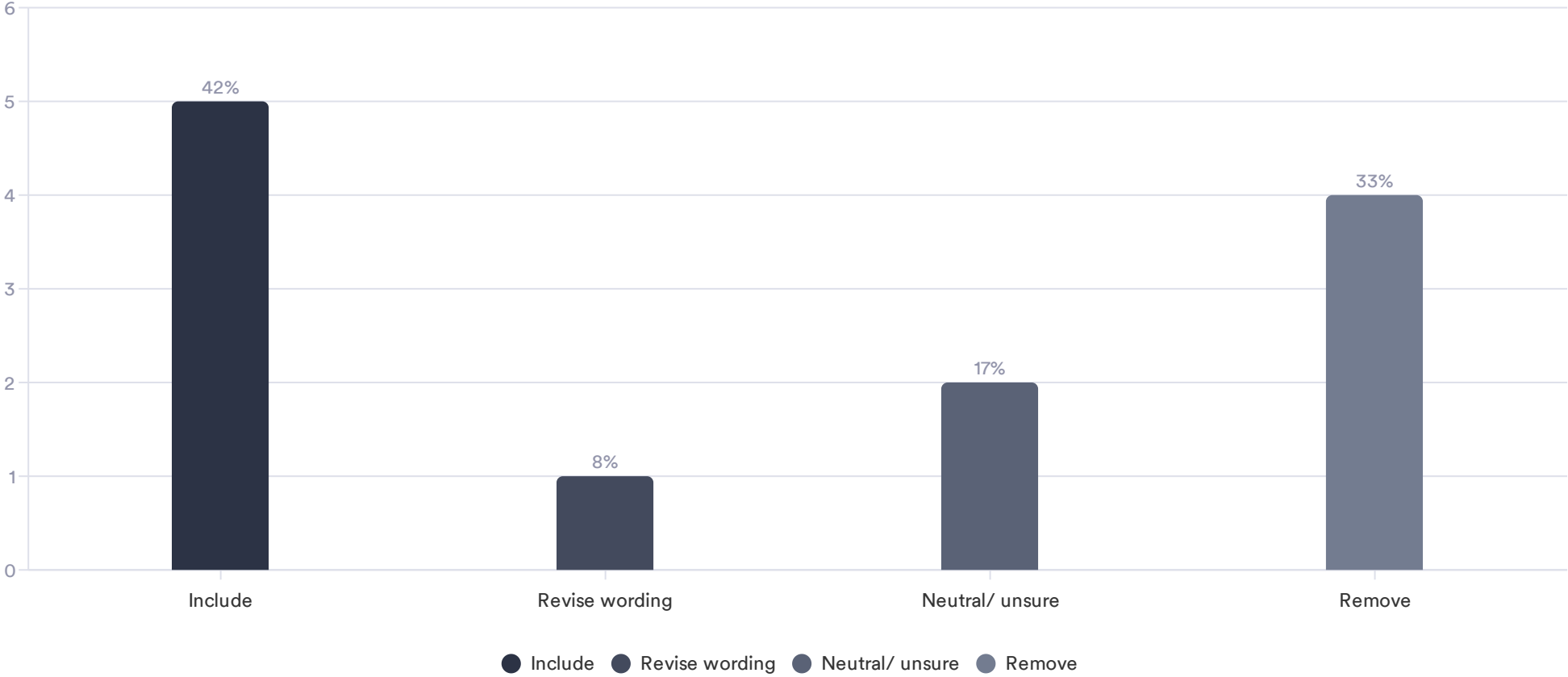
## 3. 1) Work strategically with Ministry of Transportation and Infrastructure (MoTI) to increase connectivity and multi-modal options for movement

12 Responses- 2 Empty



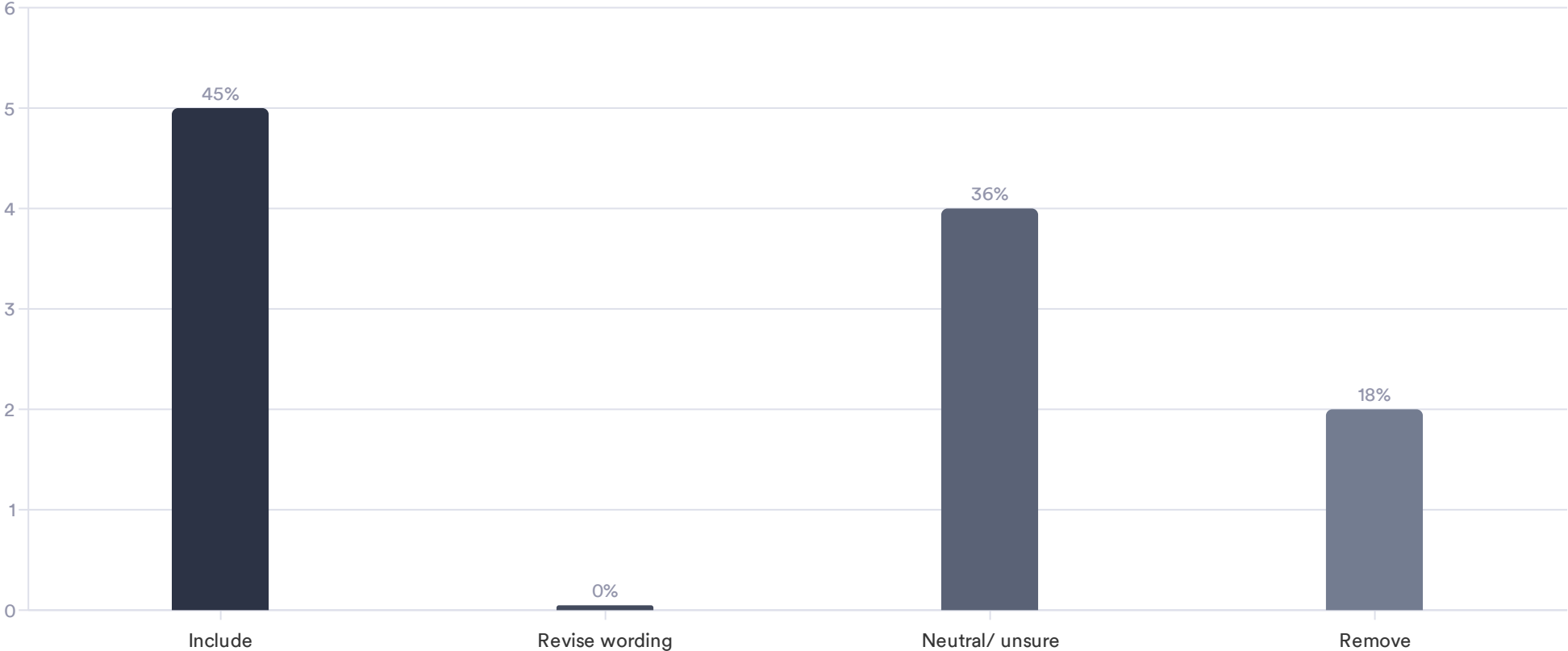
## 3. 2) Integrate access to public greenspace, recreation, and active transportation networks

12 Responses- 2 Empty



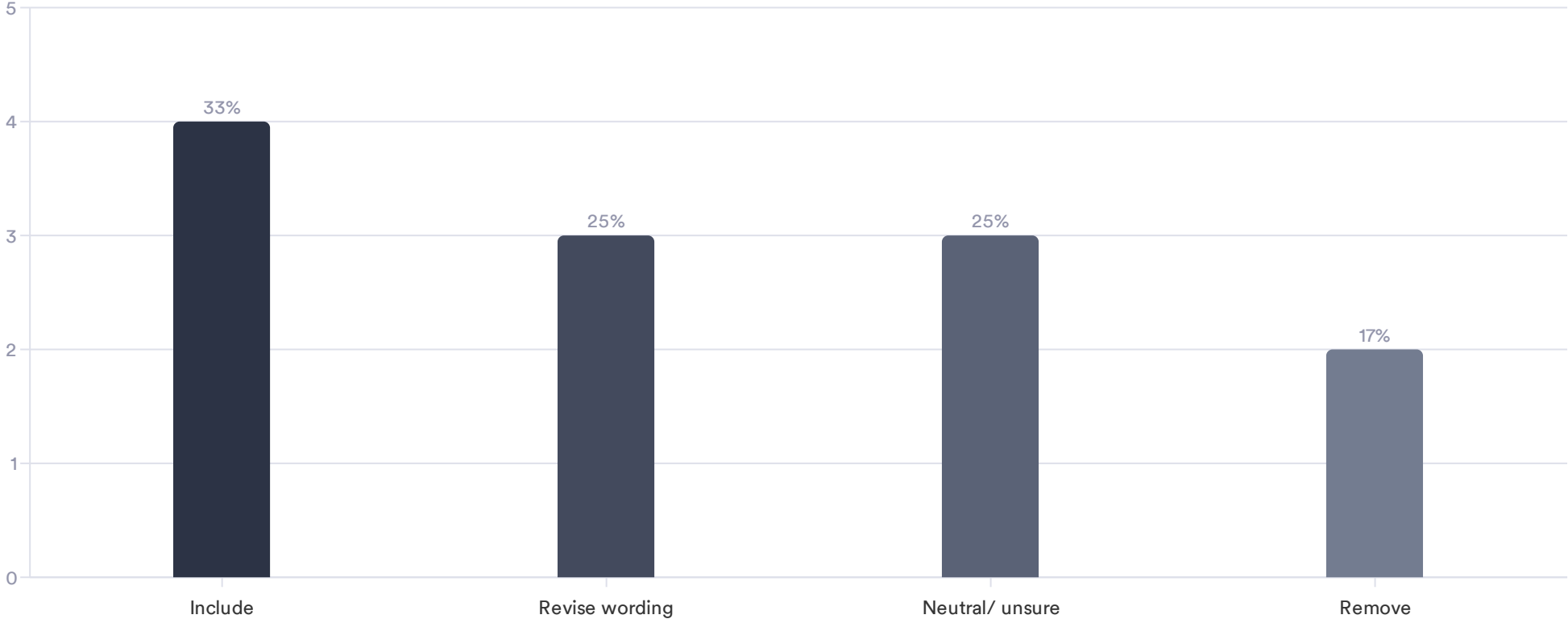
## 3. 3) Research and learn from how other regional districts have used alternative/innovative strategies to guide regional development

11 Responses- 2 Empty



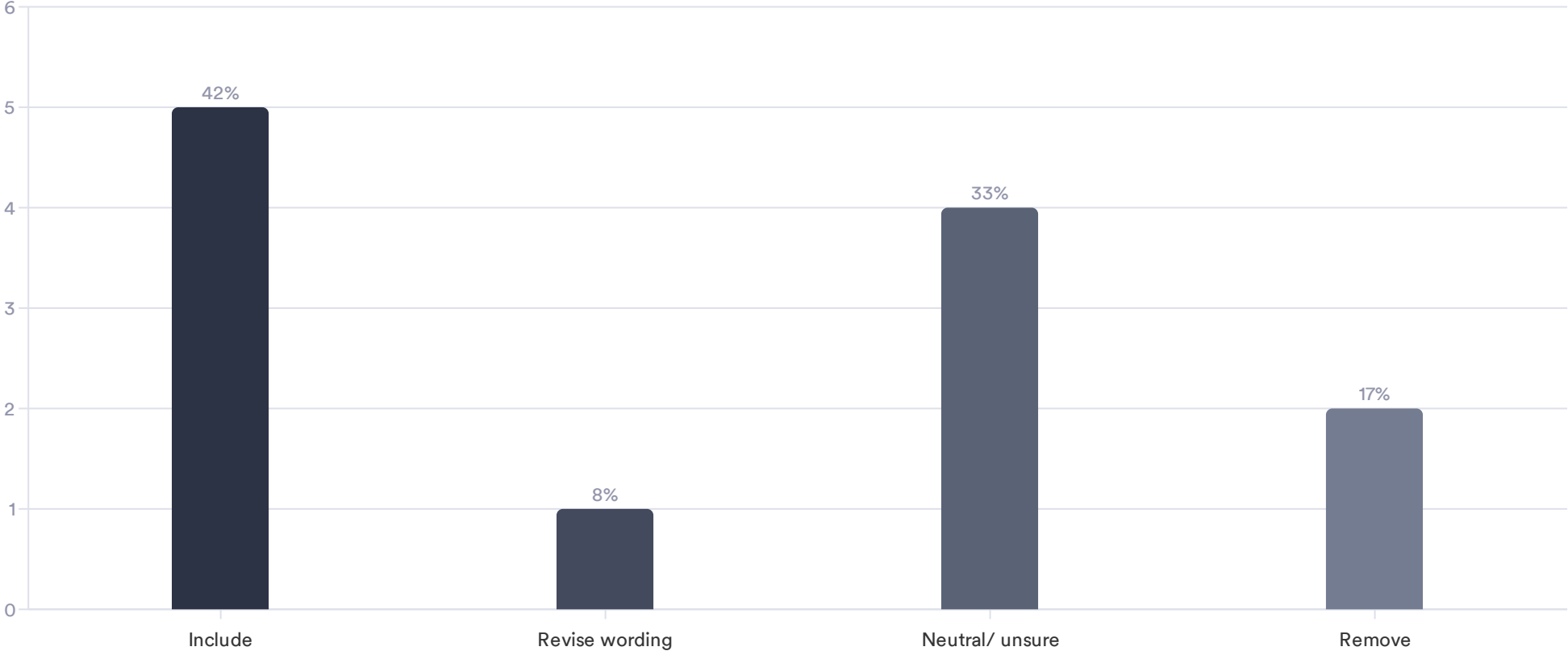
## 3. 4) Consider regional approach to growth or at a minimum coordinate land use planning in consultation with RDCK municipalities for those adjacent settlement areas

12 Responses- 2 Empty



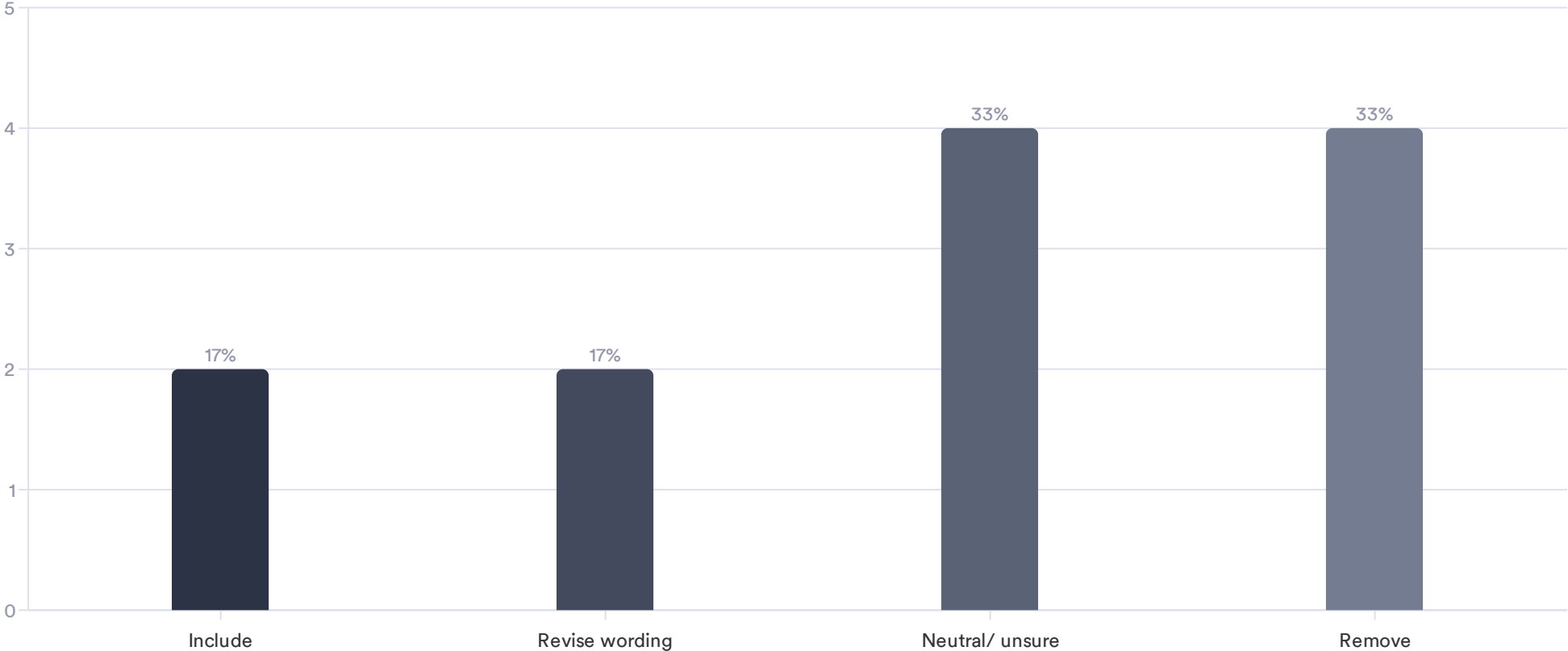
## 3. 5) Integrate local community groups into the development of active transportation networks

12 Responses- 2 Empty



## 3. 6) Ensure all new/upgraded community/corporate buildings have active transportation connections

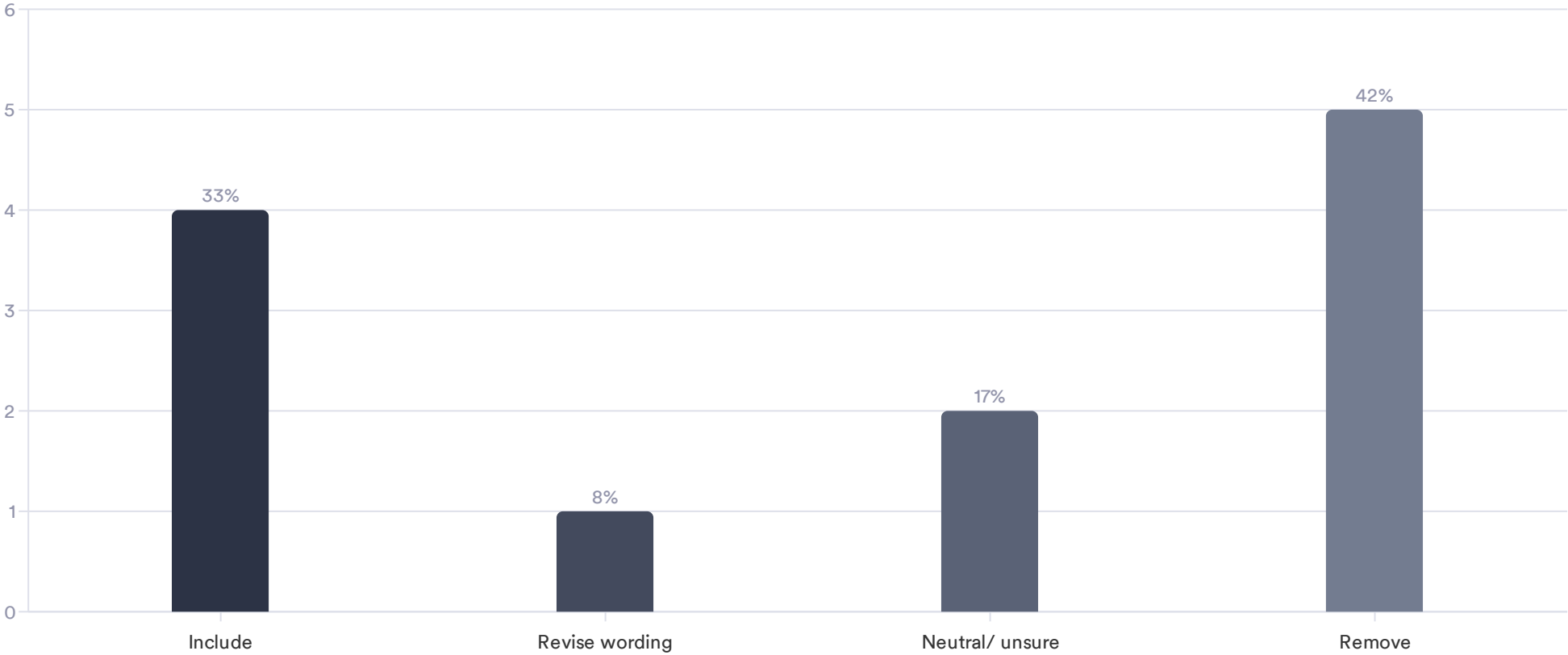
12 Responses- 2 Empty





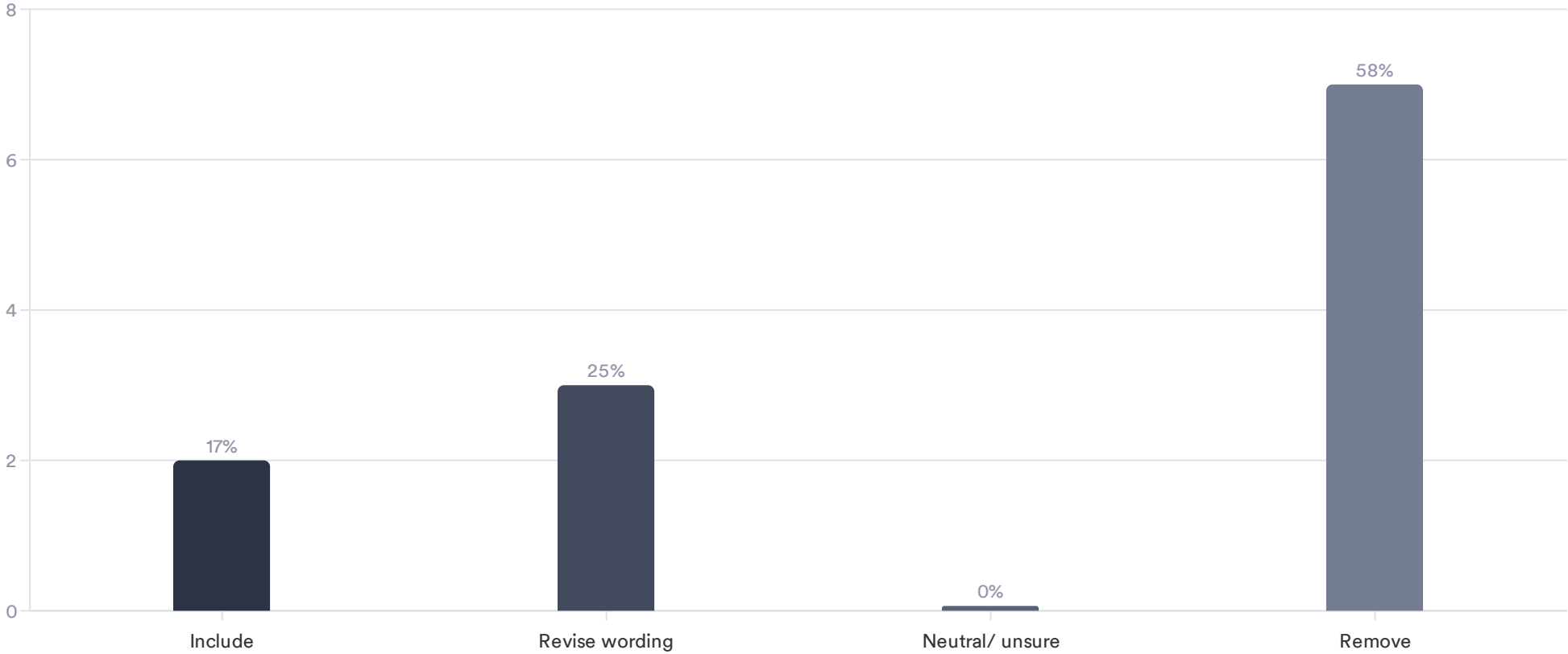
## 3. 7) Conduct or support community amenity assessments

12 Responses- 2 Empty



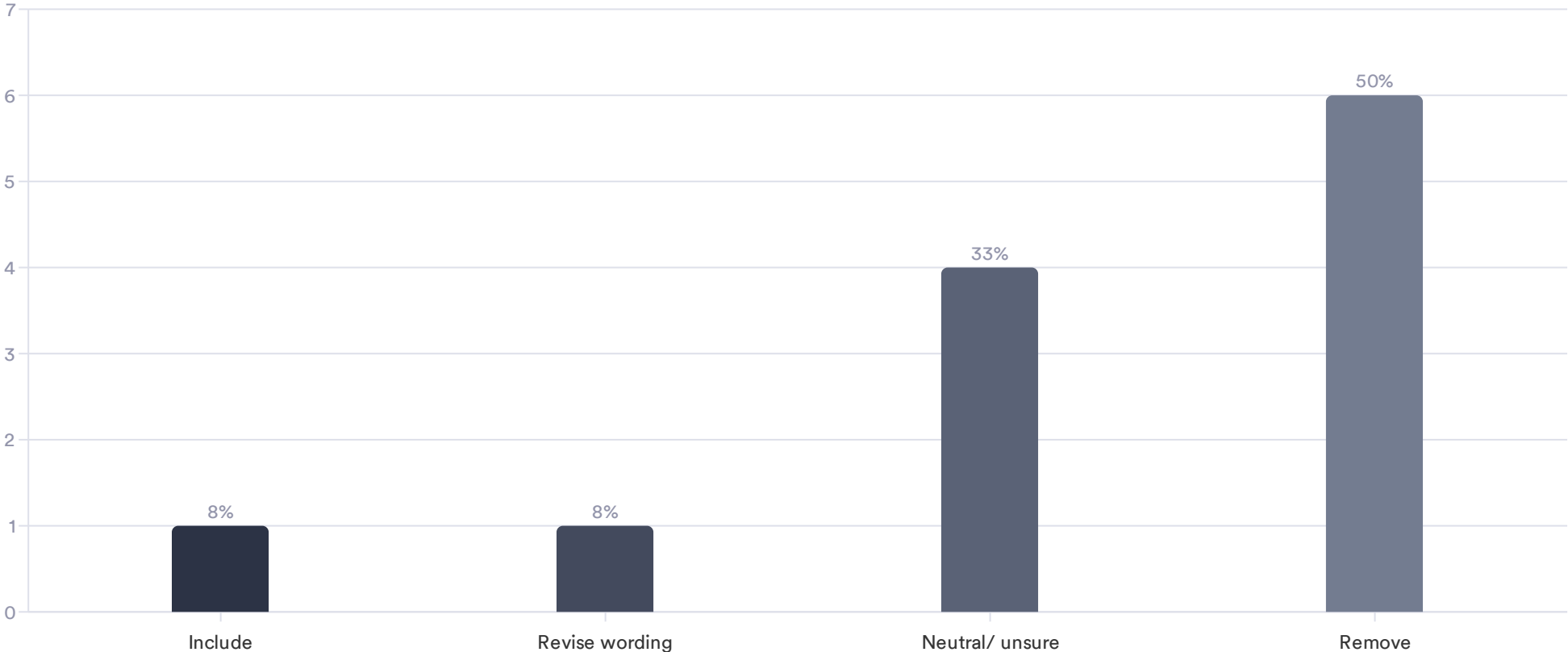
3. 8) Develop policies/bylaws to support the EV transition

12 Responses- 2 Empty



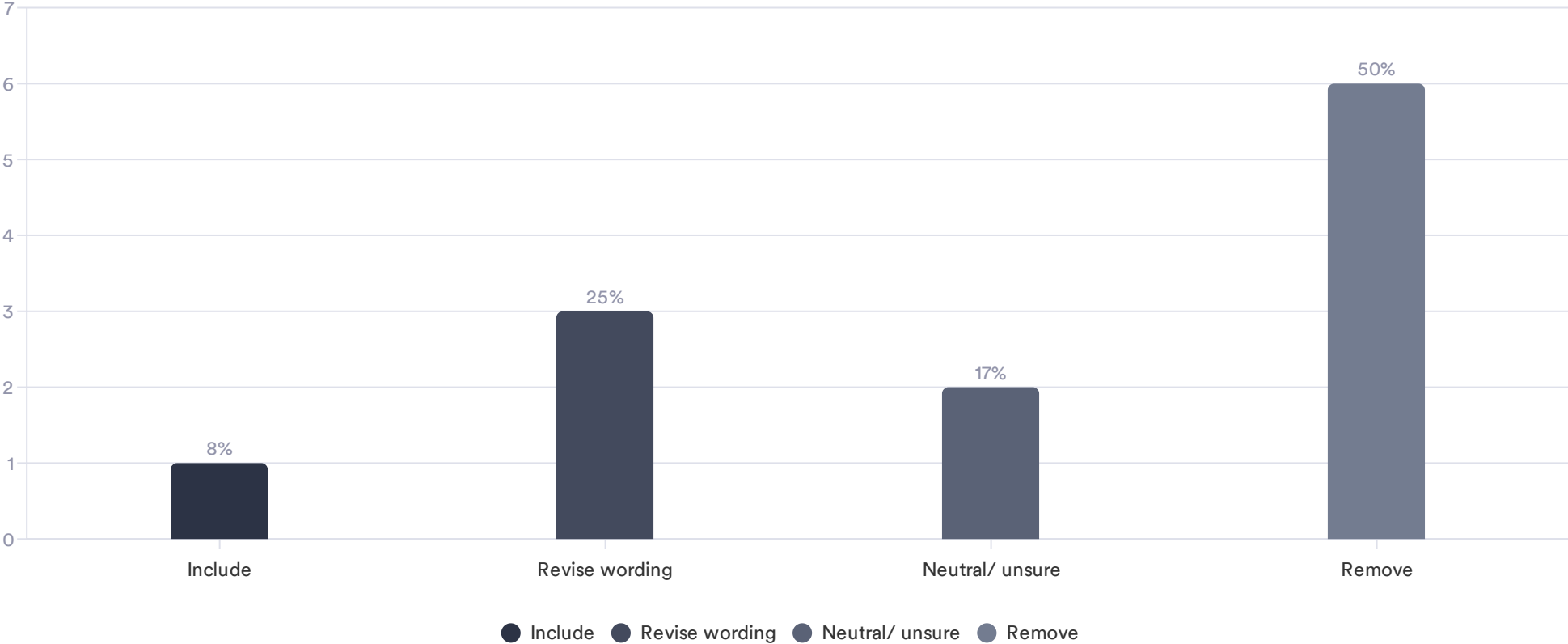
3. 9) Support electrification of Kootenay Lake ferry

12 Responses- 2 Empty



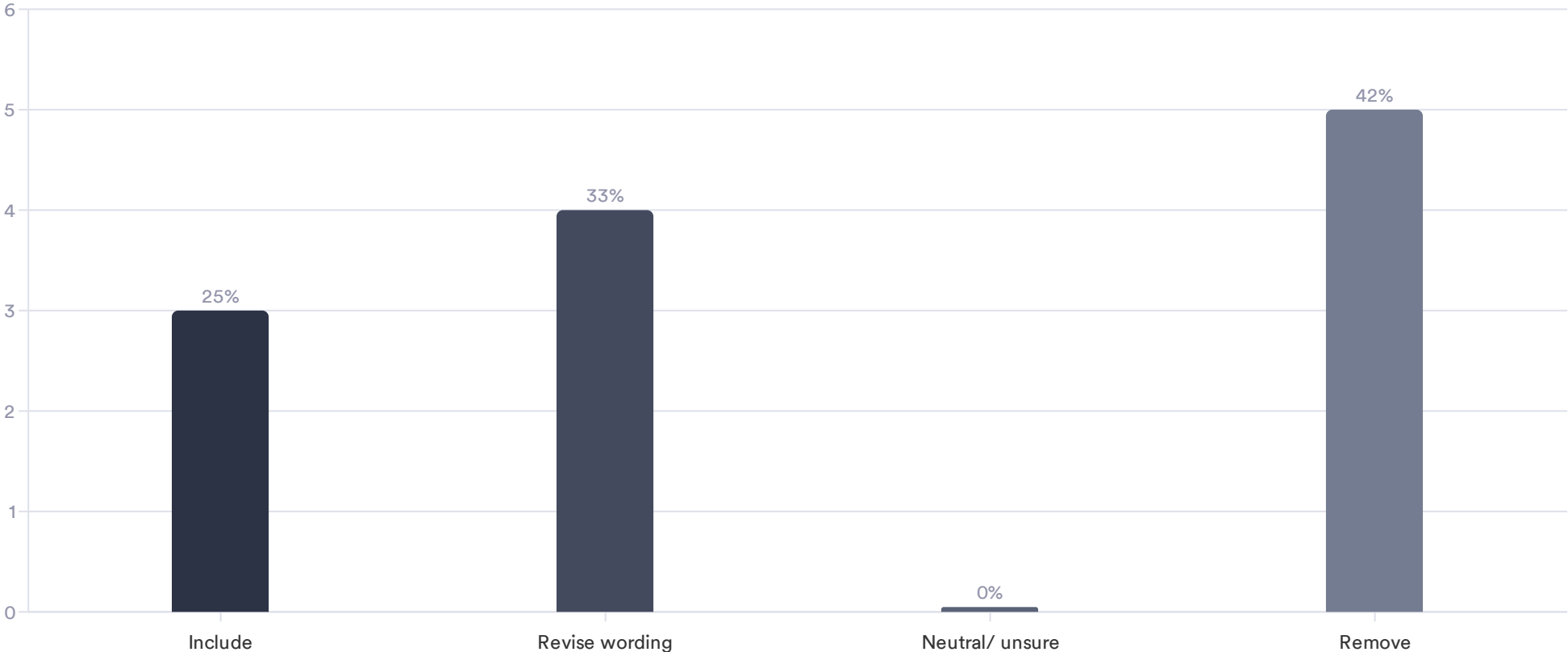
### 3. 10) Provide education (internally & externally) around how to achieve regional emission targets (i.e. 'non-renewable gas', energy-conservation principles, fuel-switching, high emission activities/technologies, etc.)

12 Responses- 2 Empty



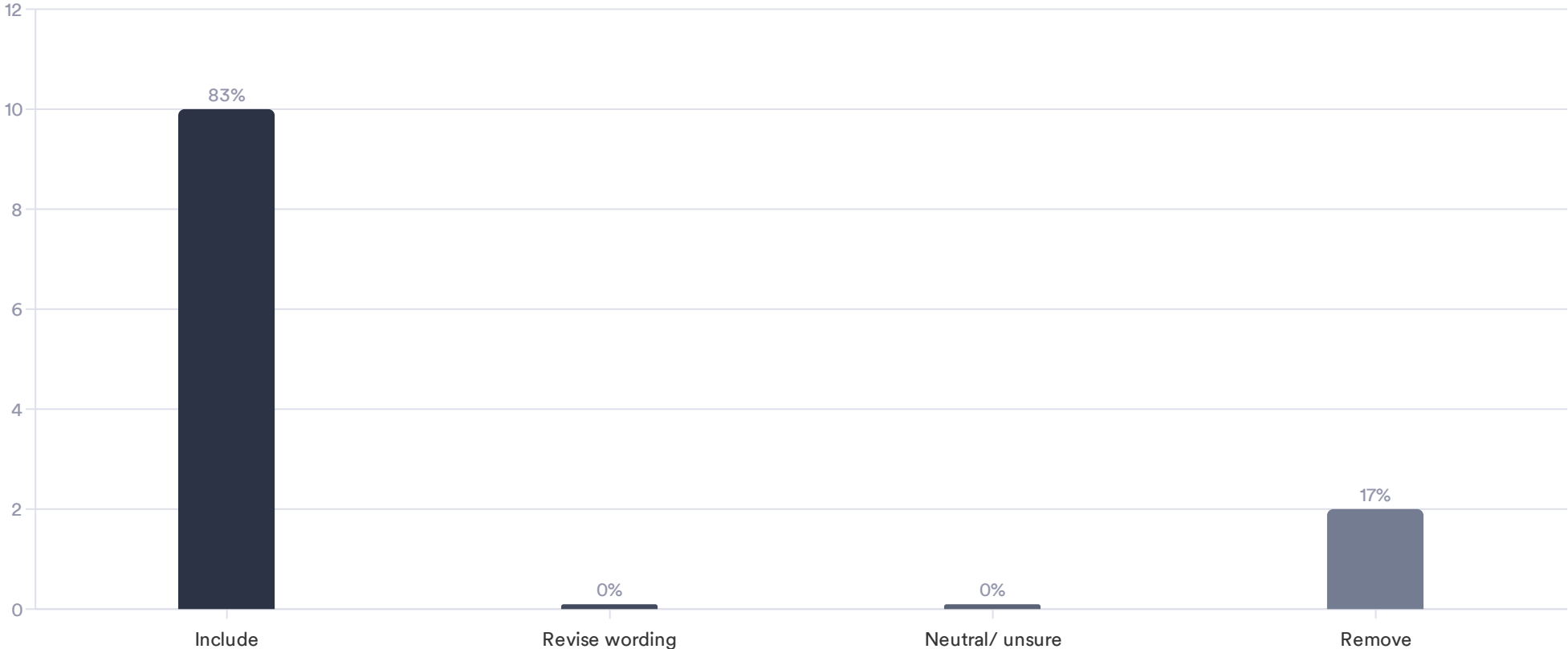
3. 11) Regional coordination for promotion of renewable energy installations

12 Responses- 2 Empty



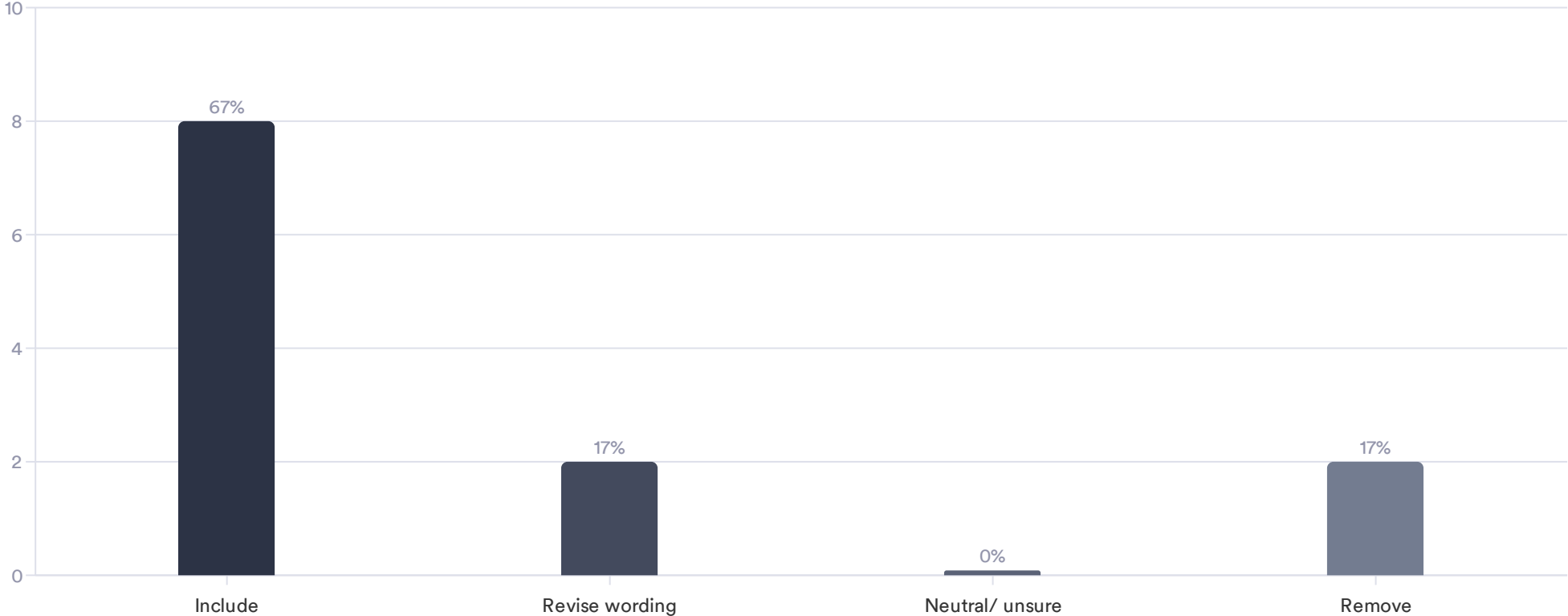
## 3. 12) Support local farmers in accessing funding to upgrade irrigation and water storage infrastructure

12 Responses- 2 Empty



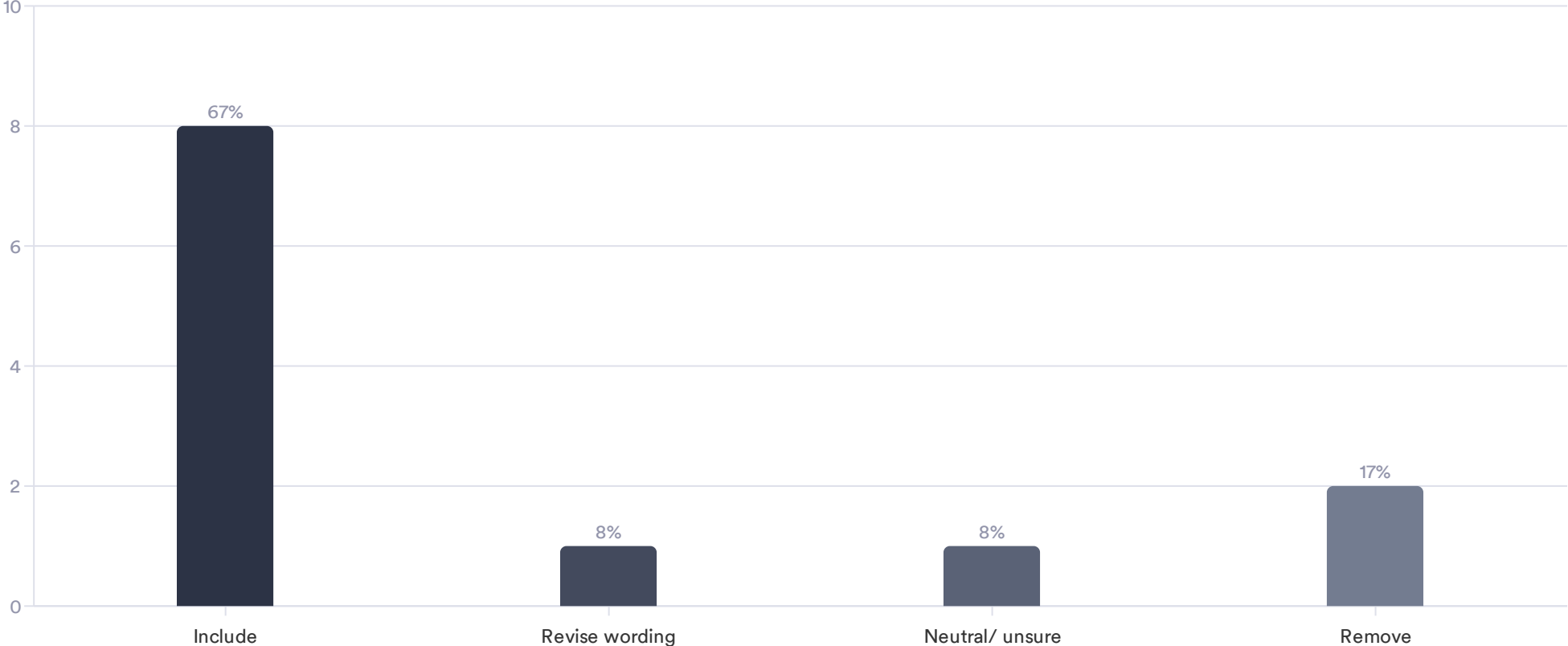
## 3. 13) Support local farmers in accessing funding to implement climate adapted agricultural strategies and climate resilient infrastructure upgrades

12 Responses- 2 Empty



## 3. 14) Encourage and support local food production (farmer's markets, home gardens/urban food production, etc.)

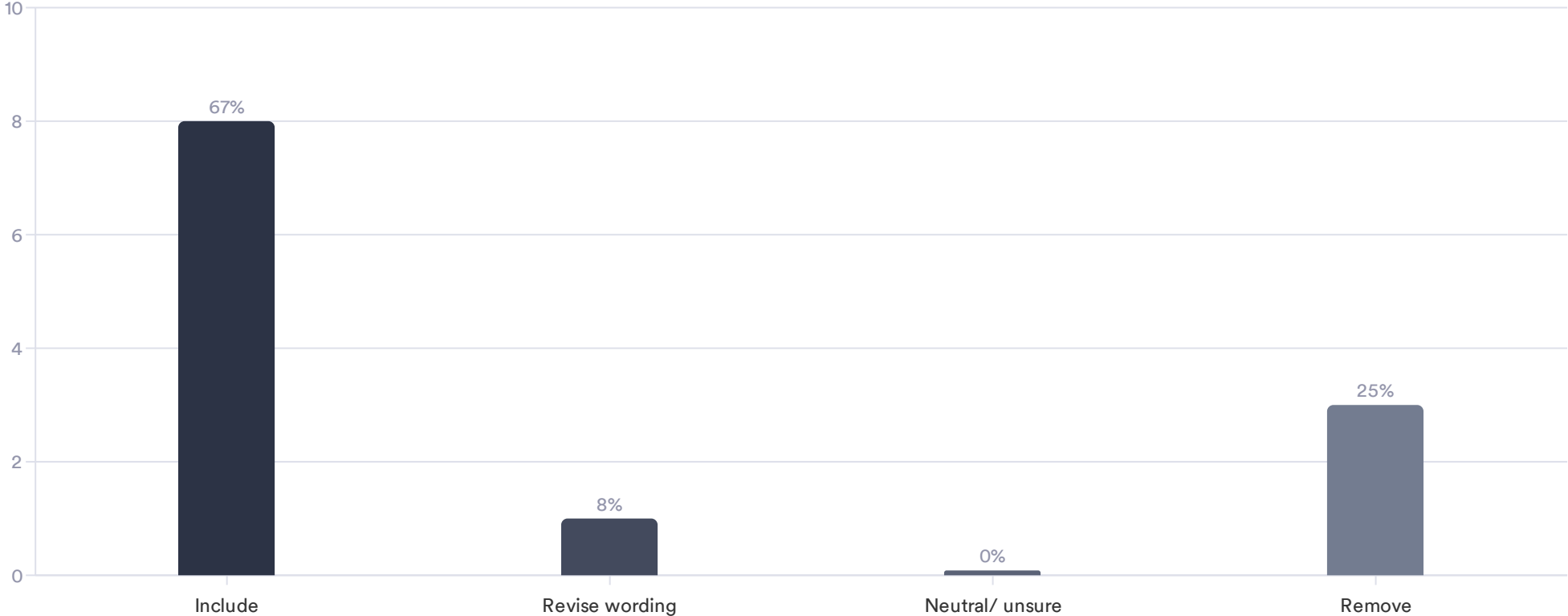
12 Responses- 2 Empty





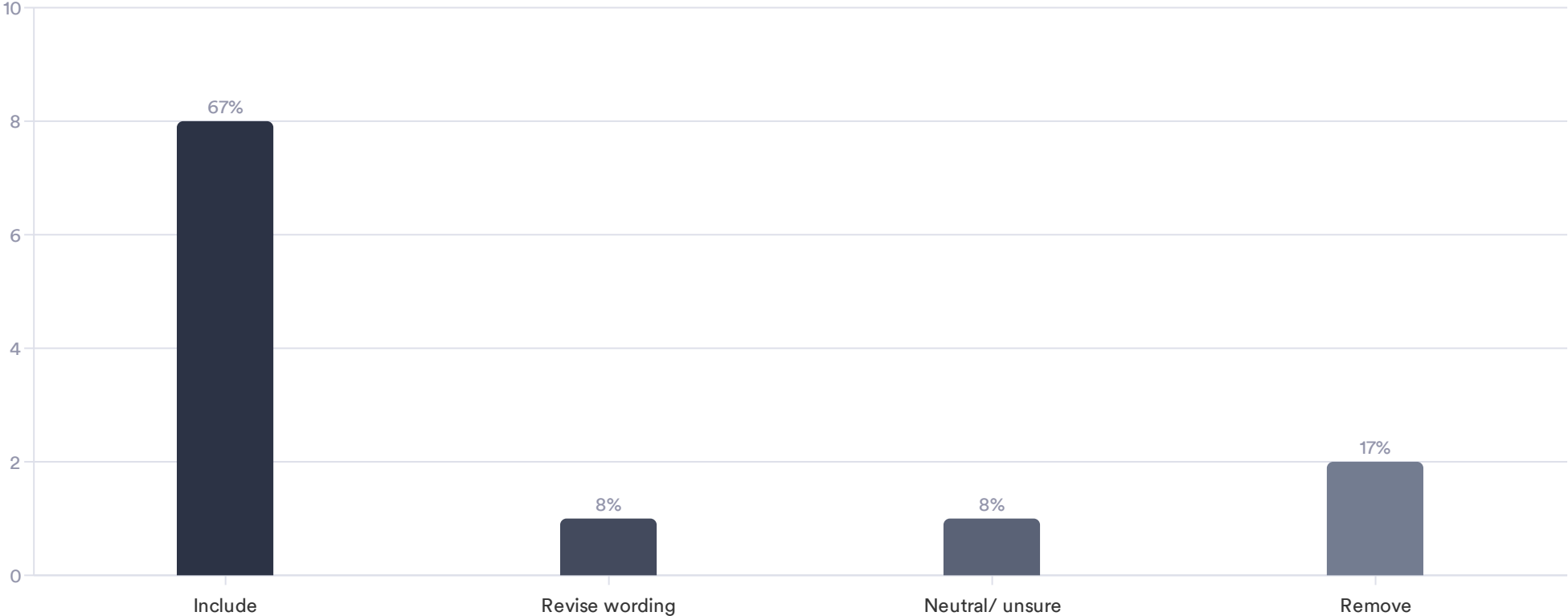
## 3. 15) Support producers, and others involved in the agricultural industry, in their practices as shifting temperature and precipitation patterns result in food systems variability and overall resilience

12 Responses- 2 Empty



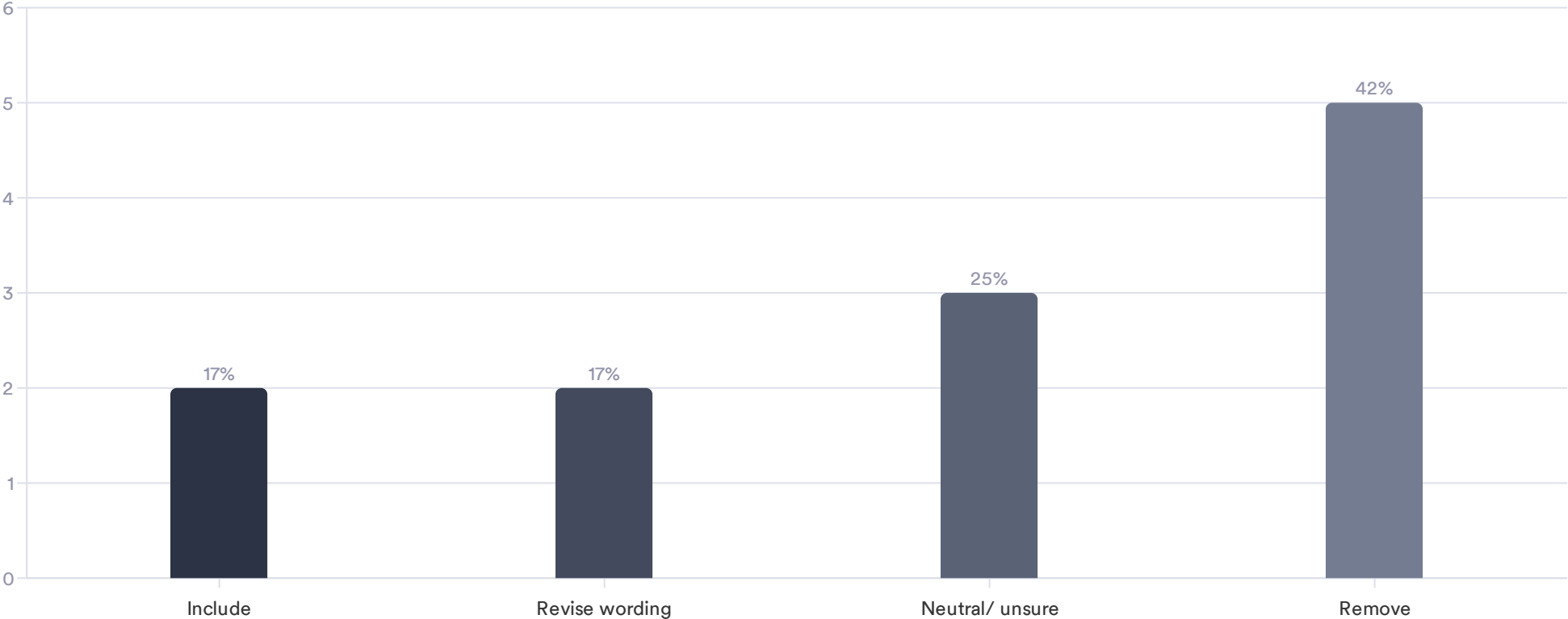
## 3. 16) Explore further partnership opportunities with water stewardship groups in the region to support efficient water use in agriculture and food production

12 Responses- 2 Empty



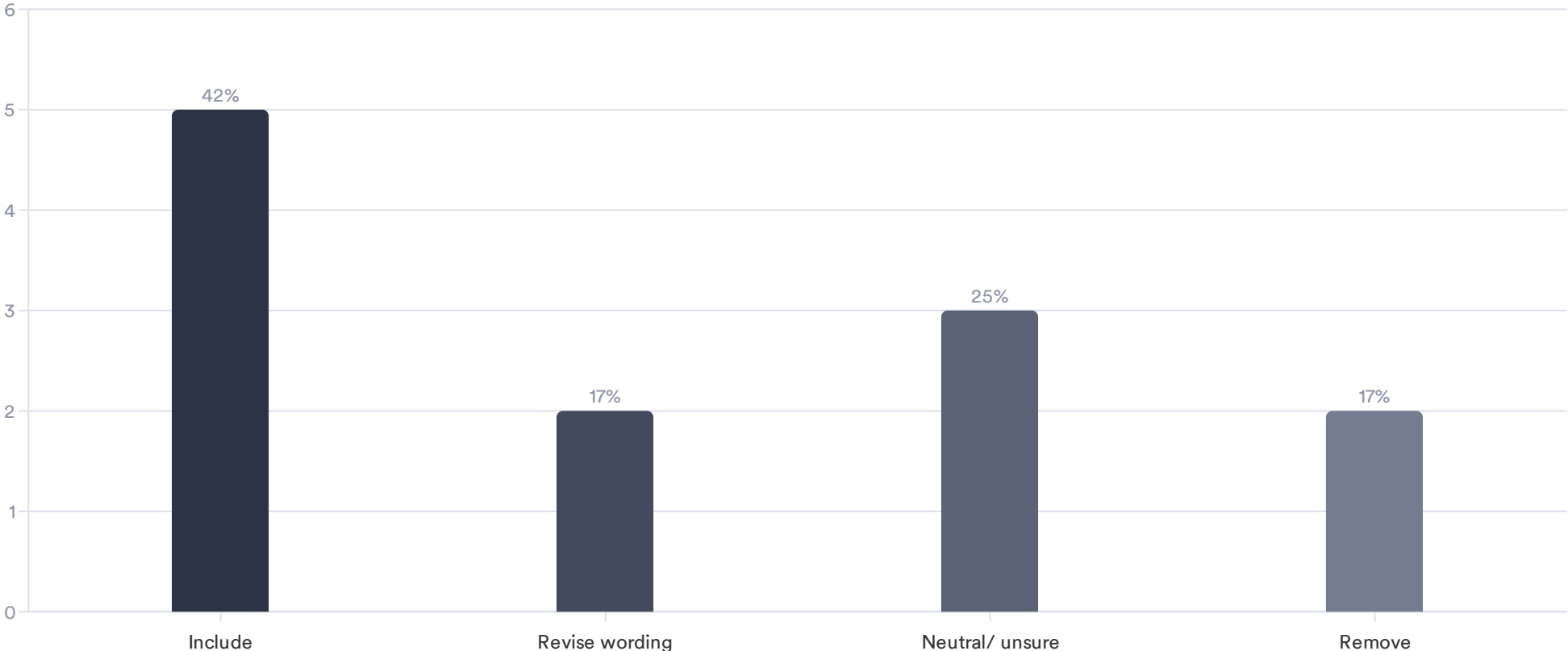
3. 17) Collaborate with relevant organizations (emergency food providers, colleges, employment services, etc.) to develop low barrier funds, training and other support programs for Black, Indigenous and other People of Colour who wish to farm or develop food businesses.

12 Responses- 2 Empty



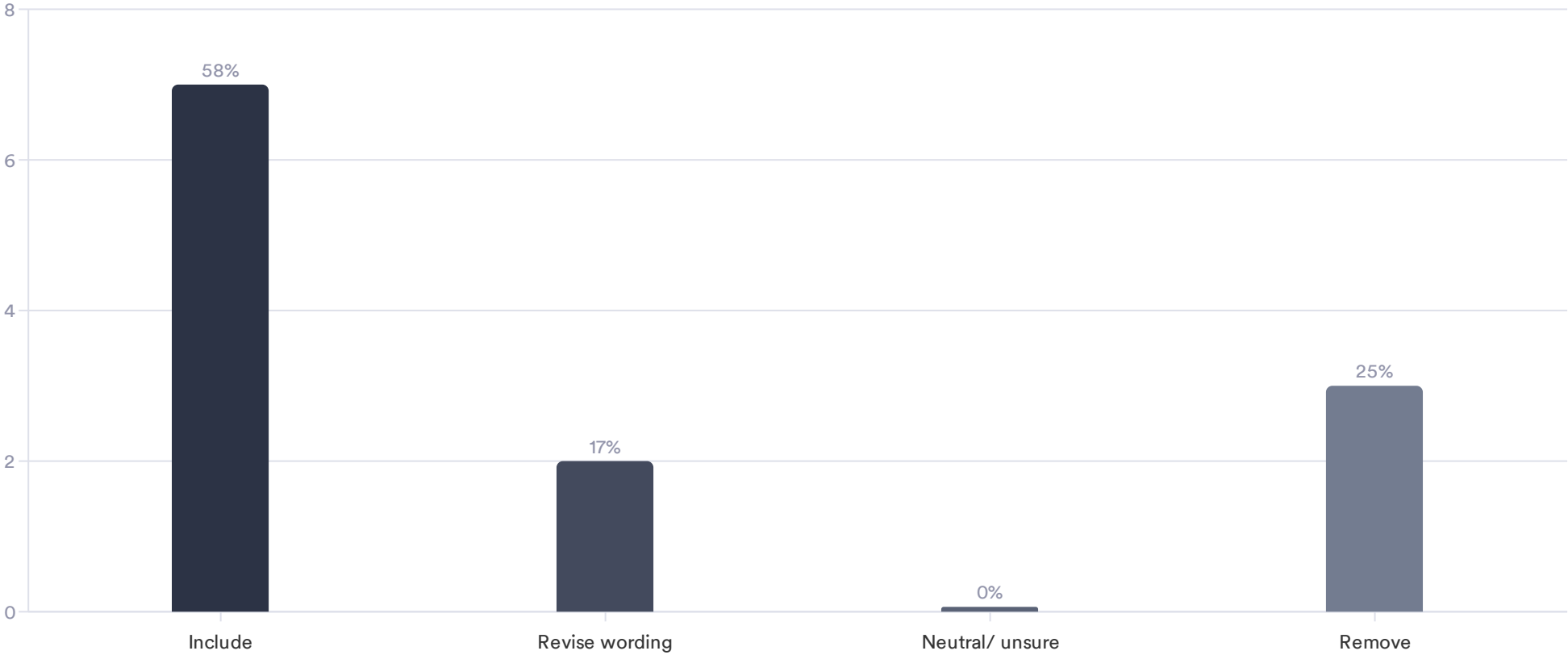
## 3. 18) Explore regulatory changes that could support on-farm water storage

12 Responses- 2 Empty



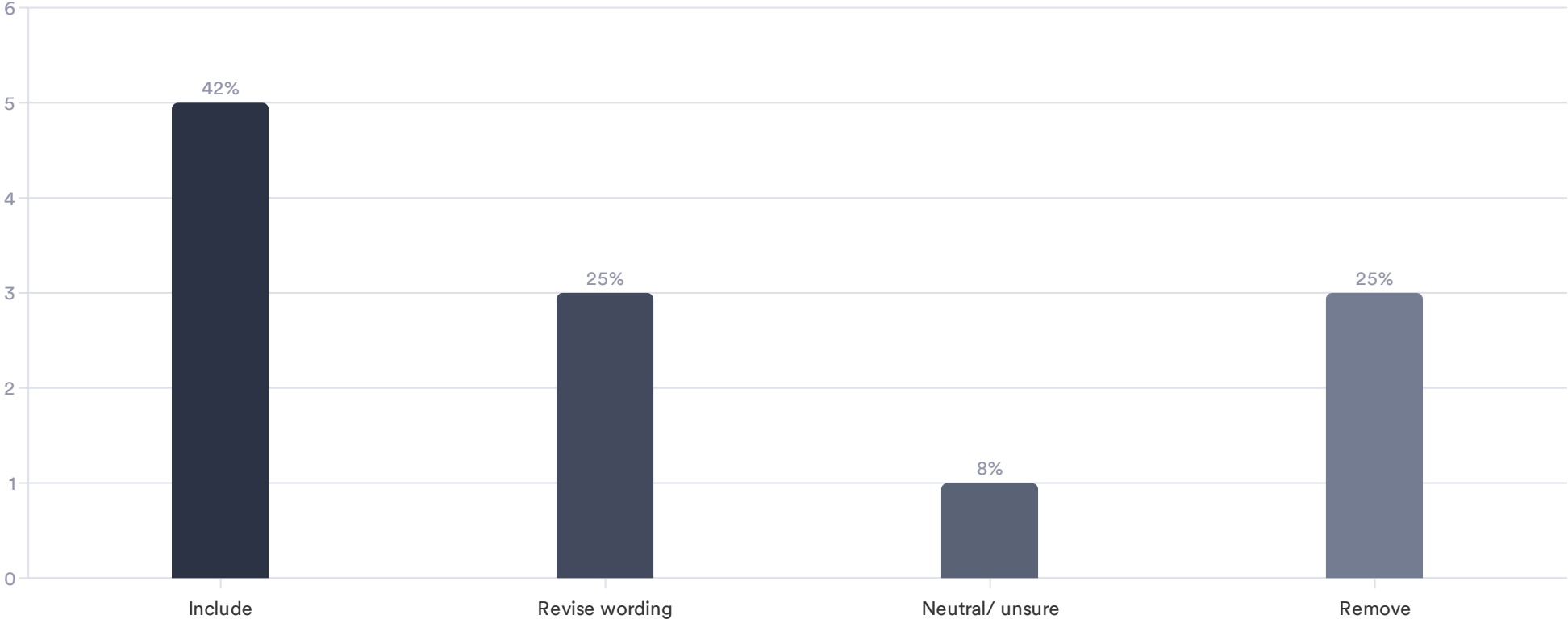
3. 19) Continue to advocate for small-scale livestock farming

12 Responses- 2 Empty



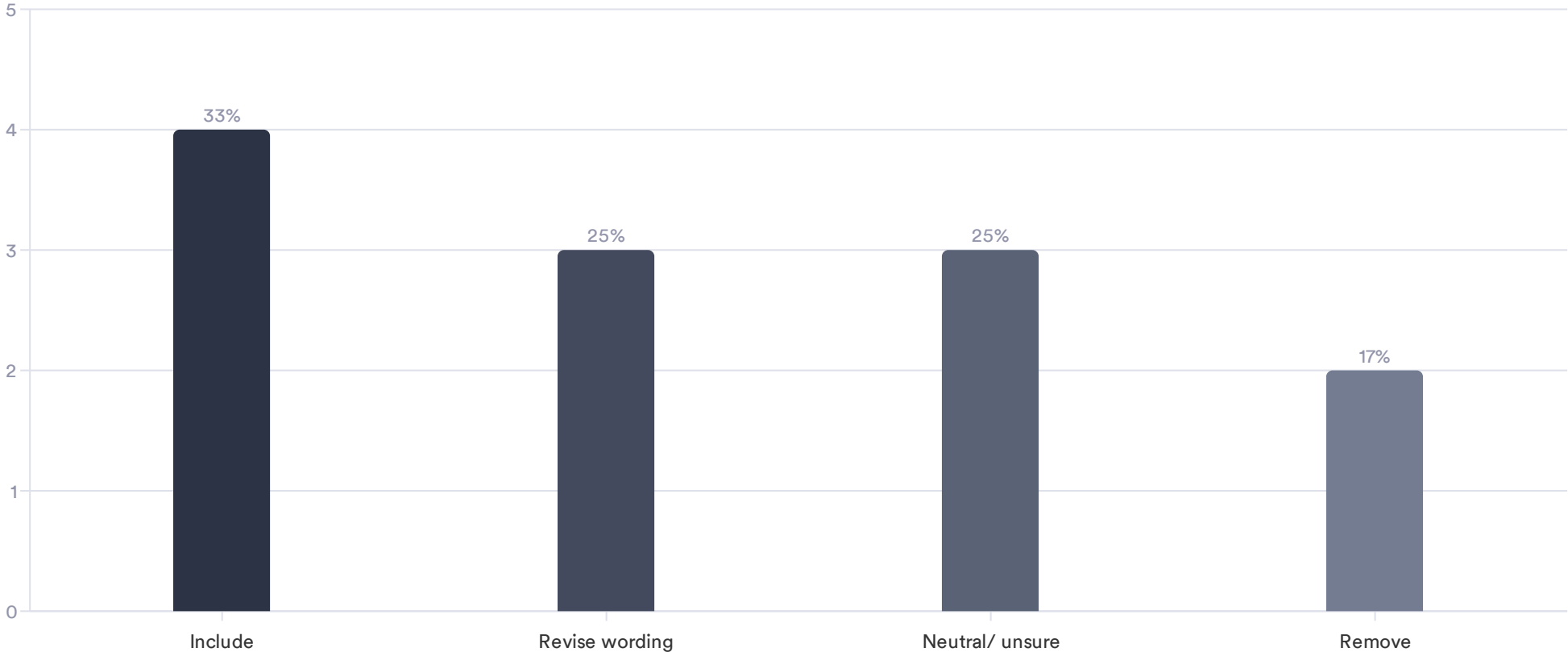
## 3. 20) Actively pursue opportunities to collaborate, and provide support for actions and efforts regarding climate action and food network resiliency including education/outreach, funding, policy updates/development and partnerships (staff and administrative supports)

12 Responses- 2 Empty



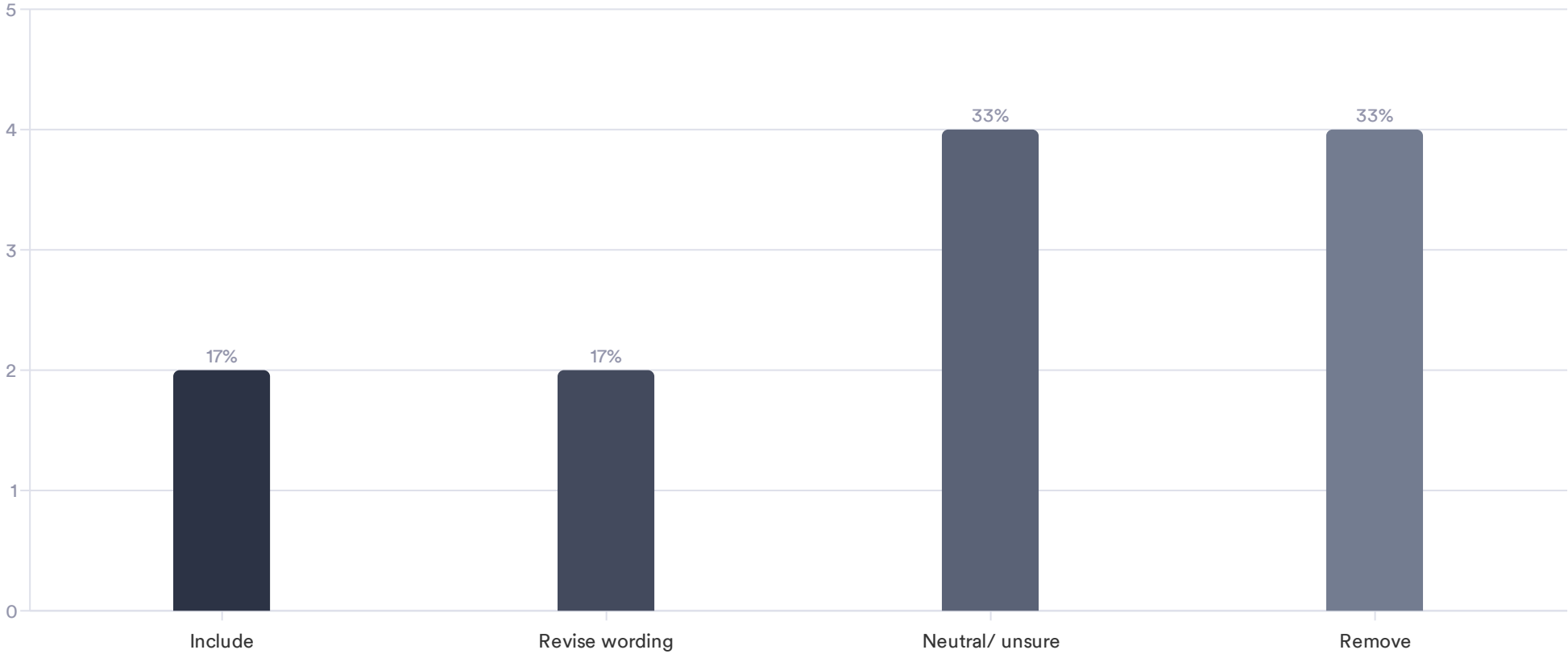
## 3. 21) Demand side management of water

12 Responses- 2 Empty



## 3. 22) Re-establish regional surface and ground water monitoring

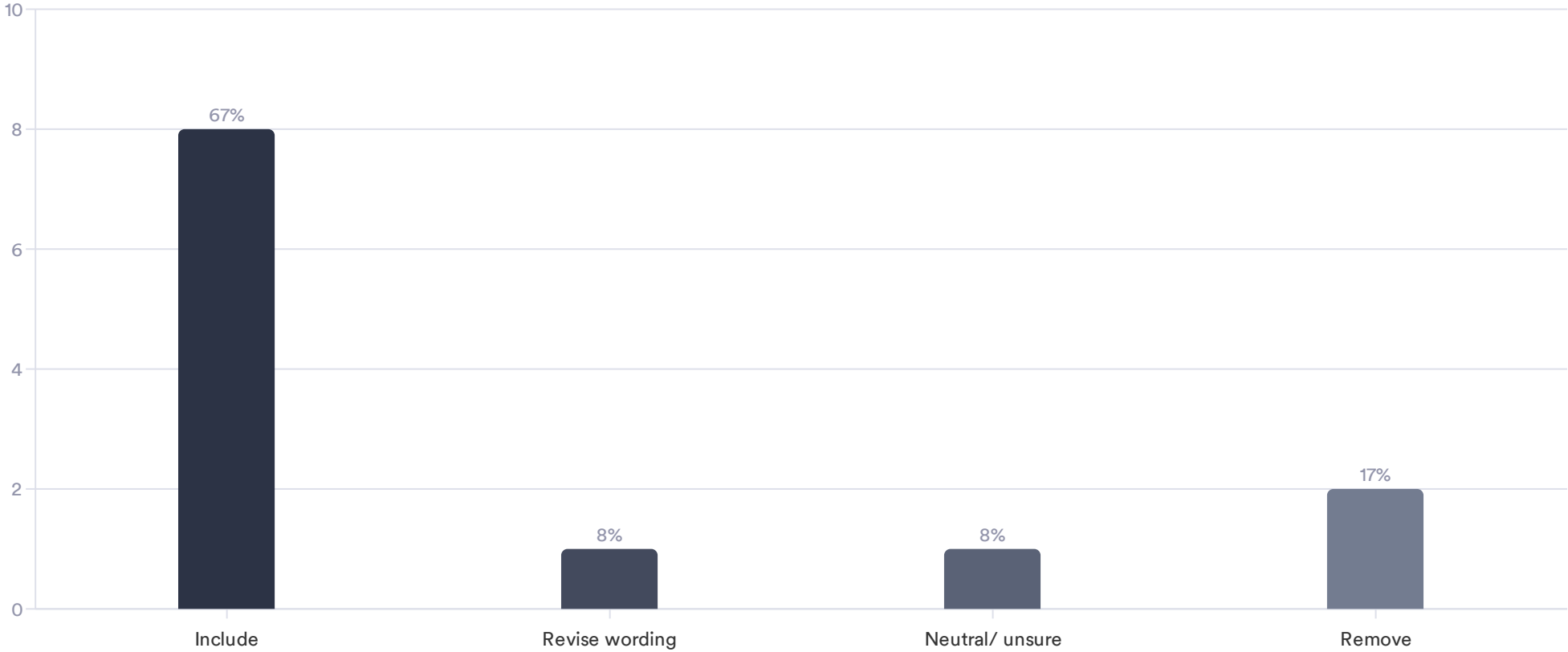
12 Responses- 2 Empty





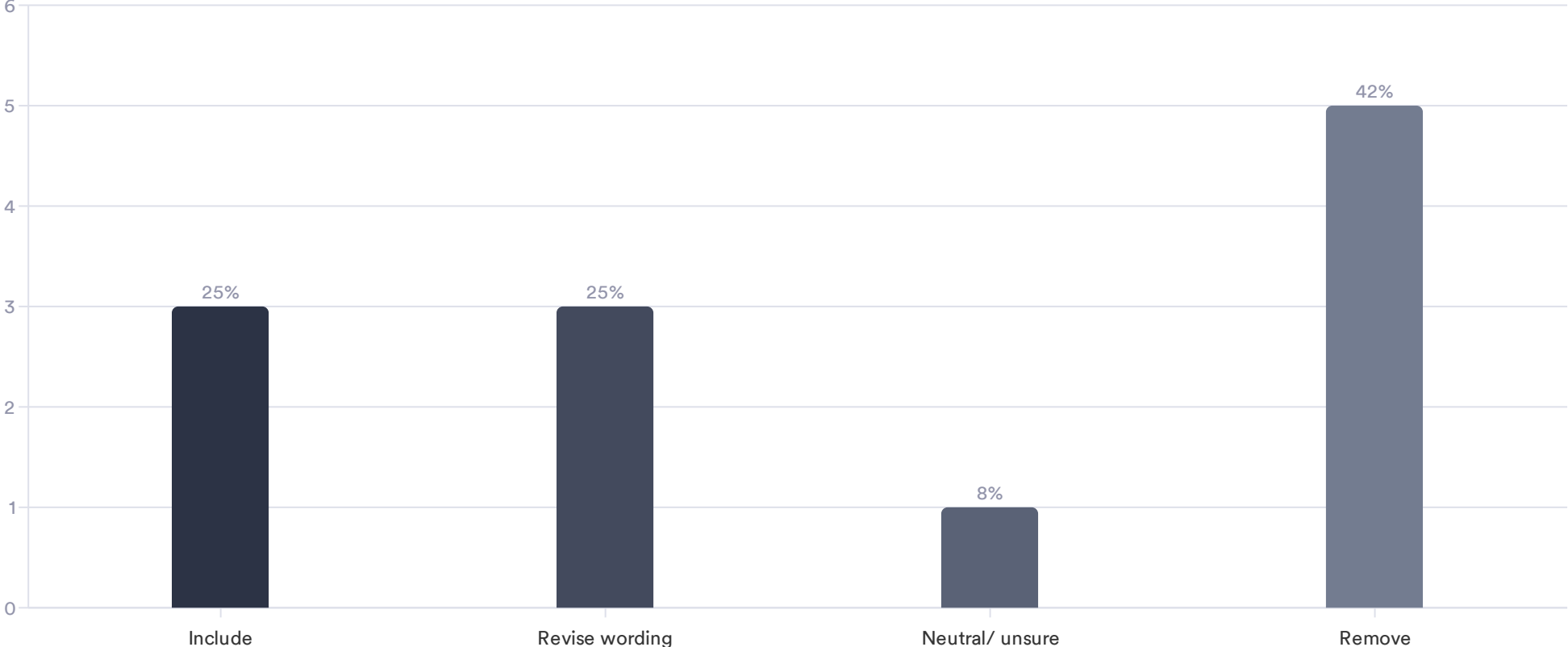
## 3. 23) Help prepare the agricultural industry for wildfire emergency situations

12 Responses- 2 Empty



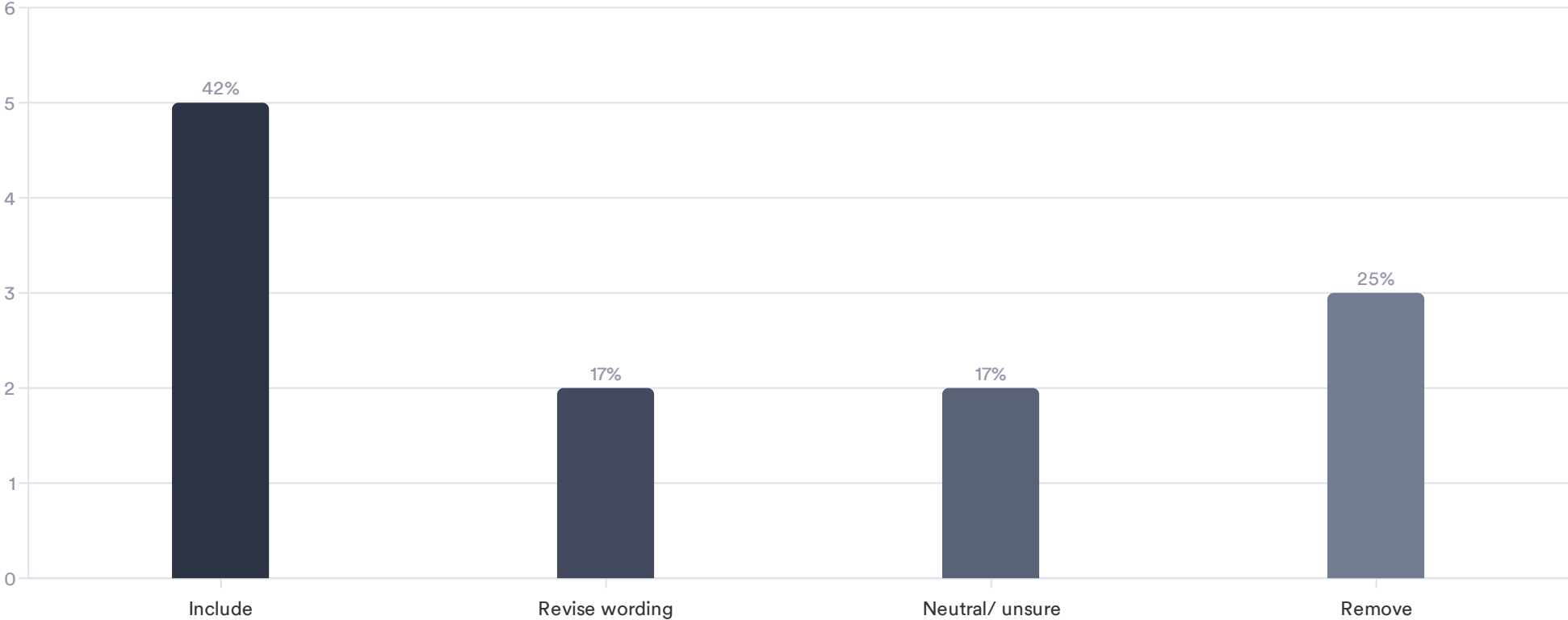
3. 24) Increase outreach and education focused on riparian management

12 Responses- 2 Empty



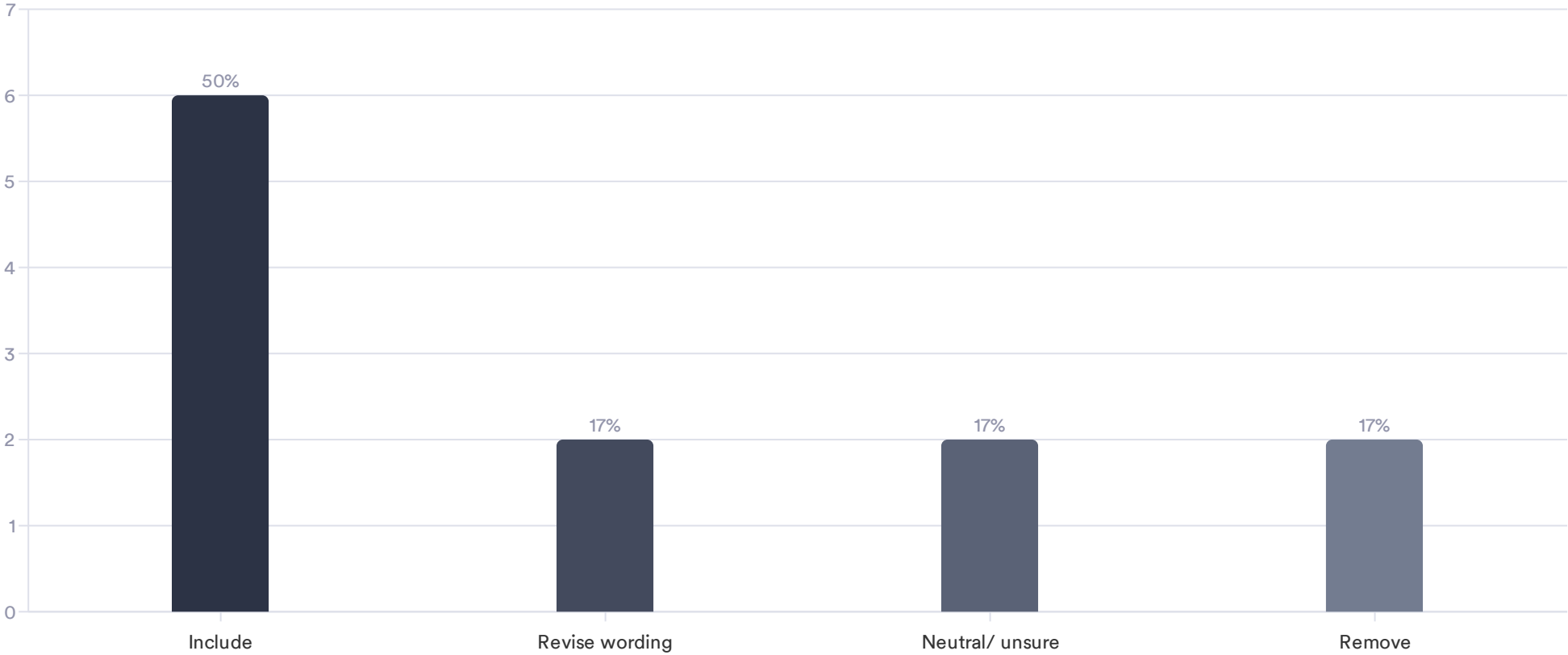
## 3. 25) Include NDMP Stream 1 findings in publically available web map. Consider mapping more of the identified high risk areas (16 of 29 completed so far)

12 Responses- 2 Empty



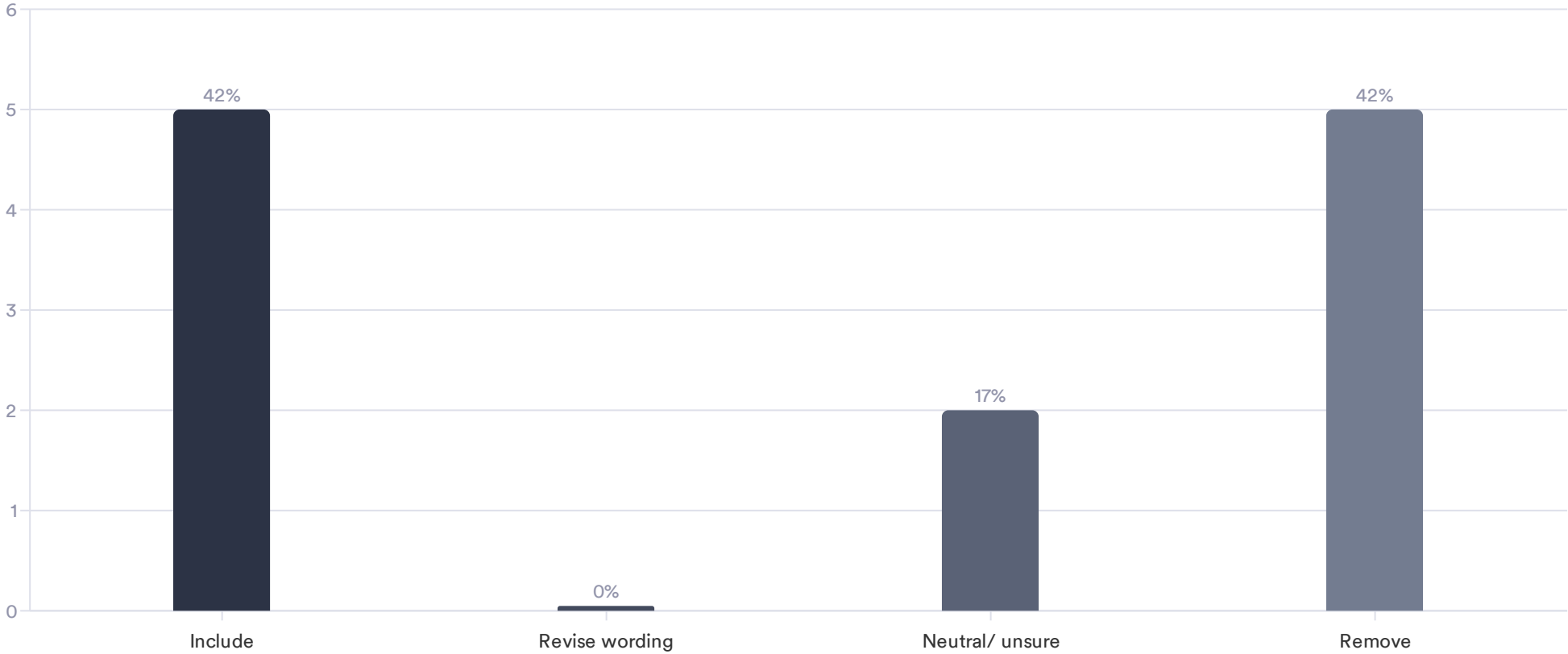
## 3. 26) Develop hazard-specific DPAs for flood-prone areas

12 Responses- 2 Empty



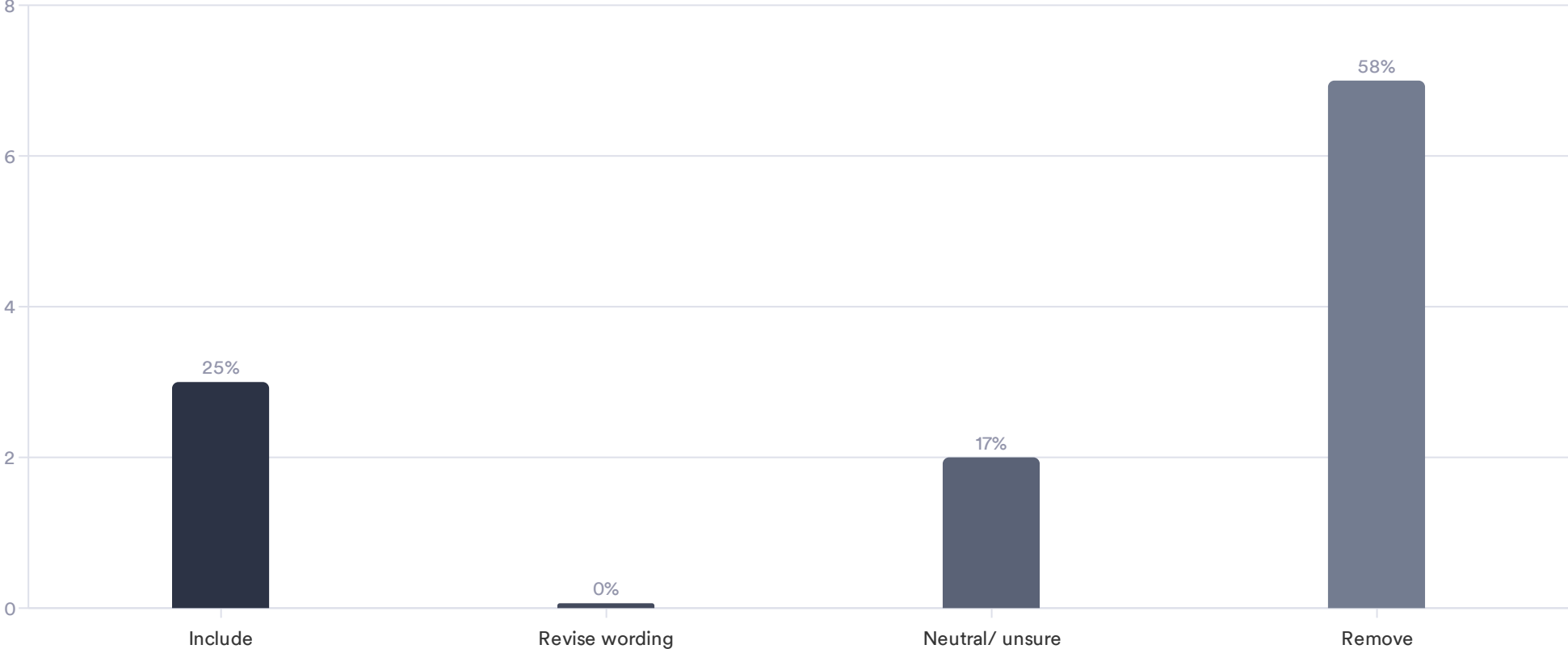
## 3. 27) Integration of Finance department into reporting and tracking, and climate action planning

12 Responses- 2 Empty



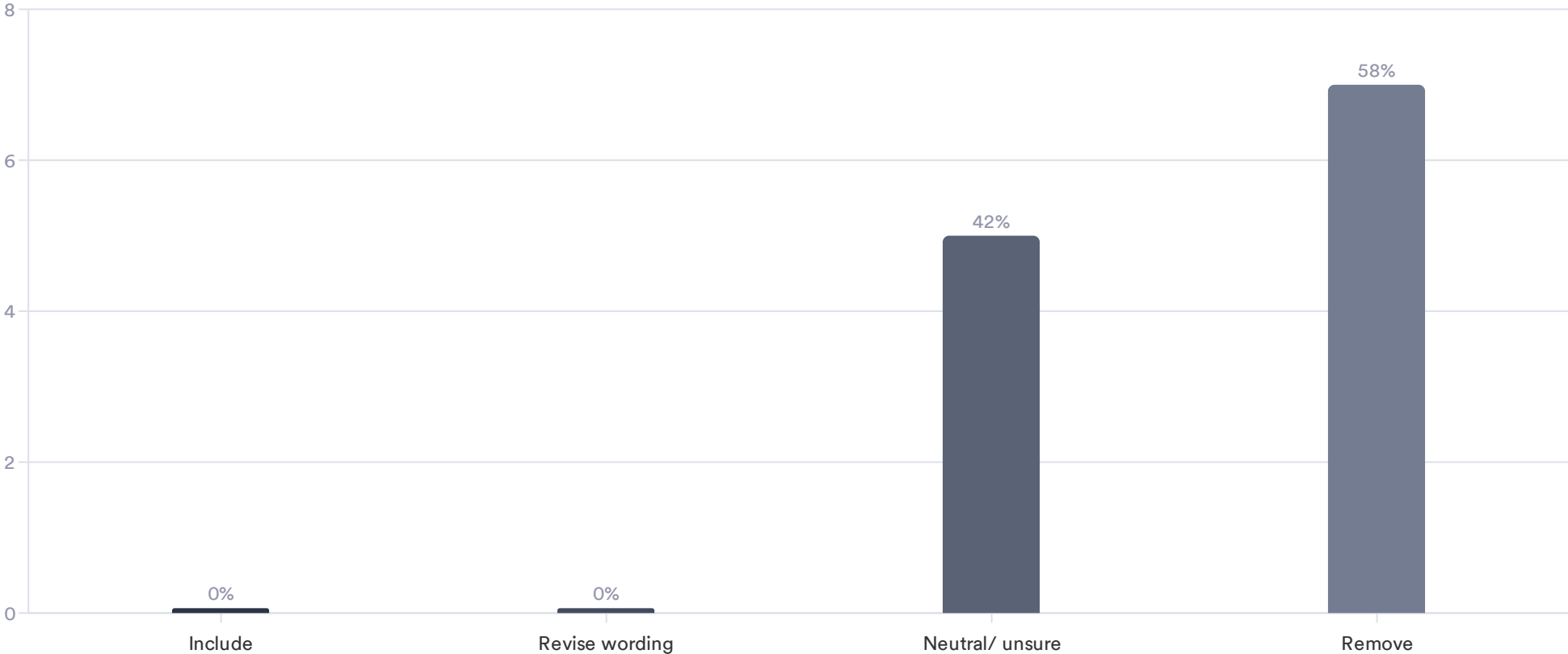
3. 28) Build in-house climate action expertise

12 Responses- 2 Empty



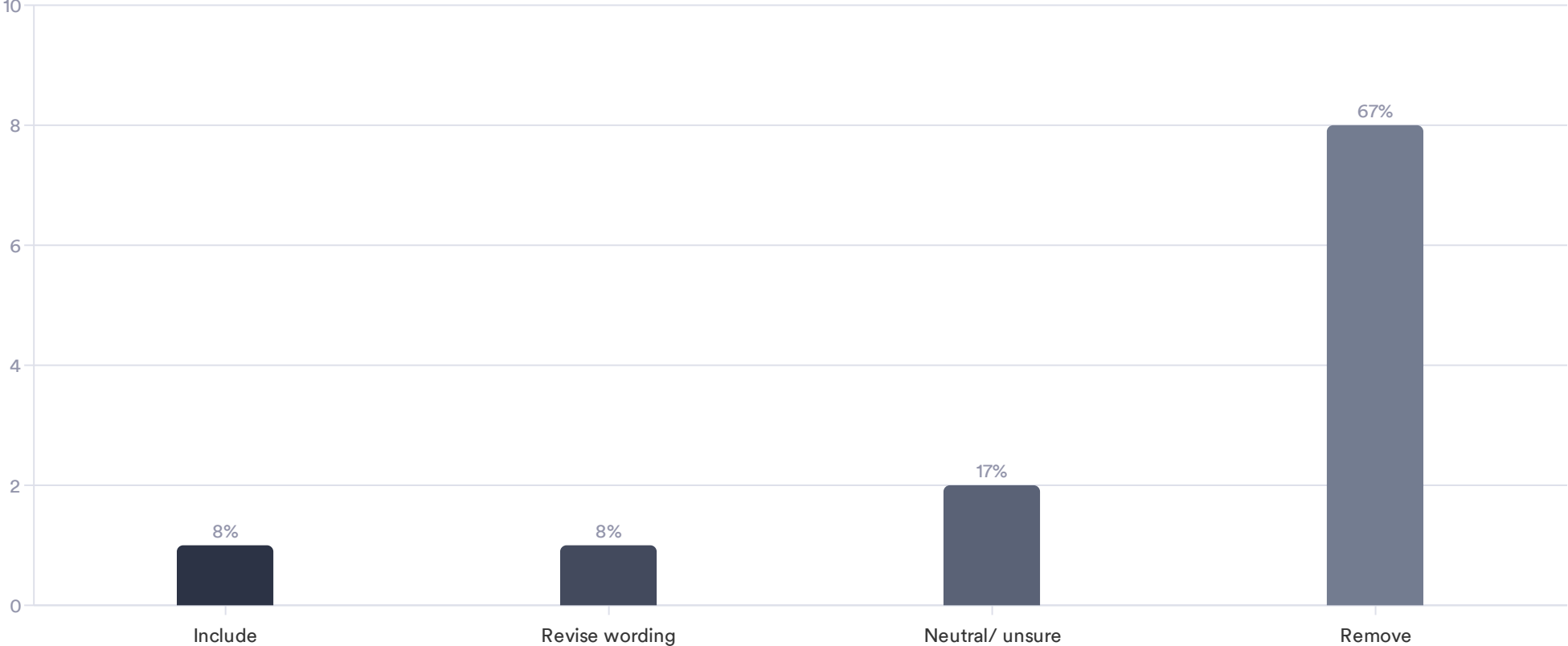
3. 29) Review RDCK investment portfolio to be sure we are divested from fossil fuel creators

12 Responses- 2 Empty



3. 30) Develop an internal carbon budgeting tool

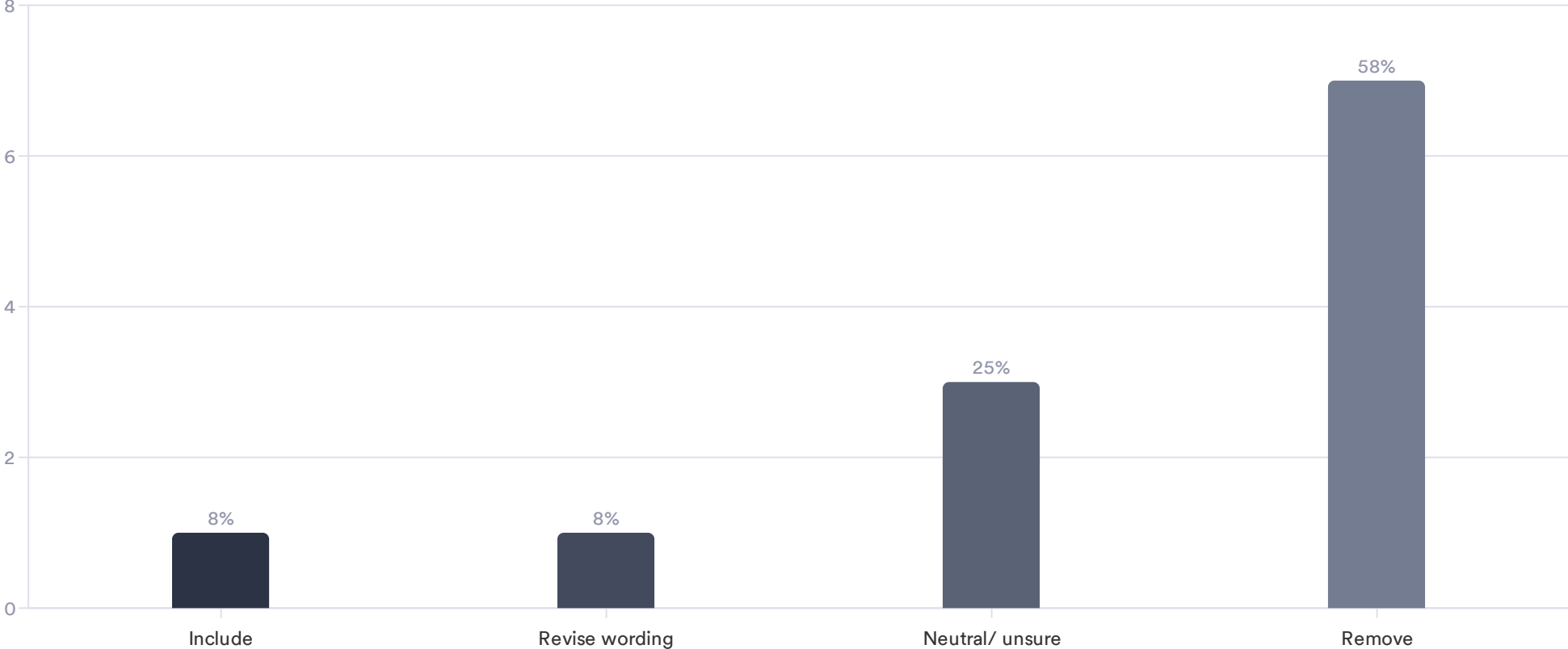
12 Responses- 2 Empty





3. 31) Develop a Trip Avoidance Policy

12 Responses- 2 Empty

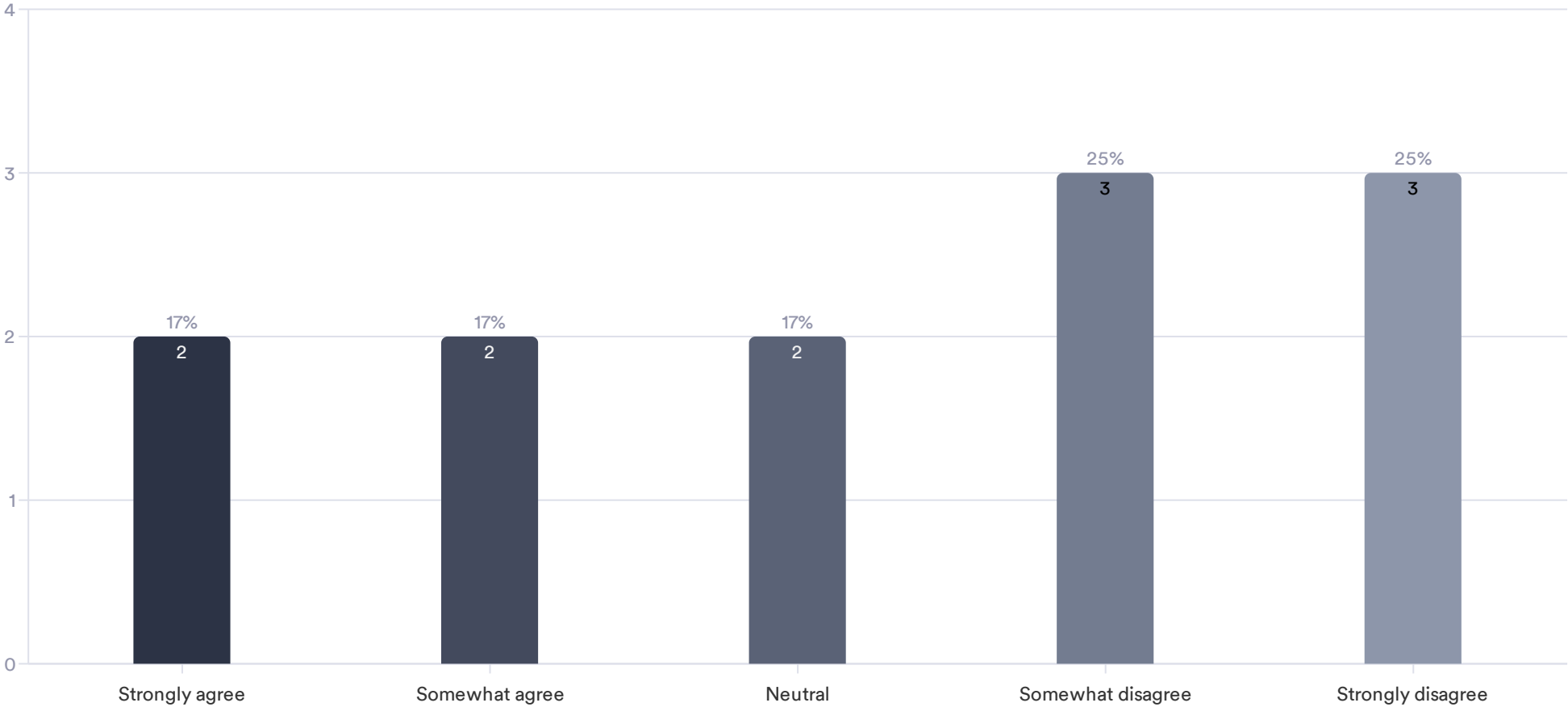


**3. b) What additional comments would you like to add about your responses to question 3, such as changes you would like to see made to specific actions?**

- Suggestions for Climate Action Plan (CAP) refinement:
  - Importance of actions, with focus on those familiar and mindful of costs
  - Introduction to the public without implying required actions
  - Understanding initial and ongoing costs, funding sources for programs
  - Consider reframing conversation as energy efficiency, avoiding politicized terms like climate and personal interests over ideological reasoning
- Need for better understanding of future electrical grid needs and security
- Clarification on regulated requirements on Regional Districts and Municipalities from other orders of government
- Consider revising wording and inclusions in the second document
- There is a misunderstanding of actions being new when they are part of existing workplans
- Focus on decision-making process rather than specific actions
- Regular reporting of new emission reduction opportunities and financial integration
- Stay within the jurisdiction and not take on roles that should be led by higher levels of government
- Separate CAP into actions by the Corporation and suggested community actions for climate adaptation
- Provide clear explanations on questions to give direction to staff, directors, and residents
- Emphasize the need for outcome measurement in workplans
- Focus on existing approved CAP, show positive results, and avoid adding new elements in the current healing phase post-Covid
- Focus on existing plans and mandates rather than creating further division with new actions
- *This response has been summarized due to its length:* The perspective on climate change emphasizes the importance of water conservation and responsible environmental stewardship, suggesting that Climate Care follows naturally. It discusses factors within and beyond human control, highlighting the earth's history of climate change. The narrative delves into past mass extinction events and the significance of understanding them to comprehend present species extinctions. It touches on the role of CO<sub>2</sub> in plant growth and compares current CO<sub>2</sub> levels to those during the Cretaceous period. The text also provides insights into Canada's most recent ice age and potential climate changes in Western Canada, including warming temperatures, precipitation pattern shifts, and increased extreme weather events. The discussion concludes with a mention of the rapid melting of the 'Doomsday Glacier' in Antarctica and its implications for sea level rise.

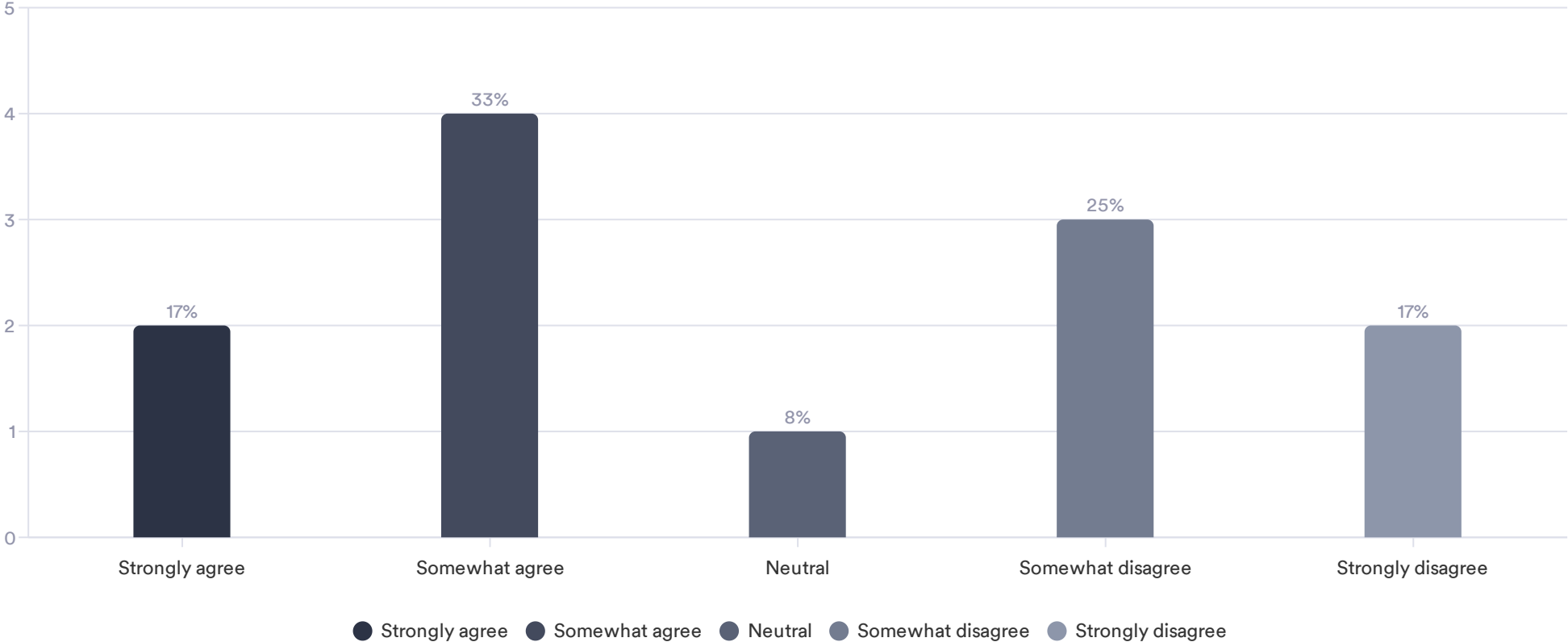
4. a) Some of the new actions proposed in the CAP have changed since the draft was prepared over a year ago. Do you want the revised CAP to include all of the new actions proposed in the draft Climate Action Plan?

12 Responses- 2 Empty



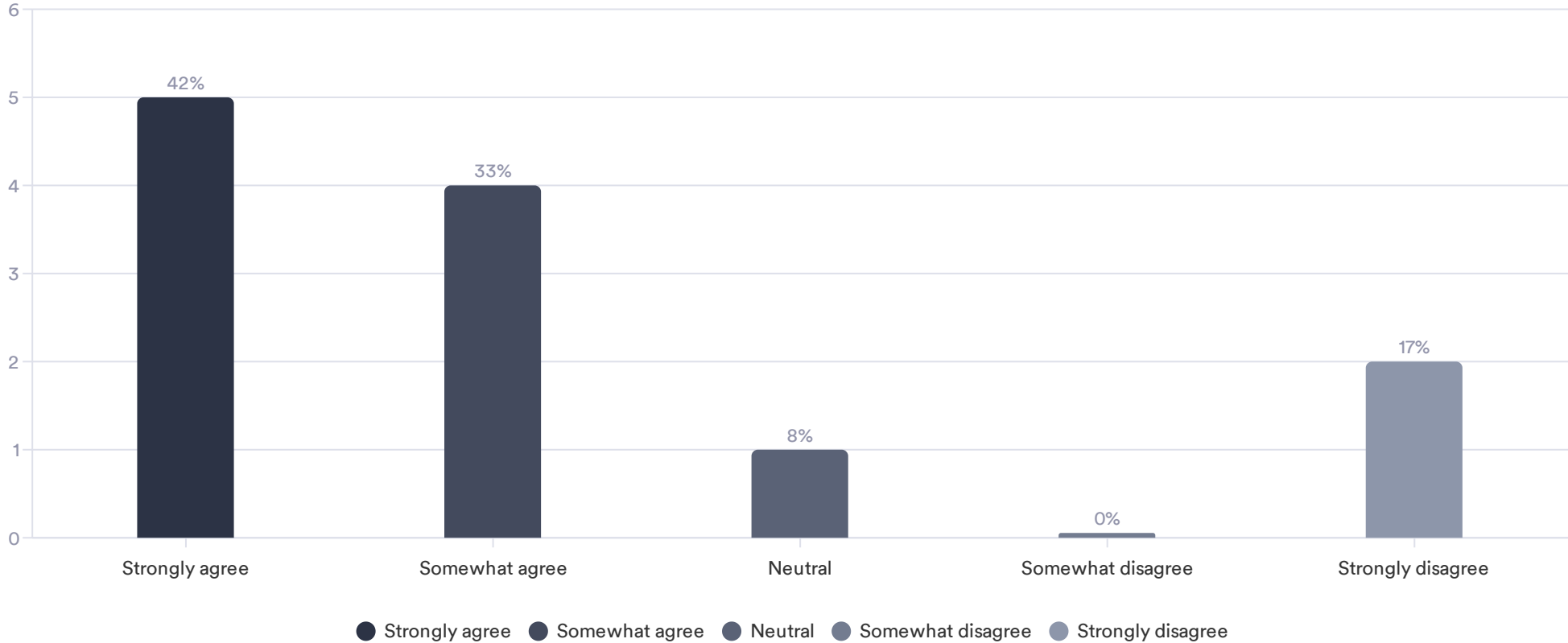
## 4. b) Do you want the revised CAP to include the new actions proposed in the draft Climate Action Plan that departments are still inclined to pursue?

12 Responses- 2 Empty



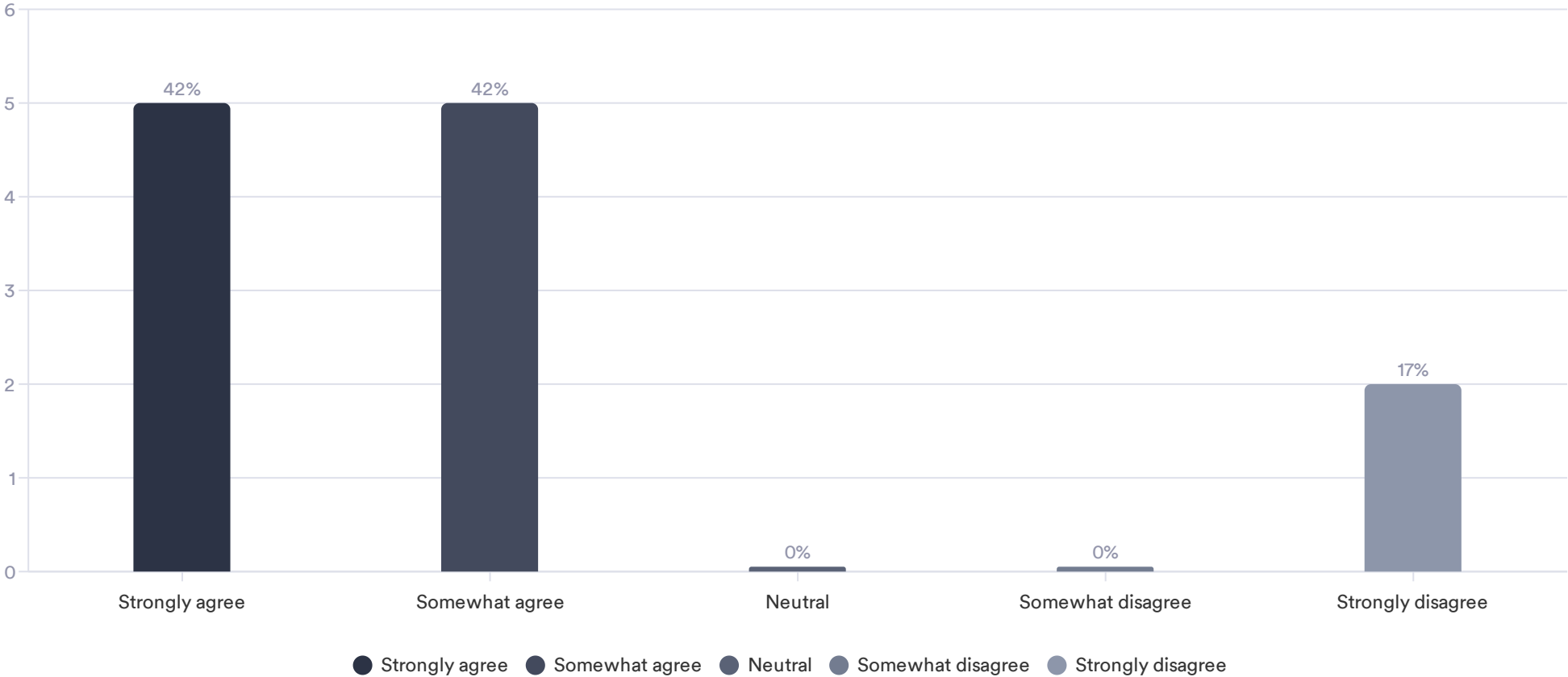
4. c) Do you want the revised CAP to include the new actions proposed in the draft Climate Action Plan that departments are still inclined to pursue as long as these actions also have resident support?

12 Responses- 2 Empty



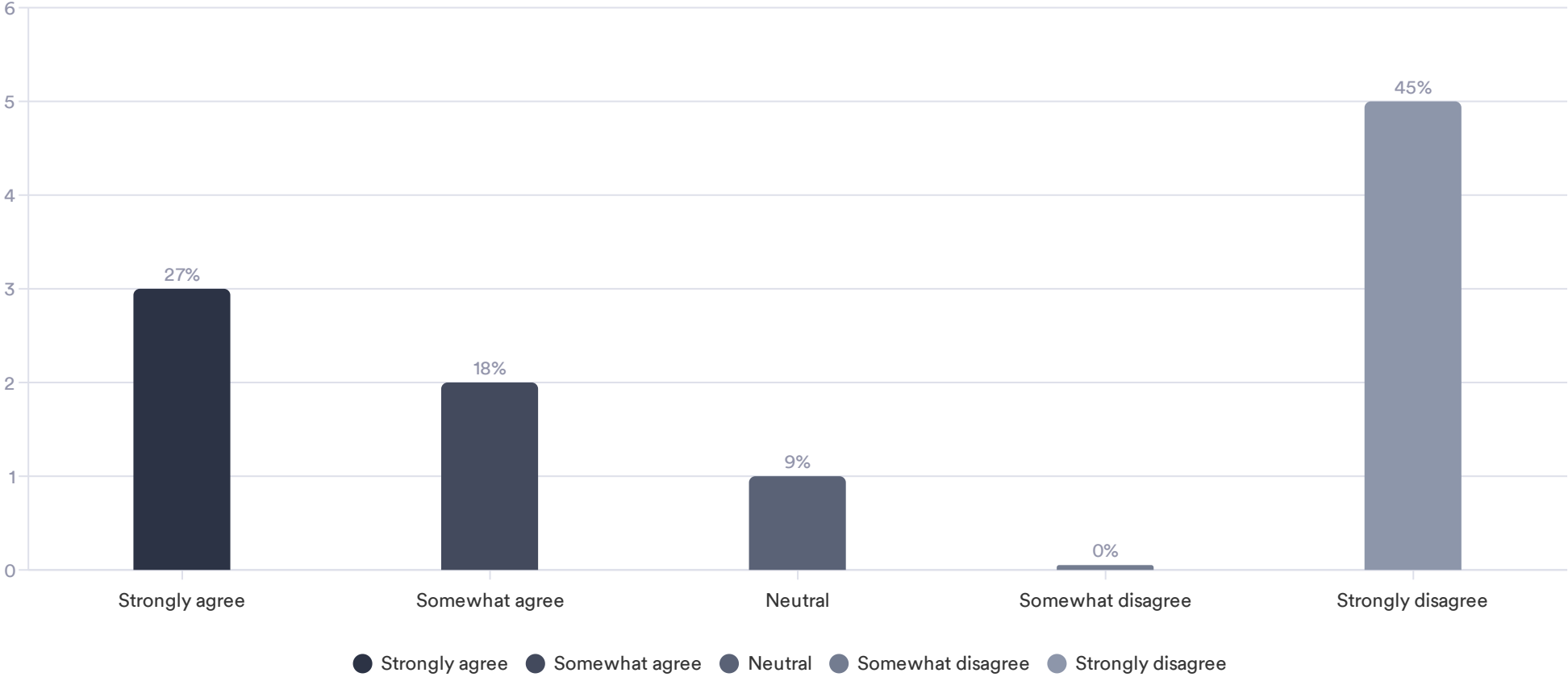
## 4. d) Do you want the revised CAP to include the new actions proposed in the draft Climate Action Plan that have resident support?

12 Responses- 2 Empty



## 4. e) Do you want the revised CAP to include no new actions?

11 Responses- 2 Empty



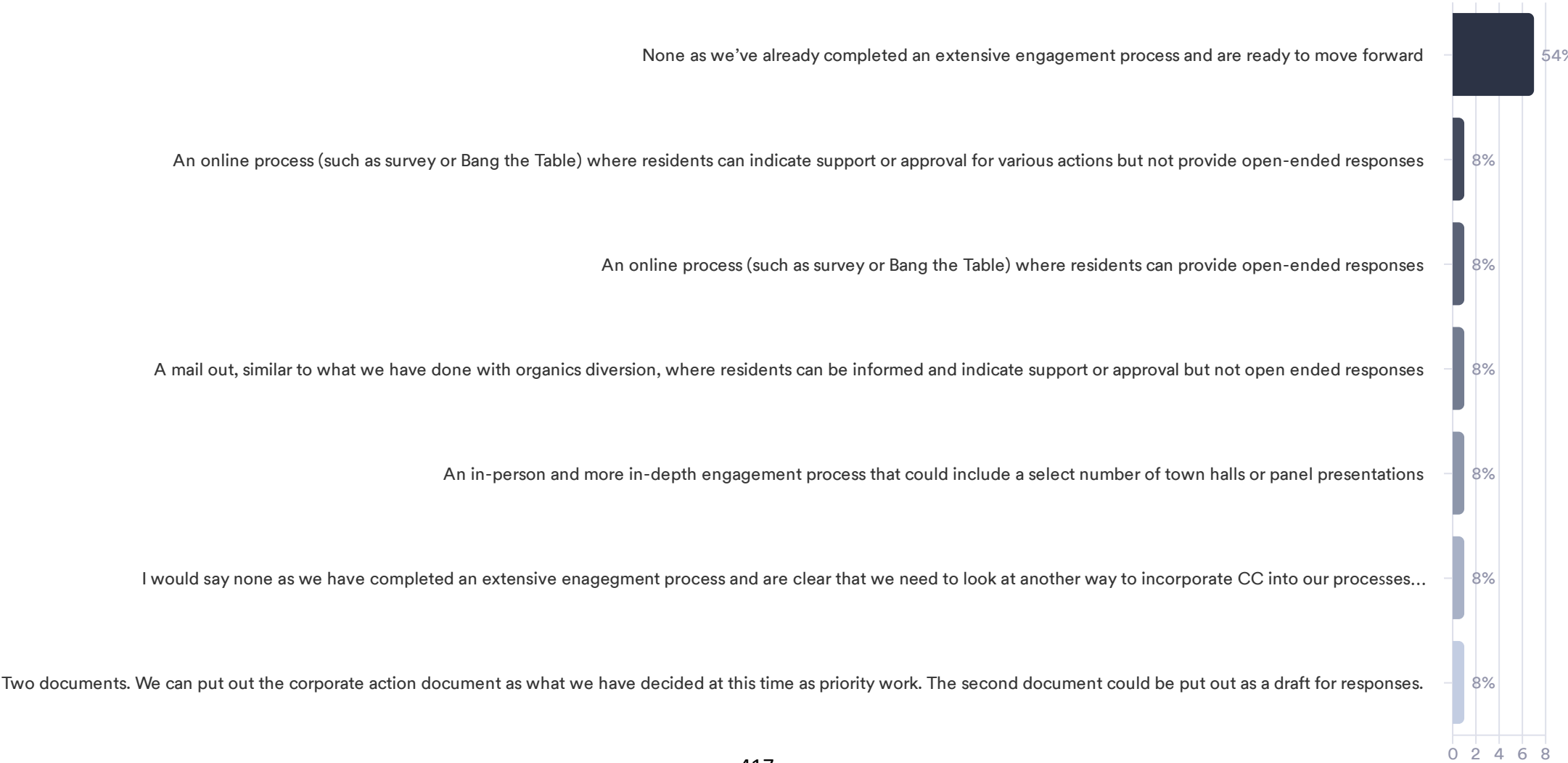
**4. f) What would you like to say about your response to question 4?**

- Corporate structure to pursue new actions within the organization
- New actions with resident support to be implemented
- Proposal for a corporate climate action document and a separate document for community and optional actions
- Lack of clarity of the current plan, with emphasis on the need for actionable plans rather than just a document
- RDCK's involvement in the electric ferry project questioned, emphasizing the need to follow board approvals and focus on core responsibilities
- Leadership role in addressing climate change, reducing fossil fuel dependence, and promoting public adaptation
- Suggestion to highlight actions that save money to promote wider acceptance and implementation



## 5. a) What kind of engagement process to solicit further input from residents would you like to see on a revised or no CAP? (Note that staff would continue proactive communications regardless of the preferred engagement process.)

13 Responses- 1 Empty



**5. b) Please explain your response to question 5**

- Focus on provincial-regulated actions, existing initiatives, and measures to address the real dangers of climate change
- Emphasized the need for community support and understanding through in-person engagement and communication
- Proposed a mail-out to inform residents about the corporation's current strategy, inviting feedback and alternative suggestions
- Prioritize excellence in managing farming, fires, floods, and water emergencies to safeguard residents' homes
- Suggest releasing a corporate action document as a priority list and a living document, open to changes based on new technology, funding, or information
- A draft second document should be issued for feedback, but not for open-ended debate on global issues
- Advocate for focusing staff and resources on sustainable services, protection of residents, lands, waterways, and structures
- Acknowledged the extensive time and resources already spent on public engagement
- Urge to move forward despite opposition, to avoid stalling tactics that could waste time and resources
- Recognize that revisions will follow public consultation, but dissenters are unlikely to change their stance and do not represent the majority
- Suggest the strategy should serve as a flexible guide rather than a set of rigid regulations

**6. What other feedback would you like to provide on how the next – or no – version of the CAP is developed and presented? (I.e. simplify language, reduce size of photos, etc.)**

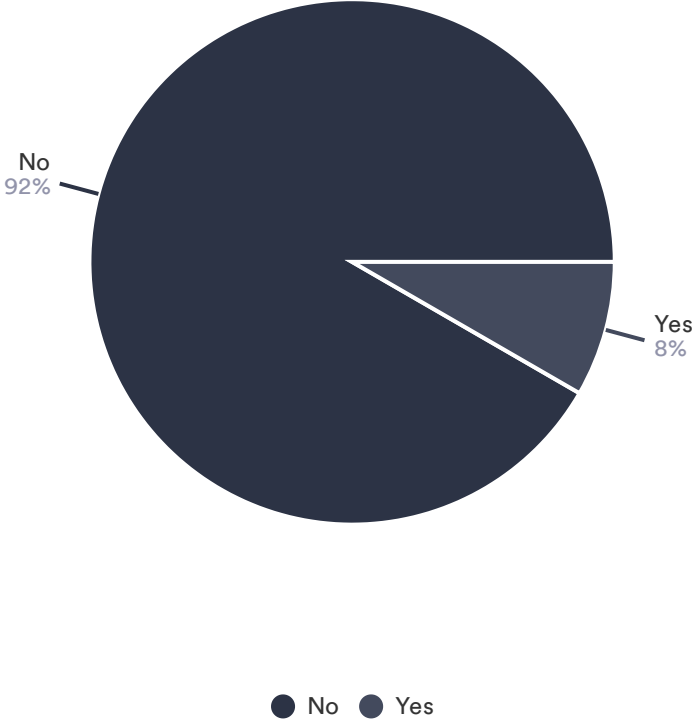
- Supportive of simplified language and clarity in the existing plan
- Not supportive of 'printed materials' as they are counterintuitive for a CAP
- Development:
  - Short, precise statements of basic actions and intentions
  - Use of Prescriptions with Outcomes
  - Examples: Wildfire Mitigation, Watershed Governance
- Presentation of the CAP:
  - Start with a 10 Pathway Summary (possibly replace 'Climate Action' with 'Adaptation')
  - Divide into a 3 Section document without sales pitch
  - Avoid future 'measurement' displays
  - Use practical and clear headings (e.g., replace 'Action' with 'Objective')
  - Use 'Prescribed' Timelines and clarify Intentions
  - Remove "Fossil Fuels" unless under mandated objectives
  - Use language understandable to residents
  - Avoid trigger words like control and influence
- Create a basic version for the average person (5th-grade reading level)
- Provide a detailed copy for those interested in more depth
- Consider a press release instead of a CAP outlining actions taken and applying a climate change lens to services
- Ensure crystal clear communication of actions and objectives
- Keep document size minimal and use simple language

**7. What else would you like to relay to staff about the draft CAP, about the engagement results or about the overall engagement process?**

- Residents felt they did not get the 'town hall' they wanted, but it may not add value at this point
- Proposal to make CAP a separate RDCK service for transparent cost tracking
- Appreciation for staffs' hard work and actions towards inclusivity
- Acknowledgment of challenges faced under media scrutiny
- Concerns about the personal toll on staff
- Acknowledgment of handling volatile situations at public open houses well
- Recognition of the work and consultation done by staff
- Hope for public acceptance and gradual support for workable proposals
- Acknowledgment of the gradual nature of progress and the need for a practical, affordable plan
- Proposal to move forward incrementally based on support and demand from constituents and the province

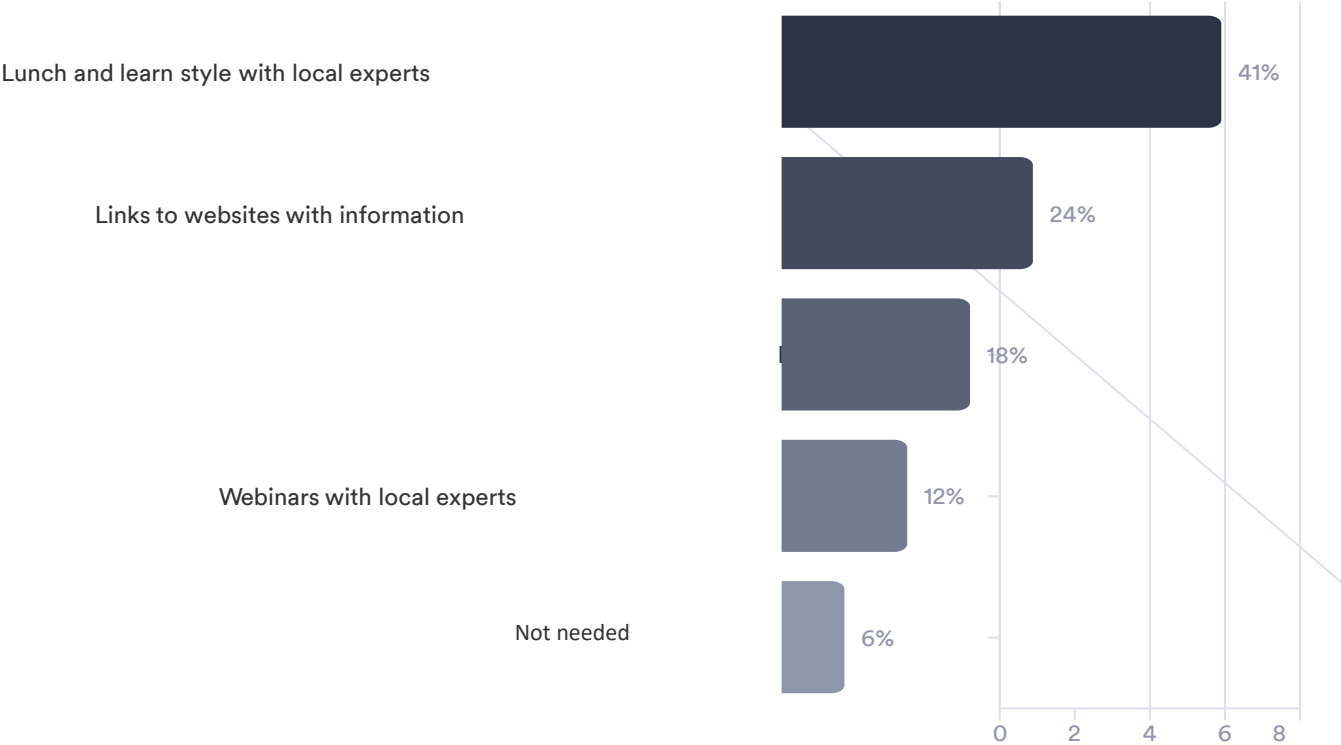
8. Does the current Board need to revisit RDCK 2019 declaration re: climate action imperative? Resolution 270/19 and 272/19

12 Responses- 2 Empty



## 9. There was an indication that newly elected officials would like a primer on climate change impacts. What kind of learning opportunities would be beneficial?

17 Responses- 4 Empty



**10. Please provide any further information or feedback on the CAP, the public engagement results, or anything else you'd like taken into consideration. You are welcome to attach a file if you need more space for your response.**

- I received mixed reports and comments on Climate Change, finding it challenging to navigate due to polarization
- Emphasize commitment to sound, environmentally conscious decisions even without a comprehensive CAP
- Shift in narrative towards using full sentences and focusing on adaptation, sustainability, safety, and resiliency for the region's residents
- Advocate for practical and reflective goals that align with the region's needs and abilities
- Highlight the societal shift and the importance of decision-making to support residents through changes
- Reflect on public engagement and suggests focusing on showcasing adaptation efforts and soliciting community input
- Acknowledge controversial nature of climate action plan public outreach and its connection to grievances around Covid restrictions
- Encourage individuals merging past issues with future actions to focus on their cause and refrain from attacking local actions
- Commend staff and expresses anticipation for shifting focus towards land use planning with a climate change lens
- Address the spread of inaccurate information about climate action and emphasize the importance of factual information and courage in decision-making



## RDCK Climate Actions

The Regional District of Central Kootenay (RDCK) is a partnership of 11 rural areas and 9 municipalities that work together to provide services and support for those in our region.

In 2019, the RDCK Board of Directors decided they would consider climate change in any future decisions. This document is a list of what we are already doing as well as ideas for new things we could consider.



RDCK map

- In the coming pages, you will see a list of **Current Projects** the Board of Directors approved in the past that staff are already doing as part of their work plans.
- You will see a list of **Regulated Projects** that the provincial and federal government require from the RDCK. The RDCK advocates to the federal and provincial government on behalf of our region and residents, but sometimes there are decisions the RDCK has to follow. The RDCK has different responsibilities than the federal and provincial governments. The RDCK's responsibilities include providing residents with water systems, land-use planning, recreation, waste management, emergency services and more. You can find out more about [the services the RDCK offers](#) at RDCK.ca.
- You will also see a list of **Ideas for New Projects**. In order for any idea from this list to be approved, staff would need to do an analysis (feasibility study) on it and bring a report to the Board of Directors to vote on at a public meeting.



## Current projects

(Projects the RDCK has chosen to do that are in staff work plans.)

### Land Use and Planning

- Incentivize local farming, increased farm use, and decreased redevelopment of Agricultural Land Reserves



- Use Development Permit Areas (DPA) for hazards and riparian areas to guide resilient development in high-risk areas and protect ecosystems

### **Transportation and Mobility**

- Support commercial and industry transition to low-carbon fleets
- Develop an electric vehicle (EV) charging strategy with focus on rural areas, including educational material for contractors/homeowners
- Increase Transit ridership
- Transition RDCK fleet to Zero Emissions Vehicles
- Support electrification of Kootenay Lake ferry
- Collaborate with regional partners on innovative low-carbon transportation solutions
- Consider a Regional Active Transportation Strategy or alternative framework to support local active transportation projects and initiatives

### **Energy**

- Assist rural communities in increased electrical grid resilience
- Advocate to regional utilities for future-proofing existing electric vehicle (EV) infrastructure
- Provide education (internally and externally) around how to achieve regional emission targets

### **Food and Agriculture**

- Continue funding and collaborating with the Central Kootenay Food Policy Council (CKFPC)
- Maintain the agricultural extension service through the Kootenay Boundary Farm Advisory (KBFA) in the RDCK

### **Buildings**

- Encourage Energuide assessments for renovations and promote related funding opportunities
- Encourage businesses to pursue funding for commercial energy audits and/or energy efficiency upgrades
- Distribute educational materials and resources and promote funding opportunities for homeowners regarding sustainable retrofits and materials through the Regional Energy Efficiency Program
- Provide support for energy efficient tools/technology
- Engage in the development of the Provincial Retrofit Code and advocate for the consideration of rural-specific concerns
- Align and collaborate where possible with external embodied emission policy and research efforts (such as the Nelson Next Plan)
- Use a building energy monitoring program to gather energy consumption/efficiency data for all RDCK-owned buildings
- Use data collected from building energy monitoring program to make improvements to RDCK-owned buildings operation and management, and identify cost-effective energy retrofits
- Support integration of RDCK Better Corporate Building Policy

### **Water Supply**

- Upgrade water services facilities (like Arrow Creek) to improve energy efficiency
- Mainline replacements
- Improve oversight and stewardship of RDCK-operated water systems
- Implement Leak Detection System

- Implement Metering Implementation Strategy
- Implement the Watershed Governance Initiative
- Re-establish regional surface and ground water monitoring
- Build partnerships with First Nations as part of the Watershed Governance Initiative

#### **Wildfire**

- Increase the number of FireSmart Neighbourhoods that participate in the FireSmart Neighbourhood Recognition Program
- Increase the number of FireSmart Home Partners Home Program (HPP) Assessments
- Increase the number of FireSmart Home Partners Program (HPP) certifications
- Incorporate Wildfire Develop Permit Areas into all Official Community Plans
- Coordinate landscape level fuel-treatment efforts
- Encourage innovation in wildfire mitigation practices

#### **Floods and Geohazards**

- Integrate RDCK Floodplain & Steep Creek Study results into policy and then into Official Community Plans
- Enhance and expand the Neighbourhood Emergency Preparedness Program (NEPP)
- Develop criteria for qualified professionals to determine what is 'safe' when developing hazard areas
- Include identified flood and geohazard risk areas in RDCK online map

#### **Leadership and Operations**

- Redevelop the Purchasing Policy to include considerations around sustainability
- Provide support and education when implementing new climate action policies and guidelines
- Enhance Emergency Management Services
- Require all RDCK Board decisions to include an assessment of climate impacts (could leverage a carbon pricing policy if developed)
- Digitize RDCK processes
- Integrate Finance department into reporting and tracking, and climate action planning
- Collaborate with other agencies to determine common goals and work together

## **Regulated projects**

#### **Land Use and Planning**

- Provide planning support to communities interested in zoning amendments and improvements
- Integrate Community Wildfire Resiliency Plans (CWRPs) and floodplain mapping into all Official Community Plans (OCPs)

- Review Official Community Plans (OCPs) to integrate climate action, renewable energy, housing availability and affordability, and complete community considerations

### **Resource Recovery**

- Support curbside organics and recycling collection and expand diversion in rural areas
- Investigate Provincial ban on all organics (food waste, yard waste, etc.) from all sectors (residential, commercial, institutional and agricultural), from landfills by 2030
- Support circular economy innovation
- Create programs to divert construction and demolition wastes and other organic non-food wastes
- Work towards a user-pays resource recovery system that is financially self-sufficient and incentivizes waste reduction
- Transition landfills to capture (and ideally use rather than flare) methane emissions
- Assess improved management options for landfill septage, including climate and carbon pollution impacts
- Implement a program to increase awareness of opportunities to self-manage organic waste
- Complete a waste composition study to create a baseline for the RDCK and measure effectiveness of Resource Recovery Plan and Organic Waste Diversion Strategy

### **Buildings**

- Support the community in the transition to provincial energy step code (net zero ready by 2032) for new homes
- Adopt timelines to align with transition to provincial energy step code (net zero ready by 2032)

### **Water Supply**

- Develop Source Water Protection Plans (SWPPs)

### **Leadership and Operations**

- Collect comprehensive and quality corporate and community energy/carbon pollution data and update on an annual basis

## **Ideas for new projects**

In 2023, the Regional District of Central Kootenay asked residents for their feedback on ideas to help with climate adaptation. We received 3,518 comments from the public during our engagement process as well as a submission with 954 signatures in support of climate action. We appreciate everyone who shared their thoughts.

We revised most of the proposed ideas and removed others based on what residents told us. The updated list of ideas is included below.

In order for any idea from this list to be approved, staff would need to do an analysis (feasibility study) on it and bring a report to the Board of Directors to vote on at a public meeting. Members of the public are welcome to attend the Board meetings and will have the opportunity to ask questions.



- Some of the ideas on the list could move forward if they prove to be a good fit for our region.
- Other ideas could be removed from the list if further research shows they are not feasible.
- As other ideas arise (for example, when new technology is developed), they could be added to the list and brought forward for the Board of Directors to consider.

## List of RDCK Climate Action ideas

### Ideas on transportation and mobility

- Work with the Provincial government to connect communities by increasing regional active and public transportation options
- Partner with community groups to expand local options for cycling, walking and other forms of active transportation
- Connect all new and renovated RDCK buildings (such as offices and recreation facilities) to bus routes and to pathways for cycling and walking
- Look into amenities in each community – such as hospitals, schools, parks and recreation facilities – that could benefit from access to increased transit service or pathways

### Ideas on planning for growth

- Research and learn from how other regional districts have used alternative/innovative strategies to guide regional development
- Consider a regional approach to land use planning and support municipalities and neighbouring areas (e.g. Area F and Nelson) in planning for growth together

### Idea on energy efficiency

- Support community organizations in switching to renewable energy sources

### Ideas on supporting farmers

- Support local food producers who want to enhance their resilience related to food system challenges, such as shifting weather patterns
- Encourage and support local food production (e.g. farmers' markets, home gardens and food production)
- Increase advocacy for small-scale livestock farming
- Support a connected and resilient food system across the region through collaboration, partnerships and support for local efforts

- Help farmers and those in the agricultural industry who would like to prepare for wildfire emergencies

#### **Ideas on improving water access for farmers**

- Look into ways to support farmers who want to capture and store more water on their farms
- Support local farmers who would like to upgrade their irrigation systems
- Support efficient water use in agriculture and food production through regional water stewardship partnerships and collaborations

#### **Idea on protecting and conserving water**

- Support the region in conserving water

#### **Ideas on mitigating risk from floods and geohazards**

- Establish additional development requirements for flood-prone areas
- Increase education and awareness of how the conservation of riverbanks and shorelines supports flood mitigation and healthy aquatic systems
- Increase expertise regarding flood risk
- Consider mapping more of the identified high risk areas (16 of 29 completed so far)
- Develop criteria for qualified professionals to determine what is 'safe' when developing hazard areas

#### **Idea on wood chipping**

- Explore mobile chipping program options (such as wildfire fuel mitigation, yard waste, landfill wood stream, construction and demolition, etc.)

#### **Idea on accounting and budgeting**

- Review RDCK investment portfolio to be sure we are divested from fossil fuel creators



## RDCK Ideas for Climate Action

In 2023, the Regional District of Central Kootenay asked residents for their feedback on the following ideas to help with climate adaptation. We received 3,518 comments from the public during our engagement process as well as a submission with 954 signatures in support of climate action. We appreciate everyone who shared their thoughts.

We revised most of the proposed ideas and removed others based on what residents told us. The updated list of ideas is included below.

### Approval process

In order for an idea to move forward, it would need to be approved. Staff would need to do an analysis (e.g. feasibility study) on it and bring a report to the Board of Directors to vote on at a public meeting. Members of the public are welcome to attend the Board meetings and will have the opportunity to ask questions.



- Some of the ideas on the list could move forward if they prove to be a good fit for our region.
- Other ideas could be removed from the list if further research shows they are not feasible.
- As other ideas arise (for example, when new technology is developed), they could be added to the list and brought forward for the Board of Directors to consider.

### List of RDCK Climate Action ideas

#### Ideas on transportation and mobility

- Work with the Provincial government to connect communities by increasing regional active and public transportation options
- Partner with community groups to expand local options for cycling, walking and other forms of active transportation
- Connect all new and renovated RDCK buildings (such as offices and recreation facilities) to bus routes and to pathways for cycling and walking
- Look into amenities in each community – such as hospitals, schools, parks and recreation facilities – that could benefit from access to increased transit service or pathways

#### Ideas on planning for growth

- Research and learn from how other regional districts have used alternative/innovative strategies to guide regional development

- Consider a regional approach to land use planning and support municipalities and neighbouring areas (e.g. Area F and Nelson) in planning for growth together

#### **Idea on energy efficiency**

- Support community organizations in switching to renewable energy sources

#### **Ideas on supporting farmers**

- Support local food producers who want to enhance their resilience related to food system challenges, such as shifting weather patterns
- Encourage and support local food production (e.g. farmers' markets, home gardens and food production)
- Increase advocacy for small-scale livestock farming
- Support a connected and resilient food system across the region through collaboration, partnerships and support for local efforts
- Help farmers and those in the agricultural industry who would like to prepare for wildfire emergencies

#### **Ideas on improving water access for farmers**

- Look into ways to support farmers who want to capture and store more water on their farms
- Support local farmers who would like to upgrade their irrigation systems
- Support efficient water use in agriculture and food production through regional water stewardship partnerships and collaborations

#### **Idea on protecting and conserving water**

- Support the region in conserving water

#### **Ideas on mitigating risks from floods and geohazards**

- Establish additional development requirements for flood-prone areas
- Increase education and awareness of how the conservation of riverbanks and shorelines supports flood mitigation and healthy aquatic systems
- Increase expertise regarding flood risk
- Consider mapping more of the identified high risk areas (16 of 29 completed so far)
- Develop criteria for qualified professionals to determine what is 'safe' when developing hazard areas

#### **Idea on wood chipping**

- Explore mobile chipping program options (such as wildfire fuel mitigation, yard waste, landfill wood stream, construction and demolition, etc.)

#### **Idea on investing**

- Review RDCK investment portfolio to be sure we are divested from fossil fuel creators



**NEW CLIMATE ACTIONS – REVISED MARCH 2024**

**What we changed:**

- We removed several ideas that did not have Board or resident support. For example, we removed the idea of developing policies around electric vehicles.
- We revised several ideas based on resident feedback to show that support for farmers is optional.
- We edited many of the ideas for clarity.
- We revised the list of ideas to focus on those with the most direct benefit for local communities.

<b>Pathways</b>	<b>New actions</b> (revised language listed first, if applicable, followed by language used in the Board survey in Italics)	<b>Corporate/ community action</b>	<b>Board comments</b>	<b>Resident support</b>	<b>Recommendation</b>
Land Use & Planning	Work with the Provincial government to connect communities by increasing regional active and public transportation options  <i>Work strategically with Ministry of Transportation and Infrastructure (MoTI) to increase connectivity and multi-modal options for movement</i>	Corporate	Include and reword	High	Include
Land Use & Planning	<i>Integrate access to public greenspace, recreation, and active transportation networks</i>	Corporate	Include and reword	High	Remove – This action is now incorporated within the Transportation & Mobility amenity assessment new action
Land Use & Planning	<i>Research and learn from how other regional districts have used alternative/innovative strategies to guide regional development</i>	Corporate	Include	Mixed	Include



Land Use & Planning	<p>Consider a regional approach to land use planning and support municipalities and neighbouring areas (e.g. Area F and Nelson) in planning for growth together</p> <p><i>Consider regional approach to growth or at a minimum coordinate land use planning in consultation with RDCK municipalities for those adjacent settlement areas</i></p>	Corporate	Include and reword	Low	Include – Important mitigation action therefore staff recommend keeping and improving communications
Transportation & Mobility	<p>Partner with community groups to expand local options for cycling, walking and other forms of active transportation</p> <p><i>Integrate local community groups into the development of active transportation networks</i></p>	Community	Include and reword	High	Include
Transportation & Mobility	<p>Connect all new and renovated RDCK buildings (such as offices and recreation facilities) to bus routes and to pathways for cycling and walking</p> <p><i>Ensure all new/upgraded community/corporate buildings have active transportation connections</i></p>	Corporate	Include and reword	Mixed	Include
Transportation & Mobility	<p>Look into amenities in each community – such as hospitals, schools, parks and recreation facilities – that could benefit from access to increased transit service or pathways</p> <p><i>Conduct or support community amenity assessments</i></p>	Corporate	Include and reword	Mixed	Include
Transportation & Mobility	<p><i>Develop policies/bylaws to support the EV transition</i></p>	Corporate	Remove or revise	Low	Remove
Leadership & Operations	<p><i>Provide education (internally &amp; externally) around how to achieve regional emission targets (i.e. ‘non-renewable gas’, energy-conservation principles, fuel-switching, high emission activities/technologies, etc.)</i></p>	Community	Remove or revise	Low	Remove
Energy	<p>Support community organizations in switching to renewable energy sources</p> <p><i>Regional coordination for promotion of renewable energy installations</i></p>	Community	Include and reword	Mixed	Include

Food & Agriculture	Support local farmers who would like to upgrade their irrigation systems  <i>Support local farmers in accessing funding to upgrade irrigation and water storage infrastructure</i>	Community	Include	High	Include
Food & Agriculture	Support local food producers who want to enhance their resilience related to food system challenges, such as shifting weather patterns  <i>Support local farmers in accessing funding to implement climate adapted agricultural strategies and climate resilient infrastructure upgrades.</i>  <i>Support producers, and others involved in the agricultural industry, in their practices as shifting temperature and precipitation patterns result in food systems variability and overall resilience</i>	Community	Include and reword	Mixed	Include – The two proposed new actions in Italics have been combined into one action.
Food & Agriculture	Encourage and support local food production (e.g. farmers' markets, home gardens and food production)  <i>Encourage and support local food production (farmer's markets, home gardens/urban food production, etc.)</i>	Community	Include and reword	High	Include
Food & Agriculture	Support efficient water use in agriculture and food production through regional water stewardship partnerships and collaborations  <i>Explore further partnership opportunities with water stewardship groups in the region to support efficient water use in agriculture and food production</i>	Community	Include	Mixed	Include
Food & Agriculture	<i>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 other People of Colour who wish to farm or develop food businesses</i>	Community	Remove or revise	Low	Remove – While this action is not currently feasible, staff recommend considering equity in all climate action as the

					impact of climate change affects those most vulnerable more than those who have greater resources to change and adapt more easily.
Food & Agriculture	Look into ways to support to farmers who want to capture and store more water on their farms  <i>Explore regulatory changes that could support on-farm water storage</i>	Community	Include and reword	Mixed	Include
Food & Agriculture	Increase advocacy for small-scale livestock farming  <i>Continue to advocate for small-scale livestock farming</i>	Community	Include and reword	High	Include
Food & Agriculture	Support a connected and resilient food system across the region through collaboration, partnerships and support for local efforts  <i>Actively pursue opportunities to collaborate, and provide support for actions and efforts regarding climate action and food network resiliency including education/outreach, funding, policy updates/development and partnerships (staff and administrative supports)</i>	Community	Include and reword	Mixed	Include
Water Supply	Support the region in conserving water  <i>Demand side management of water</i>	Community	Include and reword	Low	Include – Important adaptation action therefore staff recommend keeping and improving communications
WildFire	Help farmers and those in the agricultural industry who would like to prepare for wildfire emergencies  <i>Help prepare the agricultural industry for wildfire emergency situations</i>	Community	Include and reword	Mixed	Include

Floods & Geohazards	Increase education and awareness of how the conservation of riverbanks and shorelines supports flood mitigation and healthy aquatic systems  <i>Increase outreach and education focused on riparian management</i>	Community	Include and reword	Mixed	Include
Floods & Geohazards	Consider mapping more of the identified high risk areas (16 of 29 completed so far)  <i>Include NDMP Stream 1 findings in publically available web map. Consider mapping more of the identified high risk areas (16 of 29 completed so far)</i>	Corporate	Include and reword	Mixed	Include – This has been divided into two separate actions as one has been completed.
Floods & Geohazards	Establish additional development requirements for flood-prone areas  <i>Develop hazard-specific DPAs for flood-prone areas</i>	Corporate	Include and reword	Mixed	Include
Floods & Geohazards	Increase expertise regarding flood risk	Corporate	N/A	Mixed	Include
Floods & Geohazards	Develop criteria for qualified professionals to determine what is ‘safe’ when developing hazard areas	Corporate	N/A	Mixed	Include
Leadership & Operations	<i>Build in-house climate action expertise</i>	Corporate	Remove	Mixed	Remove
Leadership & Operations	<i>Review RDCK investment portfolio to be sure we are divested from fossil fuel creators</i>	Corporate	Remove	High	Include – As this had high resident support, staff recommend including it.
Leadership & Operations	<i>Develop an internal carbon budgeting tool</i>	Corporate	Remove	Mixed	Remove
Leadership & Operations	<i>Develop a Trip Avoidance Policy</i>	Corporate	Remove	Mixed	Remove
Resource Recovery	Explore mobile chipping program options (such as wildfire fuel mitigation, yard waste, landfill wood stream, construction & demolition, etc.)	Community	N/A	Support	Include

**Corporate and community breakdown:** This is a breakdown of the new actions to separate what the RDCK would undertake as a corporation versus how the RDCK would collaborate with and support the community in taking action.

### Ideas that have gone to the Board

Since the Climate Action documents were drafted, the following new actions have gone to the Board for consideration. Five were approved and one was declined.

Action	Status
Better Corporate Building Policy and Procedures	The Board <a href="https://www.rdck.ca/EN/meta/news/news-archives/2022-news-archive/board-meeting-january-2022-highlights.html">adopted this policy</a> in January 2022. <a href="https://www.rdck.ca/EN/meta/news/news-archives/2022-news-archive/board-meeting-january-2022-highlights.html">https://www.rdck.ca/EN/meta/news/news-archives/2022-news-archive/board-meeting-january-2022-highlights.html</a>
Develop an Asset Management Plan for climate adaptation starting with an asset inventory while incorporating region specific climate projections and impacts	This was approved in January 2022. <a href="https://www.rdck.ca/EN/meta/news/news-archives/2022-news-archive/board-meeting-january-2022-highlights.html">https://www.rdck.ca/EN/meta/news/news-archives/2022-news-archive/board-meeting-january-2022-highlights.html</a>
Re-establish regional surface and ground water monitoring	This is part of the ongoing efforts of the Watershed Governance Initiative. <a href="https://www.rdck.ca/EN/main/services/sustainability-environmental-initiatives/water/watershed-governance-initiative.html">https://www.rdck.ca/EN/main/services/sustainability-environmental-initiatives/water/watershed-governance-initiative.html</a>
Support electrification of Kootenay Lake ferry	This was approved in November 2022 as part of Senior Energy Specialist workplan resolution 692/22.
Include NDMP Stream 1 findings in publically available web map	This work has been completed, with project information available online. <a href="https://www.rdck.ca/EN/main/services/community-planning/flood-map-study.html">https://www.rdck.ca/EN/main/services/community-planning/flood-map-study.html</a>
Regional WaterSmart Ambassador program	In the fall of 2023 (resolution 609/23), the Board directed staff to take no further action regarding a Water Smart Ambassador program at this time. <a href="\\files\RDCK\01\0510\20\2023 Board Meetings\03 Minutes\2023-10-19-BRD_Minutes.pdf">\\files\RDCK\01\0510\20\2023 Board Meetings\03 Minutes\2023-10-19-BRD_Minutes.pdf</a>



# RDCK Climate Actions – Area specific feedback received from each community in the RDCK

## Overview

The RDCK sought public feedback on the draft RDCK Climate Action Plan from April to October 2023.

Residents had opportunities to provide feedback through a series of 20 open houses, a survey, dialogue circle conversations, emails, letters, webinars, an online discussion board and Community Ambassador outreach at community events. Thank you to everyone who participated and shared their thoughts about the draft Climate Action Plan.

We received 3,518 comments from residents through the engagement process. The majority (3,150) were from specific communities. We also received a submission with 954 signatures supporting climate action.

This document shows the breakdown of feedback received from each community in the RDCK. Any topics that received 10 or more comments from the community are listed. Feedback was not broken down to reflect comments of general support or opposition as most comments were more nuanced than that.

For the rest of the feedback from the public engagement process, please visit [rdck.ca/ClimateAction](https://rdck.ca/ClimateAction)

## Definitions

**Key areas of interest:** topics that received 10 or more comments

**Clear and direct communications:** comments requesting improved communications, such as using clear language and simplifying the Climate Action Plan

**Emergency preparedness:** comments about preventing wildfires, putting fires out, empowering locals to fight fires and emergency-planning measures

**Engagement process:** comments about a referendum, town halls, the Climate Action Plan engagement process and other ideas for engagement

**External forces:** comments that the RDCK is being unduly influenced or controlled by external forces (such as the Provincial and Federal government, the United Nations and the World Economic Forum)

**Home building and retrofits:** includes comments about permits, step code and retrofits

**Logging:** comments about logging on private land or in watersheds

**Measuring impact:** comments around reviewing feasibility and measuring progress

**Resource recovery:** comments about reducing, reusing, recycling and waste management

**Right to choose:** comments about having the freedom to choose rather than having changes imposed or regulated

## Feedback from local areas

### Area A

There were 605 comments from Area A. These results also include the feedback from the Dialogue Circle meeting that covered Areas A, B, C and Creston.

#### Key areas of interest

- Engagement process
- Transit and active transportation
- Role of other levels of government in climate action
- Renewable energy and grid resilience
- Emergency preparedness
- Logging
- Resource recovery
- Right to choose
- Incentives and disincentives
- Support for farmers
- Land use and planning
- Clear and direct communications
- Alternate technological solutions
- Looking for local solutions
- Floods and geohazards
- Measuring impact
- Water protection and conservation
- Affordability
- Home building and retrofits
- Electric vehicles
- Ideas on what community resilience means
- Leadership and operations
- Role of industry

### Area B

There were 92 comments from Area B. These results also include the feedback from the Dialogue Circle meeting that covered Areas A, B, C and Creston.

### **Key areas of interest**

- Engagement process
- Clear and direct communications
- Right to choose

Residents also commented on the meaning of community resilience and on looking for local solutions.

## **Area C**

There were 67 comments from Area C. These results also include the feedback from the Dialogue Circle meeting that covered Areas A, B, C and Creston.

### **Key areas of interest**

- Clear and direct communications
- Engagement process

Residents also commented on the right to choose and the role of other levels of government in climate action.

## **Area D**

There were 172 comments from Area D. These results also include the feedback from the Dialogue Circle meeting that covered Area D and Kaslo.

### **Key areas of interest**

- Engagement process
- Clear and direct communications
- Discussion of climate science
- Right to choose
- Resource recovery
- Land use and planning

## **Area E**

There were 184 comments from Area E. These results also include the feedback from the Dialogue Circle meeting that covered Areas E, F G, Salmo and Nelson.

### **Key areas of interest**

- Clear and direct communications
- Requests for more detail
- Engagement process
- Emergency preparedness
- Renewable energy and grid resilience
- Right to choose
- Affordability
- Role of other levels of government in climate action
- Water protection and conservation
- Transit and active transportation
- Land use and planning
- Resource recovery
- Looking for Kootenay solutions



## Area F

There were 402 comments from Area F. These results also include the feedback from the Open House for Area F/Nelson as well as the Dialogue Circle meeting for Areas E, F, G, Salmo and Nelson.

### Key areas of interest

- Role of other levels of government in climate action
- Clear and direct communications
- Renewable energy and grid resilience
- Right to choose
- Looking for local solutions
- Land use and planning
- Home building and retrofits
- Emergency preparedness
- Transit and active transportation
- Electric vehicles
- Logging
- Support for farmers
- External forces
- Discussion of climate science
- Engagement process
- Measuring impact
- Floods and geohazards
- Resource recovery
- Affordability
- Ideas on what community resilience means
- Incentives and disincentives
- Water protection and conservation
- Requests for more detail
- Leadership and operations

## Area G

There were 45 comments from Area G. These results also include the feedback from the Dialogue Circle meeting for Areas E, F, G, Salmo and Nelson.

### Key area of interest

- Clear and direct communications

Residents commented on the engagement process and on water protection and conservation. They also requested more detailed information.

## Area H

There were 358 comments from Area H.

### Key areas of interest

- Engagement process
- Role of other levels of government in climate action
- Transit and active transportation
- Right to choose
- Emergency preparedness
- Home building and retrofits
- Clear and direct communications

- Water protection and conservation
- Renewable energy and grid resilience
- Support for farmers
- Looking for local solutions
- Resource recovery
- Affordability
- Discussion of climate science
- Land use and planning
- Measuring impact
- Electric vehicles
- External forces
- Incentives and disincentives

## Area I

There were 222 comments from Area I. These results also include the feedback from the Dialogue Circle meeting for Areas I, J and Castlegar.

### Key areas of interest

- Right to choose
- Role of other levels of government in climate action
- Engagement process
- Home building and permits
- Renewable energy and grid resilience
- Transit and active transportation
- Discussion of climate science
- Support for farmers
- Land use and planning
- Emergency preparedness
- Clear and direct communications
- Measuring impact
- Water protection and conservation
- Resource recovery
- Incentives and disincentives

## Area J

There were 71 comments from Area J. These results also include the feedback from the Dialogue Circle meeting for Areas I, J and Castlegar.

### Key areas of interest

- Right to choose
- Support for farmers

Residents had comments about the engagement process, about the need for clear and direct communications and about water protection and conservation. They also had ideas on what community resilience means and an interest in looking for local solutions.

## Area K

There were 88 comments from Area K. These results also include the feedback from the Dialogue Circle meeting for Area K and Nakusp.

### Key areas of interest

- Renewable energy and grid resilience
  - Transit and active transportation
  - Right to choose
  - Role of other levels of government in climate action
  - Resource recovery
- 

## Feedback from municipalities

The following local communities have their own municipal governments: Castlegar, Creston, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton and Slocan. The RDCK partnered with these municipalities to gather additional feedback on the Climate Action Plan.

### Castlegar

There were 171 comments from Castlegar. These results also include the feedback from the Dialogue Circle meeting for Areas I, J and Castlegar.

#### Key areas of interest

- Transit and active transportation
- Home building and retrofits
- Support for farmers
- Incentives and disincentives
- Renewable energy and grid resilience
- Clear and direct communications
- Requests for more detail
- Right to choose
- Engagement process
- Measuring impact
- Land use and planning
- Resource recovery
- Electric vehicles
- Role of other levels of government in climate action
- Water protection and conservation

### Creston

There were 333 comments from Creston. These results also include the feedback from the Dialogue Circle meeting for Areas A, B, C and Creston.

#### Key areas of interest

- Engagement process
- Clear and direct communications
- Water protection and conservation

- Role of other levels of government in climate action
- Ideas on what community resilience means
- Transit and active transportation
- Resource recovery
- Looking for local solutions
- Home building and retrofits
- Right to choose
- Incentives and disincentives
- External forces
- Emergency preparedness
- Requests for more detail
- Floods and geohazards
- Affordability
- Discussion of climate science
- Renewable energy and grid resilience
- Support for farmers

## Kaslo

There were 166 comments from Kaslo. These results also include the feedback from the Dialogue Circle meeting for Area D and Kaslo.

### Key areas of interest

- Engagement process
- Clear and direct communications
- Transit and active transportation
- Support for farmers

## Nakusp

There were 128 comments from Nakusp. These results also include the feedback from the Dialogue Circle meeting for Area K and Nakusp.

### Key areas of interest

- Resource recovery
- Renewable energy and grid resilience
- Looking for local solutions
- Emergency preparedness
- Home building and retrofits
- Transit and active transportation
- Requests for more detail

## Nelson

There were 280 comments from Nelson. These results also include the feedback from the Dialogue Circle meeting for Areas E, F, G, Salmo and Nelson as well as the Open House for Area F and Nelson.

### Key areas of interest

- Role of other levels of government in climate action
- Clear and direct communications
- Transit and active transportation

- Renewable energy and grid resilience
- Land use and planning
- Home building and retrofits
- Emergency preparedness
- Looking for local solutions
- Logging
- Electric vehicles
- External forces
- Support for farmers
- Floods and geohazards
- Water protection and conservation
- Right to choose
- Discussion of climate science
- Engagement process
- Requests for more detail
- Affordability
- Measuring impact
- Incentives and disincentives

## New Denver

There were 119 comments from New Denver.

### Key areas of interest

- Transit and active transportation
- Renewable energy and grid resilience
- Support for farmers
- Home building and retrofits
- Water protection and conservation
- Resource recovery
- Incentives and disincentives
- Looking for local solutions
- Role of other levels of government in climate action

## Salmo

There were 258 comments from Salmo. These results also include the feedback from the Dialogue Circle meeting for Areas E, F, G, Salmo and Nelson.

### Key areas of interest

- Role of other levels of government in climate action
- Floods and geohazards
- Clear and direct communications
- Engagement process
- Electric vehicles
- Support for farmers
- Logging
- External forces
- Water protection and conservation
- Right to choose
- Renewable energy and grid resilience
- Discussion of climate science
- Emergency preparedness
- Home building and retrofits
- Transit and active transportation
- Requests for more detail
- Equity
- Measuring impact

## **Silverton**

There were 3 comments from Silverton. Two were about the engagement process. One was about clear and direct communications.

## **Slocan**

There were 7 comments from Slocan. Three were about the engagement process, two were about climate science, one was about measuring progress on reducing carbon, and one was about external forces.



# Board Report

<b>Date of Report:</b>	April 2, 2024
<b>Date &amp; Type of Meeting:</b>	April 18, 2024 Open Regular Board Meeting
<b>Author:</b>	AJ Evenson, Senior Project Manager
<b>Subject:</b>	Creston Valley Alternative Water Supply Feasibility Study RFP – Contract Award
<b>File:</b>	\\files\RDCK\01\0600\20\2024 Projects\2024 Creston Valley Water Supply\ Supply\ Supply\
<b>Electoral Area/Municipality:</b>	Area A, B and C

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request that the contract for the Creston Valley Alternative Water Supply Feasibility Study be awarded to Associated Engineering.

## SECTION 2: BACKGROUND/ANALYSIS

The RDCK issued a Request for Proposal to hire a consultant to undertake a feasibility study on an alternative water supply for the Creston Valley on February 13, 2024.

This study is a necessary first step in securing a sustainable source or sources of water for agriculture in the Creston Valley, thereby decreasing the pressure on the Arrow Creek water supply and the Goat River Basin.

The chief outcome is prioritized list of water sources that merit detailed further analysis in the future. The Consultant will prepare a report that will provide a shortlist of water sources for further study and identify which water sources are not feasible and should therefore be eliminated from further consideration. This study will ultimately identify the transmission, distribution and storage required for each source on the shortlist and approximate costs (+/- 30%) for each.

The scope of work consists of the following:

- Forecast water needs by areas in the Creston Valley from the Duck Creek to the US border.
- Identify benefitting areas, stakeholders, water purveyors and First Nations Governments.
- Incorporate Yaqan Nukiy interests as they relate to water related cultural heritage values.
- Assess treatment requirements for each potential source and usage.
- Identify potential sources and their pros and cons.
- Compare current and potential future land uses in terms of current and potential future water demand.
- Assess storage infrastructure requirements.
- Assess transmission and distribution requirements.
- Assess feasibility of separate seasonal irrigation supply infrastructure.
- Prepare high-level cost estimates for servicing options.
- Assess agricultural growth potential and cost benefit if water supply is increased.
- Assess water license and permitting requirements for each feasible source.

There were 2 submissions received on the closing date of March 27, 2024. The results of the evaluation are as follows:

Proponent	Points (out of 90)	Proposal Cost	Total Hours (All Staff)
Associated Engineering	80	\$89,683	432
Kerr Wood Leidal	75	\$79,887	434

Associated Engineering score higher on the evaluation as they had more senior staff with more experience on projects of similar size and complexity. Also, Associated Engineering had allocated significantly more hours to senior hydrogeologist, senior agrologist and the senior hydrologist positions which the RDCK feels is critical to identifying the most viable options and ensuring the overall success of the project.

The project is estimated to start in early May 2024 with completion by December 31, 2024.

### 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 budget for the project is \$100,000. This funding consists of \$75,000 project grant through the Agricultural Water Infrastructure Program, which is funded by the Government of BC through the Ministry of Agriculture and Food and delivered by the Investment Agriculture Foundation of BC. This grant has a requirement to be fully spent by December 31, 2024. The remaining funds are coming from contributions from Electoral area A, B & C Directors.

The project budget is estimated as follows:

Consulting Fees	\$90,000
Project Contingency	\$5,000
Project Management/Staff Fees	\$5,000
<b>TOTAL</b>	<b>\$100,000</b>

#### 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:

- Manage our Assets and Service Delivery in a Fiscally Responsible Manner
- Supporting our local agriculture and food security.
- Prioritize our work plans to ensure that resources are deployed on projects that align with Board priorities.

## SECTION 4: OPTIONS & PROS / CONS

**OPTION 1: That the Board authorize staff to enter into a Consulting Services Agreement with associated Engineering for the Creston Valley Alternative Water Supply Feasibility Study to a maximum value of \$89,683.00 plus GST.**

**PROS:**

- Work can start in early May with the final report received prior to December 31, 2024.
- Strong proposals were received and pricing and hours related to the scope of work is competitive.
- All grant funds can be spent by the deadline of December 31, 2024.

**CONS:**

- None.

**OPTION 2: That the Board direct staff to defer the project to later in the year.**

**PROS:**

- May result in additional proposals leading to lower costs.

**CONS:**

- Would result in additional project management time and costs.
- Would result in the scope of work not being completed in 2024 and loss of partial grant funding.
- May not results in additional proposals or lower costs.

## SECTION 5: RECOMMENDATIONS

That the Board authorize staff to enter into a Consulting Services Agreement with Associated Engineering for the Creston Valley Alternative Water Supply Feasibility Study to Associated Engineering; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of **\$89,683.00 plus GST**;

AND FURTHER, that the cost be paid from service A102 as included in the approved 2024 Financial Plan.

Respectfully submitted,

AJ Evenson, Senior Project Manager

### CONCURRENCE

Manager of Water Services – Jason McDiarmid

Approved

General Manager of Environmental Services – Uli Wolf

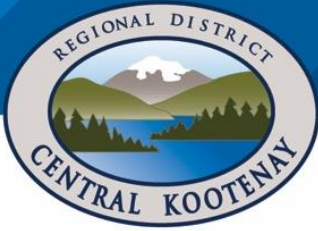
Approved

General Manager of Finance – Yev Malloff

Approved

Chief Administrative Officer – Stuart Horn

Approved



# Board Report

**Date of Report:** April 2, 2024  
**Date & Type of Meeting:** April 18, 2024 Open Regular Board Meeting  
**Author:** Dwayne Lau, Manager of Information Technology Services  
**Subject:** IT Services Agreement Extension  
**File:** IT-001  
**Electoral Area/Municipality:** All / Town of Creston

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request board direction to extend the IT Services agreement between the RDCK and Town of Creston until December 31, 2024.

## SECTION 2: BACKGROUND/ANALYSIS

In June of 2019, the Regional District entered into an IT Services Agreement approved by the Board under Resolution no. 464/19. The Agreement was for an initial three-year term with the RDCK providing Basic and Enhanced IT Services to the Town of Creston. The Agreement expired December 31, 2022, with the services continuing to be provided to the Town of Creston for charges agreed upon annually and paid by the Town of Creston.

Whereas the technical environment has and continues to change which impacts the services, both parties agreed in principle to continue with the Agreement as is until December 31, 2024 with the mutual commitment to review and modify the Agreement before extending further.

The charges for the services are designed to cover the cost of the services being delivered. To deliver the services in a cost-efficient manner, the associated infrastructure to support the Town of Creston in many cases is not separate and tightly integrated with RDCK’s IT infrastructure. Numerous license renewals and maintenance agreements are renewed annually and support both RDCK and Town of Creston systems and services.

Monthly scheduled meetings occur between the RDCK IT Manager, Town of Creston CAO and Town of Creston Director of Finance, to review quality of service being delivered and IT related projects or initiatives the Town of Creston requires services for.

## 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 Town of Creston is billed the same charge per workstation as other RDCK services. The charge for 2024 is \$4,870 per workstation. For 31 workstations, the projected annual billing for 2024 is \$150,970.

With the recent move to the hybrid in-office / work from home computing environment, as well as increasing use of cloud based applications, RDCK staff will be reviewing the basis and methodology of the workstation charge for the 2025 fiscal year.

The revenue for the Town of Creston IT services agreement is captured in S100 General Administration to offset the IT department related expenses in S100.

### **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:**

To deliver IT Services at the response levels indicated in the Agreement, an RDCK position, IT Technician, resides and works in Creston. The IT Technician also provides local IT services in a timely manner to RDCK staff and facilities in the Creston area.

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

- Organizational Excellence
- Manage our Assets and Service Delivery in a Fiscally Responsible Manner

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

Option 1: That the Board approve the Agreement extension.

Advantages:

- The IT services are already being delivered and would continue uninterrupted.
- The IT Budget would not be impacted.
- IT Staff would not be impacted.
- The Town of Creston would be able to continue to operate and deliver services.

Option 2: The Board does not approve the Agreement extension.

Disadvantages:

- As the IT services and infrastructure of both parties are tightly integrated, there would be significant cost and impact to terminate the agreement to both parties.
- An IT staff review would be required and the IT Technician in Creston may be impacted.

## SECTION 5: RECOMMENDATIONS

That the Board approve the extension of the IT Services Agreement with the Town of Creston for the period ending December 31, 2024, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

Respectfully submitted,  
Dwayne Lau, Manager of Information Technology Services

## CONCURRENCE

Yev Malloff – GM Finance, IT and Economic Development / CFO  
Stuart Horn – Chief Administrative Officer

Approved  
Approved



# Board Report

**Date of Report:** April 5, 2024  
**Date & Type of Meeting:** April 18, 2024 – Open Board Meeting  
**Author:** Dan Elliott, Communications Coordinator  
**Subject:** Communications Strategy  
**File:** <\\FILES\RDCK\04\1390\20\2023 COMMUNICATIONS STRATEGY>  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek feedback from the Board of Directors on the updated RDCK Communications Strategy. The communications strategy provides a framework to guide how the RDCK communicates with its audiences. The strategy is a critical document because it will help focus resources and efforts towards agreed-upon goals, and help ensure the organization is using those resources effectively.

## SECTION 2: BACKGROUND/ANALYSIS

Originally developed in 2019, the RDCK Communications Strategy was created to prioritize communications for the organization, while recognizing the challenges to achieve the RDCK's desired outcomes. The service model for communications is based on the Communications Coordinator providing support, while individual departments assign staff to do their own work. The priorities include raising public awareness of RDCK service and initiatives, enhancing digital communications tools, and supporting Directors and staff in their communications activities.

In 2019 a Communications & Website Survey was conducted to engage with residents to determine how they prefer to be communicated with. An independent, external research firm was used to conduct the survey. Of the 1,489 residents who were mailed a paper survey, 242 surveys were completed and returned, providing a response rate of 16.3%. There were an additional 83 surveys completed online for a total of 325 residents engaged in the survey.

Based on the results of the survey, the public felt:

- There was room for improvement when it comes to overall awareness of RDCK services,
- Local newspapers are still critical to sharing RDCK messaging,
- The website is a critical tool that residents use to get information,
- Facebook is the primary social media channel of choice and,
- The RDCK needs to do a better job of listening to feedback.

This data was used to refine the communication strategy and to reflect recommendations from the survey. Despite a lot of work in progress being derailed by COVID a significant number of objectives were accomplished under the strategy, including:

- Adoption of new branding and visual identity standards for staff including corporate templates, design templates and branding guidelines.
- Completion of communications and website survey.
- Completed website design which will be implemented in the development of a new RDCK website.
- Development of service model to determine capacity for communications within departments, including identifying key administrative staff to support communications needs.
- Media release and communications production processes.
- Development of Emergency Operations Centre communications protocols and procedures.
- Creation of social media policy and corresponding social media specific graphics for corporate administration, community services and environmental services.
- Creation of public engagement platform to be utilized by the organization for all feedback and engagement on RDCK projects and initiatives.
- Development of communications toolkit for Directors.
- Creation of RDCK monthly newsletter to enhance internal communications.
- Development of shared marketing and communications calendar.
- Design and procurement of event equipment.

Staff have been working on updating the RDCK Communications Strategy to reflect how communications priorities have evolved over the last five years. Some of the challenges the RDCK faces include a shrinking media market, upgrading its digital tools (including the RDCK website), and an increased demand for public engagement. The attached draft updates the strategy, indicating which objectives were completed, which objectives are ongoing, and what new items have been added. Staff is seeking feedback from the Board of Directors on the strategy by the May 2024 Board meeting. Feedback should include items Director believe should be a priority, items they believe are missing, items that should receive extra attention, and any questions they might have.

The main priorities of the 2024 RDCK Communications Strategy include:

- Raising Public Awareness – ensure we are communicating effectively and consistently with the entire RDCK community. Utilize the RDCK website, social media channels, media releases, feature stories, and advertising to share messages.
- Ensure consistency in look and feel of communications materials – creation and adoption of branding and visual identity standards.
- Build department capacity for foundational and routine communications activities – define a baseline level of service for departments, while identifying staff in each department to take on communications role.
- Enhance Digital Communications – the RDCK website is our main communications tool along with social media channels, e-newsletters, Bang the Table (public engagement platform), and digital marketing.
- Support Board members and senior managers to be stronger communicators – creation of communications toolkit for Directors and providing media training for any staff or Director in need of support.
- Empower staff to be ambassadors of RDCK messages – creation of internal RDCK newsletter and providing staff with key messages to share.
- Support staff who attend events and do outreach – creation of shared marketing and communications calendar and the design and procurement of event equipment.

The current priorities for the Communications Coordinator include:

- RDCK website
- Optimizing the use of Bang the Table (public engagement platform)
- Managing and maintaining social media channels
- Creation of a public notifications bylaw
- Regular communication support (media releases, website updates, consulting with departments on communications needs)

Staff is requesting written comments from the Board of Directors providing their feedback on the identified priorities by May 16, 2024.

### 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 annual communications budget is approximately \$50,000. This includes paid subscriptions (Bang the Table, Hootsuite, Canva), plus contract work for design, photography and videography. Advertising is not included in the communications department budget, as it is paid by each individual department. As well, as the cost of two full-time staff members (Communications Coordinator and the Community Services Communications and Community Engagement Lead).

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

None at this time.

#### 3.3 Environmental Considerations

N/A

#### 3.4 Social Considerations:

A robust communications strategy that effectively ensures full communication and transparency with the public helps everyone understand exactly what their local government is doing and how tax payer money is being spent.

#### 3.5 Economic Considerations:

None at this time.

#### 3.6 Communication Considerations:

The RDCK Communications Strategy will be implemented based on the direction and priorities determined by the RDCK Board of Directors. These priorities will provide the framework for how the RDCK will communicate with all its audiences.

#### 3.7 Staffing/Departmental Workplan Considerations:

Currently there are two full-time communications positions within the RDCK. The Communications Coordinator with Corporate Administration and the Communications and Community Engagement Lead in Community Services. These are limited resources for an extensive amount of communications work. The completion of

projects and initiatives are based on resources and the priorities determined by the Board. The RDCK Communications Strategy is part of the Communications Coordinator`s workplan and has been identified as a key activity moving forward.

### 3.8 Board Strategic Plan/Priorities Considerations:

Prioritize robust communication, transparency and accessibility with our residents ensuring information is delivered in a range of mediums.

## SECTION 4: OPTIONS & PROS / CONS

N/A

## SECTION 5: RECOMMENDATIONS

No recommendations. Seeking Board feedback by May 10, 2024.

Respectfully submitted,  
Dan Elliott, Communications Coordinator

## CONCURRENCE

Mike Morrison – Manager of Corporate Administration/Corporate Officer  
Stuart Horn – Chief Administrative Officer

Approved

Approved

Attachment A - Communications Strategy Draft





# Communications Strategy Draft

April 2024

## Raise public awareness of RDCK services, priorities, successes and issues

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Gather data about public awareness</b> <i>(completed)</i>	<ul style="list-style-type: none"> <li>Completed public survey (online/mail out) in 2019. <a href="#">\\files\rdck\01\0510\20\2019 Board Meeting\02 Agendas\2019-10-17-BRD Addenda.pdf</a> (pg. 328)</li> <li>Gathered info about awareness and attitudes of the RDCK community; including website content, social media, how people get information, and the community's thoughts about the RDCK website.</li> <li>Regularly track website analytics to determine what content people are looking at or searching for</li> </ul>	<ul style="list-style-type: none"> <li>More involvement by community at RDCK Meetings</li> <li>Residents created dedicated Facebook page (RDCK Ratepayer) to track/discuss RDCK</li> <li>Need to hear from the silent majority</li> <li>Regularly track website analytics to determine what people are looking at or searching (Recreation, Waste/Recycling, Mapping, Emergency Services, Zoning)</li> </ul>	<ul style="list-style-type: none"> <li>Complete another survey asking the same questions from 2019 to track and compare results (optional)</li> <li>At the direction of the RDCK Board, create a new public notifications bylaw to determine how RDCK will advertise information with public</li> </ul>	<ul style="list-style-type: none"> <li>Significant time and resources needed to go through process of creating another survey (20 hours)</li> <li>Cost of survey in 2019 was \$12k</li> <li>Staff recommended to adapt survey to online only through Bang the Table public engagement platform</li> </ul>
<b>Advertising</b> <i>(ongoing)</i>	<ul style="list-style-type: none"> <li>All departments handle their own advertising (using templates created in 2021) and pay with their budget</li> <li>Bulk of advertising is done in print media (Black Press, Valley Voice and Pennywise)</li> <li>Amount of advertising has remained status quo over last four years</li> </ul>	<ul style="list-style-type: none"> <li>Shrinking media market resulting in less publication of local papers</li> <li>Current hard copy advertising options are: Black Press weekly, Valley Voice and Pennywise bi-monthly, Salmo Valley newsletter is eight times a year</li> <li>Trend is towards digital marketing</li> </ul>	<ul style="list-style-type: none"> <li>Create digital marketing strategy (optional)</li> <li>Investigate digital marketing options and determine annual budget for entire organization (Facebook Ads, digital marketing firm, work with local media outlets).</li> <li>Review and consolidate advertising process</li> <li>At direction of the Board create and finalize public notifications bylaw</li> </ul>	<ul style="list-style-type: none"> <li>Advertising is typically handled by admin staff with no background or experience creating ads</li> <li>More staff time to put ads together</li> <li>Some ads need to be created with support of graphic designer (\$90/hour).</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
				<ul style="list-style-type: none"> <li>Significant cost to regular digital advertising</li> </ul>
<b>Participation in community based communication channels (ongoing)</b>	<ul style="list-style-type: none"> <li>Established RDCK website as the main communication channel for all communities</li> <li>Other channels include social media (Facebook, X, and YouTube) – currently on over 30 community group Facebook pages, Voyent Alert! (emergency notification system), Director newsletter (Director Graham started weekly newsletter in 2022), and Constant Contact (e-newsletter platform used by Recreation with over 19,000 subscribers).</li> </ul>	<ul style="list-style-type: none"> <li>Post directly on specific Facebook community groups</li> <li>New website to offer subscription for e-newsletter</li> <li>Work with departments to utilize Bang the Table as communication channel for projects/initiatives</li> <li>Share all water information updates/alerts about RDCK water systems on Voyent Alert!</li> <li>Public engagement events for various topics (Climate Action, Budget)</li> </ul>	<ul style="list-style-type: none"> <li>Create branded e-newsletter template for Directors (optional) and work with Directors on plan/strategy for implementing</li> <li>Promote sign up for Voyent Alert! via social media posts/website</li> <li>Join email marketing service, options include Mail Chimp, Constant Contact, Evoke</li> <li>Continue to join any relevant Facebook community groups</li> <li>Monthly editorial in Black Press from CAO, Director or Department Head (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Graphic designer (\$90/hour) to create e-newsletter</li> <li>Training for Directors on e-newsletters</li> <li>Departments need to create and develop their own Bang the Table projects. To be handled by department admins or content experts.</li> <li>Staff time (30 mins/day) to monitor Facebook groups for questions, comments and content. Provide responses if necessary.</li> </ul>
<b>Develop materials to share RDCK key messages (ongoing)</b>	<ul style="list-style-type: none"> <li>Individual departments have created marketing materials to share with communities (RDCK Leisure Guides, Resource Recovery Plan, Climate Action Plan, Community Wood Smoke Reduction Program, Kootenay Lake Development Permit Area, and Campbell Field).</li> <li>Development of Marketing and Communications Calendar</li> <li>Social media campaigns to share RDCK messages (Local Government Awareness, Emergency Preparedness, Climate Action)</li> <li>RDCK website established as the central hub for all RDCK key messages</li> <li>Creation of branding templates to share messages through posters and social media posts</li> </ul>	<ul style="list-style-type: none"> <li>Department led communications</li> <li>Departments continue to create service specific marketing materials, including Community Services that creates quarterly leisure guides which are shared through the RDCK website</li> <li>Manage marketing and communications calendar</li> <li>Work with departments on social media campaigns (Climate Action Myths)</li> <li>Regular updates of the RDCK website</li> </ul>	<ul style="list-style-type: none"> <li>Create organization wide brochure/one page document for hand out at RDCK offices, facilities, and community events explaining “what we do” (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Admins and other non communications staff creating marketing material – which includes need of graphic design support</li> <li>6 hours to work with departments to write, plan and coordinate creation of “what we do” document.</li> <li>Graphic designer (\$90/hour) to create “what we do” document and environmental services templates and branding guidelines</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Share Board decisions with external audiences and media (ongoing)</b>	<ul style="list-style-type: none"> <li>Board highlights are prepared and distributed every month on the RDCK website, social media and shared with local media</li> <li>Media releases are created and distributed for more significant Board decisions</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Board highlights have been consistently produced since 2016</li> <li>Increased demand for transparency from the public</li> </ul>	<ul style="list-style-type: none"> <li>Expand audience for receiving Board highlights but utilizing new subscription module on website that allows residents to sign up to receive highlights via e-newsletter in their email inbox (optional)</li> </ul>	<ul style="list-style-type: none"> <li>4-6 hours to write, coordinate with different departments, and review content.</li> </ul>
<b>RDCK stories to share with public (ongoing)</b>	<ul style="list-style-type: none"> <li>Since 2021 – department led initiative to create feature stories. Five stories have run in Black Press (West Kootenay Advertiser) and posted on the RDCK website, shared via social media and with local media.</li> <li>Utilize Social Media to post information and photos of significant RDCK events/partnerships (i.e. Central Compost Facility Grand Opening, Whitewater Hummingbird Lodge Grand Opening)</li> <li>Built out a RDCK photo library that includes photos from multiple services and areas within the RDCK</li> </ul>	<ul style="list-style-type: none"> <li>Cannot rely on local media to tell our 'good news' stories, so it is important to create our own content, which allows us to control the message and ensure the information is correct.</li> <li>Sharing photos and videos on our social media channels receives the most engagement from the public</li> </ul>	<ul style="list-style-type: none"> <li>Connect with departments to build out a list of potential story ideas (staff recommended)</li> <li>Create a new feature story every quarter</li> <li>Develop social media strategy to create and curate photos to share (optional)</li> <li>Continue to add to RDCK photo library – yearly photo shoots to add to inventory and options to be used in the website, social media, and marketing materials (staff recommended)</li> <li>Monthly editorial in Black Press from RDCK CAO, Director or Department Head (600 words and a photo) – (staff recommended)</li> </ul>	<ul style="list-style-type: none"> <li>Feature story takes approximately 8-12 hours to produce (brainstorm ideas, connect with departments, write story and review).</li> <li>Photos are shot for free by staff member who has limited time to provide services</li> <li>Takes three days to produce photos for the library (one day to shoot content and two days of editing).</li> </ul>

### Ensure consistency in look and feel of communication materials

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Branding and Visual Identity Standards (ongoing)</b>	<ul style="list-style-type: none"> <li>2021 – RDCK adopted its new branding and visual identity standards for staff. This includes corporate templates (forms, contracts, and letterhead), design templates (ads, posters, mailouts, power point, social media, signage) and branding guidelines.</li> <li>Parks and Trails have changed less than 50% of all their signs</li> </ul>	<ul style="list-style-type: none"> <li>Challenges/resistance from some staff to change to new templates/signage. Still find the occasional old template being used.</li> <li>Budget constraints to complete bigger branding projects such as park signage</li> <li>Consistent branding ensures public recognizes material as being from RDCK</li> </ul>	<ul style="list-style-type: none"> <li>Resource Recovery is designing templates and budgeting for new signs at all their facilities (ongoing)</li> <li>Parks and Trails continue the process of switching out all their signage to the new design</li> <li>New signage for office buildings (Creston estimate is \$10k)</li> <li>Glass etching at head office in Nelson (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Significant time, resources, and budget needed to go through process of a complete change over</li> <li>Cost of using a graphic designer to create new templates (\$90/hour)</li> <li>Training staff to correctly use the templates</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
		<ul style="list-style-type: none"> <li>• Templates for specific department use continue to be developed at the cost of that department</li> </ul>		

### Build departmental capacity for foundational and routine communications activities

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Consult with departments on needs (ongoing)</b>	<ul style="list-style-type: none"> <li>• Communications coordinator has yearly check in with each department to determine needs and wants for communication support</li> </ul>	<ul style="list-style-type: none"> <li>• Increased demand from departments for more support with communications</li> <li>• Departments have a lack of resources to do the necessary work</li> <li>• Departments are more reactive with their communications approach, as opposed to proactive.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet twice a year to determine six month work plan and discuss resourcing needs</li> <li>• Would benefit from added communications support</li> <li>• All departments need to ensure they are adding communications support to all work plans and projects</li> </ul>	<ul style="list-style-type: none"> <li>• Limitations on how much work can be done for departments</li> <li>• Can't do everything for everybody</li> </ul>
<b>Define a baseline level of service for departments (ongoing)</b>	<ul style="list-style-type: none"> <li>• Communications coordinator's role is to advise and strategize on all communications needs for departments. Ultimately to deliver on larger objectives. As a result, each department has to do a significant amount of communications work.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased demand for communications support - Work with departments to understand service level needed</li> <li>• Lack of resources and budget put into work plans for communications</li> <li>• All media releases go through the communications coordinator. Drafted by departments, but edited and reviewed by communications coordinator</li> <li>• All departments without a dedicated website administrator send all website updates to communication coordinator</li> <li>• For any service outside recreation and environmental services, all social media requests are sent to communications coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure departments are budgeting and providing resources for communications in their work plans.</li> </ul>	<ul style="list-style-type: none"> <li>• If a busy EOC season, work is put on hold, providing even less communications support for departments</li> <li>• Significant workloads within each department, result in prioritizing work and can lead to communications not being done or done poorly.</li> </ul>
<b>Identify staff in each department to take</b>	<ul style="list-style-type: none"> <li>• All major departments (Community Services, Environmental Services, Development and Sustainability) have dedicated administrative</li> </ul>	<ul style="list-style-type: none"> <li>• Increased demand on administrative staff to do more communications work</li> </ul>	<ul style="list-style-type: none"> <li>• Provide creative platforms to make it easier for admins to handle communication needs</li> </ul>	<ul style="list-style-type: none"> <li>• Training staff to deal with website updates, ad creation and social media posts</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>on communications (ongoing)</b>	<p>staff to deal with communication needs including website updates, creation of marketing materials (ads/posters), and in some cases social media posts.</p> <ul style="list-style-type: none"> <li>Recreation has dedicated Communications and Community Engagement Lead</li> <li>Water services staff handle Voyent Alert! notifications for all RDCK water systems</li> <li>Trained all staff members who are website administrators and social media users</li> </ul>	<ul style="list-style-type: none"> <li>Communications and Community Engagement Lead handles all communications needs for recreation, including managing website content, marketing materials, and social media for five separate Facebook pages (recreation facilities)</li> <li>Environmental Services handles their own social media posts and website content.</li> <li>Ongoing development of staff to handle day to day communications</li> <li>Website training and social media training is done on a one-on-one basis by either the communications coordinator or administrative staff within their specific department</li> </ul>	<p>(Hootsuite, Canva, and Chat GPT) - (optional).</p> <ul style="list-style-type: none"> <li>Ongoing training for new staff on website, graphic design platform.</li> </ul>	<ul style="list-style-type: none"> <li>Biggest challenge is non-communications employees doing communication work</li> <li>Cost of adding creative platforms - Hootsuite (\$2,000 per year)</li> <li>RDCK website is not user friendly, so it takes time to learn how to work in the backend</li> <li>Basic website training takes one hour. Users must then practice on their own, which they may not have time for, to get a handle on the site.</li> </ul>
<b>Provide departments with communications and creative service providers (ongoing)</b>	<ul style="list-style-type: none"> <li>In 2018 a Standing Offer for creative services was curated to provide contractors to handle anything from external communications to videography.</li> </ul>	<ul style="list-style-type: none"> <li>New request for standing offers for creative services sent out January 2024.</li> <li>More communications support is needed for departments</li> <li>Demand for video work and external communications</li> </ul>	<ul style="list-style-type: none"> <li>Create new request for standing offers for creative services, including support for external communications, graphic design, videography, and photography (February 2024)</li> </ul>	<ul style="list-style-type: none"> <li>Creation of updated document and time to allow submissions from potential contractors can take 4-6 weeks</li> <li>Cost of having consultants or paying for specialty services does not always fit into the budget</li> </ul>

### Enhance existing digital communications channels

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Launch new RDCK website (ongoing)</b>	<ul style="list-style-type: none"> <li>The RDCK website redesign project officially began in September 2021 at the cost of \$50k with Atomic Crayon (web developer)</li> </ul>	<ul style="list-style-type: none"> <li>The RDCK has had the same website since 2011 and is in desperate need of a refresh.</li> </ul>	<ul style="list-style-type: none"> <li>Redesign process has run into many obstacles</li> <li>Multiple delays from Atomic Crayon due to staffing issues.</li> </ul>	<ul style="list-style-type: none"> <li>Website redesign was set to begin in 2020, but due to COVID was delayed</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
	<ul style="list-style-type: none"> <li>The overall look and feel (meeting the RDCK brand guidelines) of the layout and design was agreed to in October 2022.</li> <li>At this point 60% of the project is complete, including delivery of projects specifications documents and custom design concepts mocks ups.</li> <li>Sent out RFP for new vendor to complete website project due to significant delays.</li> </ul>	<ul style="list-style-type: none"> <li>The platform is not intuitive or user friendly, and the common feedback from staff and the community alike is that it needs to change.</li> <li>Due to COVID, only had a limited budget for the re-design</li> </ul>	<ul style="list-style-type: none"> <li>Find a new website developer through the RFP process (sent out January 2024)</li> <li>Objective is to launch new website in 2024.</li> <li>Phase out other RDCK connected websites (Riondel Commission of Management) and provide that information on RDCK website</li> </ul>	<ul style="list-style-type: none"> <li>Significant delays with Atomic Crayons resulting in a lack of trust and capability in the developer to deliver project</li> <li>Atomic Crayon's operating system, Element CMS, also causes issues as the customization takes much longer</li> <li>Backend of the website is slow and not user friendly</li> </ul>
<b>Support department content owners in developing and maintaining their web pages (ongoing)</b>	<ul style="list-style-type: none"> <li>Starting in November 2020, began the process of working with department admins on updating their specific pages and content in anticipation of migrating content over to new website</li> <li>Website is 99% up to date and current – this includes all links work, pages are current, and contacts are correct.</li> <li>Provided analytics to each department to show what pages users were looking at to help them trim their content to include only the important information</li> </ul>	<ul style="list-style-type: none"> <li>Ran into issues in regards to updating content due to a lack of resources from department; however, departments have managed to work hard to get the work done</li> <li>Website admins can make the updates, but it is up to the department content experts to provide the material or edits needed for each of their specific pages</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work with admins, specifically, Environmental Services, Development and Community Sustainability, and Community Services on ensuring pages are up to date</li> <li>Launch new site in 2024</li> <li>Utilize new modules on website to enhance use</li> </ul>	<ul style="list-style-type: none"> <li>Challenge to have departments update content due to lack of resources</li> <li>Getting departments to understand less is more. Still need to work at thinning out content (pages that nobody looks at).</li> </ul>
<b>Public Engagement Platform (ongoing)</b>	<ul style="list-style-type: none"> <li>January 2023 – Bang the Table, a public engagement platform was utilized by the Environmental Services Team for its curbside collection consultation</li> <li>Rest of the organization joined the platform in July 2023</li> <li><a href="https://engage.rdck.ca">https://engage.rdck.ca</a> allows the RDCK to have one centralized location for all feedback on projects and initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Bang the Table is used by local government organizations across North America to engage with their communities on multiple issues</li> <li>Site allows for public to engage with the RDCK by asking questions, taking surveys, reading the latest updates and creating a centralized place to consolidate all feedback</li> <li>Up to individual departments to create their own pages, provide content, and be the subject matter experts by</li> </ul>	<ul style="list-style-type: none"> <li>All projects or initiatives that require or want public feedback should be using the platform (OCP's, re-imagining recreation in Castlegar, climate action next steps, public notifications inquiry)</li> <li>Provide in-house training/example from Environmental Service and their curbside collection project.</li> </ul>	<ul style="list-style-type: none"> <li>Resources is the biggest issue</li> <li>Can take anywhere from one to five hours to create and write a project a page, which typically must be done by the subject matter expert</li> <li>Lack of use is the biggest fear if departments do not see value in doing the work</li> <li>Annual cost for the organization is \$25k</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
		answering any questions or feedback on their project page		
<b>E-Newsletter</b>	<ul style="list-style-type: none"> <li>Community Services uses constant contact to connect with recreation users -19,297 contacts</li> <li>Director Graham has a weekly newsletter she sends out to those who sign up using Mail Chimp (approximately 1,000 subscribers), but with no support from the organization other than connecting with staff about an item she may be adding</li> </ul>	<ul style="list-style-type: none"> <li>Popular communication resource to connect with the community</li> <li>Allows for residents to sign up and receive regular communication from the organization without having to visit our website on a regular basis</li> <li>Community services emails 1-2 times per month on average – Subscribers: Nelson – 5,450 Castlegar – 2,560 Creston – 1,941 Slocan – 852 Salmo - 283</li> </ul>	<ul style="list-style-type: none"> <li>New website to have a subscription module that will allow residents to sign up for specific newsletters (Board Highlights, All media releases, Department specific information)</li> <li>Determine if communications coordinator should be providing support for Directors who want to have e-newsletters (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Community Services pays \$232.32/month for an email plus plan which is 15,0001-25,000 subscribers</li> <li>Need graphic design (\$90/hour) support to create newsletter look and feel in line with RDCK’s brand</li> <li>Waiting on creation of website</li> <li>Signing up residents (can be a challenge when asking for personal information)</li> </ul>

**Support Board members and senior managers so they can be stronger communicators on behalf of the RDCK**

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Communications Toolkit for Directors (completed)</b>	<ul style="list-style-type: none"> <li>Originally created in 2019, the Communications Toolkit for Directors was updated and provided to the Board of Directors in December 2022</li> <li>Toolkit provides information on media relations, social media, newsletters and event planning and promotions</li> </ul>	<ul style="list-style-type: none"> <li>Will work with Directors on a case by case basis in regards to media requests</li> <li>Create and provide quotes (if needed) for media requests</li> <li>Can be found on the Directors Portal on the secure site of the RDCK website (to be replaced by a new intranet in early 2024)</li> </ul>	<ul style="list-style-type: none"> <li>Continue to update the toolkit regularly</li> <li>Be available to all Directors for any type of communications support</li> </ul>	<ul style="list-style-type: none"> <li>Staff time to update the toolkit yearly (1-2 hours)</li> </ul>
<b>Media Training (ongoing)</b>	<ul style="list-style-type: none"> <li>Media training is done on a one on one basis for any Directors or Staff in need of support</li> <li>Provide mock interview on request for any staff or Director looking for help with preparation for a media interview</li> </ul>	<ul style="list-style-type: none"> <li>Not a high demand for media training - Spokespeople for the organization are the CAO, Board Chair and department General Managers (or assigned content expert)</li> <li>Increased interest at our Board meetings, there is regular media on hand to cover and speak with Directors</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing support to provide media training if necessary</li> </ul>	<ul style="list-style-type: none"> <li>6-8 hours to create and produce a media training seminar</li> <li>Issues arise when communications coordinator is off (sick/holiday) and there is not another communications professional to be the back up</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
		<ul style="list-style-type: none"> <li>Majority of the media inquiries we receive are from Valley Voice, Black Press (Nelson Star, Castlegar News, Creston Valley News, Arrow Lake News), Nelson Daily, CBC, Vista Radio (which include my kootenaynow websites) and Bell radio – phone, email or in person interviews.</li> <li>Other forms of communications include through social media and e-newsletters.</li> <li>Communications Coordinator receives the majority of the inquiries, but sometimes media will go directly to the RDCK staff member of Director</li> </ul>		

### Empower staff to be ambassadors of RDCK messages

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b>Internal Communications</b> <i>(ongoing)</i>	<ul style="list-style-type: none"> <li>Monthly RDCK Employee newsletter (started in January 2021)</li> <li>Semi-regular Friday updates from CAO Horn (During COVID they were every Friday, but now down to usually once a month)</li> <li>All Staff and Directors receive media releases prior to them being sent out to the public</li> </ul>	<ul style="list-style-type: none"> <li>Staff newsletter is an opportunity to share employee milestones and recognition, positive news about the organization, health and safety, job opportunities, and an update from the CAO</li> <li>Sent out the last Friday of every month</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide monthly newsletter</li> <li>Look at the opportunities to tweak/refresh content with input from departments</li> <li>Currently use Microsoft publisher to create and distribute newsletter but it is not the best platform. Would like to look at other alternatives (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Newsletter takes six to eight hours to put together, including connecting with other staff for submissions</li> </ul>
<b>Provide staff with key messages to share</b> <i>(ongoing)</i>	<ul style="list-style-type: none"> <li>Key messages are created on a department basis and not currently as an organization</li> </ul>	<ul style="list-style-type: none"> <li>Need for more information about what RDCK does as an organization. Residents typically have confusion between what regional government does in comparison to Federal, Provincial and Municipal Governments</li> </ul>	<ul style="list-style-type: none"> <li>Ideally have staff/Directors on social media to always share/like our posts</li> <li>Creation of one page document/brochure outlining “what we do” or key messages about the RDCK that can be shared at offices, facilities, meetings, town halls, and community events (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Staff incentive to share or like social media posts (Monthly gift card)</li> <li>6 hours to work with departments to write, plan and coordinate creation of “what we do” document.</li> </ul>



	Completed Actions	Current Trends	Next Steps	Resources/Constraints
		<ul style="list-style-type: none"> <li>Important to utilize staff as communicators. Key messages about projects or initiatives can be shared with friends and family</li> </ul>		<ul style="list-style-type: none"> <li>Graphic designer (\$90/hour) to create “what we do” document</li> </ul>

**Support staff who attend events and do outreach, and leverage those opportunities into better profile for the RDCK**

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<b><i>Develop a shared calendar to coordinate activities and take advantage of opportunities (ongoing)</i></b>	<ul style="list-style-type: none"> <li>Developed a shared marketing and communications calendar for annual promotion on website, local media, social media, and advertising - Includes holidays, closures, and annual events and promotions</li> <li>Any town halls, open houses and live events are organized and dealt with by each department individually</li> <li>Climate ambassadors in 2023 going to public events sharing information about climate action</li> <li>Water safe ambassadors in 2021 and 2022 going to public beaches within the RDCK promoting water safety</li> <li>Water smart ambassadors in 2019 and 2020 to raise awareness about water conservation</li> </ul>	<ul style="list-style-type: none"> <li>After three years of online meetings and work from home, live events (open houses, town halls, local markets, etc.) are back and in demand.</li> <li>Opportunity to get out and meet face to face with our community</li> </ul>	<ul style="list-style-type: none"> <li>Update shared marketing and communications calendar on yearly basis</li> <li>Create and coordinate approach in regards to live events the RDCK wants and should attend.</li> <li>Creation of one page document/brochure outlining “what we do” or key messages about the RDCK that can be shared at offices, facilities, meetings, town halls, and community events (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Staff/Director availability to attend live events</li> <li>Cost of purchasing marketing materials (\$1,000 - \$5,000)</li> <li>Only having one tent</li> </ul>
<b><i>Design and procure event equipment (completed)</i></b>	<ul style="list-style-type: none"> <li>RDCK has a large branded tent and some signage</li> </ul>	<ul style="list-style-type: none"> <li>With live events coming back we have just one tent to utilize</li> <li>Lack of marketing materials to share/give out to public</li> </ul>	<ul style="list-style-type: none"> <li>Create outreach kit with booth supplies and print materials (large branded tent, table cloth, table, marketing materials) - (optional)</li> <li>Determine cost of marketing material and what is needed– need another background set up, ideal for inside, and cups or pens to give away (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Tent is big and not ideal for inside</li> <li>Cost of creating marketing material</li> <li>\$1,000 - \$5,000 in marketing material</li> </ul>

Future Work – New Items

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
<p><b>Create new Public Notifications Bylaw (ongoing)</b></p>	<ul style="list-style-type: none"> <li>BC Government is allowing municipalities and regional districts to create and adopt their own public notifications bylaw to provide alternative methods of publication</li> </ul>	<ul style="list-style-type: none"> <li>The Local Government Act requires local governments to provide advance public notice of matters of public interest (public meetings, elections, public hearing, disposition of land)</li> <li>Currently the RDCK publishes an ad in the newspaper once a week for two weeks straight</li> </ul>	<ul style="list-style-type: none"> <li>Create and administer a survey for residents to provide feedback on how they prefer to be communicated with</li> <li>Create a new bylaw based off of the results of the survey using Bang the Table (optional)</li> </ul>	<ul style="list-style-type: none"> <li>30 hours to create and administer survey, determine the results and then if necessary, create a new bylaw based off recommendations.</li> </ul>
<p><b>Design tools to implement look and feel (ongoing)</b></p>	<ul style="list-style-type: none"> <li>Started using Canva design platform since 2022 for the creation of social graphics, infographics, and posters.</li> </ul>	<ul style="list-style-type: none"> <li>Utilizing this platform allows users to incorporate RDCK specific photos being used for social media posts or marketing materials</li> </ul>	<ul style="list-style-type: none"> <li>Expand the use of Canva to include Environmental Services (currently it just uses corporate admin and Emergency Operations Centre.</li> <li>Currently annual cost is \$200 for five seats. Add another subscription for Environmental Services</li> <li>Training staff on how to use Canva</li> </ul>	<p>3/4</p> <ul style="list-style-type: none"> <li>Work with graphic designer (\$90/hour) to build out Canva specific templates</li> <li>Currently, the annual cost is \$200 for five seats. Add another subscription for Environmental Services</li> <li>Training staff on how to use Canva</li> </ul>
<p><b>Highest demand from services (ongoing)</b></p>	<ul style="list-style-type: none"> <li>Biggest demand comes from Emergency Management (website updates, creation of yearly social media campaign on Emergency Preparedness and as an Information Officer in the Emergency Operations Centre</li> <li>Sustainability – website updates, social media posts, creation of social media campaign for climate action plan, monitor social media in regards to climate action plan</li> <li>Water – media releases for boil water notices and water conservation restrictions</li> <li>Planning – website updates and social media posts</li> </ul>	<ul style="list-style-type: none"> <li>Balancing demand from department services</li> <li>Emergency Management is busiest between April and September during flood and wildfire season</li> <li>Lots of messaging to be created and shared for emergency preparedness</li> <li>Sustainability has had a lack of resources to support the climate action plan, so increased demand over the last six months.</li> <li>Communications and Community Engagement Lead handles all recreation needs.</li> </ul>	<ul style="list-style-type: none"> <li>Add another EOC Information Officer</li> <li>Any future communications positions would include working in the EOC</li> <li>Working with community resilience coordinator for sustainability to handle some of the communications demands</li> </ul>	<ul style="list-style-type: none"> <li>If EOC is busy, there can be extensive overtime, which can result in burnout and less work being done supporting communications needs for other departments</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
	<ul style="list-style-type: none"> <li>Corporate Administration – website updates and social media posts.</li> <li>Community Services has dedicated Communications and Community Engagement lead to handle all recreation needs</li> </ul>			
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>Currently have communications coordinator and community service engagement lead for community services</li> </ul>	<ul style="list-style-type: none"> <li>Lack of communications resources results in work not being done, use of consultants (within the budget), and reactive communications as opposed to proactive.</li> <li>Environmental services and Development and Community Sustainability have the largest demand for communications support.</li> <li>The organization as a whole spends anywhere from \$50k - \$100k annually on graphic design</li> </ul>	<ul style="list-style-type: none"> <li>Add another communications professional (engagement experience would be a plus) within a communications department and not strictly dedicated to one department or service (optional)</li> <li>Add social media manager to handle all RDCK social media accounts including creating and curating content (optional)</li> <li>Add a part time graphics designer (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Cost of adding a new position (\$75,000/year)</li> <li>Challenge with allocating time for departments</li> <li>Challenge of allocating time/resources for graphic design projects (Community Service does a significant amount of work currently and could have their own part-time designer).</li> </ul>
<b>Emergency Operations Information Officer (ongoing)</b>	<ul style="list-style-type: none"> <li>The communications coordinator is also the Information Officer whenever the Emergency Operations Centre (EOC) is active</li> <li>Currently have three Information Officers with in the organization</li> </ul>	<ul style="list-style-type: none"> <li>Typically busy between April and September for floods and wildfire service (changes year to year)</li> <li>Role of Information Officer is to handle all communications during emergencies, including be a part of briefings, writing media releases, posting information on website, sending out information to staff and media, manage, post and monitor social media, handle all media requests, and create alerts using the Voyent Alert! emergency notification platform.</li> <li>While other positions in EOC have 4-6 people to fill the position, the Information Officer only has 3</li> </ul>	<ul style="list-style-type: none"> <li>Add another Information Officer for the 2024 emergency season (Emergency Management is trying to add more staff, but people within the organization have to be willing to volunteer)</li> </ul>	<ul style="list-style-type: none"> <li>Even though there are currently three trained info officers, two of the three people are not obligated to do this role within their position at the RDCK, so could quit at anytime</li> <li>Affects the day to day work of whomever is in the role of information officer when the EOC is active</li> </ul>

	Completed Actions	Current Trends	Next Steps	Resources/Constraints
		<ul style="list-style-type: none"> <li>While the work is split up between the three during busy season, at times two info officers can be working at the same time</li> <li>If it is a significant emergency, Communications Coordinator would be working in the EOC regardless as the organizations main communications source.</li> </ul>		
<b>Social Media (strategy, policy, platforms and supporting departments utilizing) – (ongoing)</b>	<ul style="list-style-type: none"> <li>RDCK updated its social media policy (guideline for employees to use when communicating via the RDCK’s social media account) in May 2019</li> <li>There is currently no social media strategy in place</li> <li>The RDCK has social media accounts on Facebook (6,680 followers), X – formerly Twitter (1,232 followers), YouTube and LinkedIn.</li> <li>Facebook is the most popular platform within the RDCK and has gained over 1,600 new followers over the last 18 months</li> <li>RDCK has one organization Facebook account, and all recreation facilities and fire departments have their own Facebook pages.</li> <li>Also have a number of Directors with Facebook pages</li> </ul>	<ul style="list-style-type: none"> <li>Engagement rate (total engagements a post received divided by the total number of impressions on that post) for Facebook is 5.61% which is above the average (3.5%) and for X (Twitter) is 3.6% - stats show we are connecting with our target audience</li> <li>RDCK is also part of 33 Facebook groups which are community focused boards</li> <li>The process requires the subject matter experts provide the content and graphics to the communication coordinator to be posted on social media</li> <li>Currently, there is a lack of resources within departments that prevents them from creating social media campaigns</li> <li>Building out RDCK photo library to provide photos for graphics or can utilize Canva’s (graphic design platform) photo library to create unique graphics</li> </ul>	<ul style="list-style-type: none"> <li>Develop and create an organization wide social media strategy (optional)</li> <li>Determine which social media platforms are the best for the RDCK.</li> <li>With the creation of a social media strategy, launch an Instagram account (optional)</li> <li>Look at viability of staying on X</li> <li>Continue to grow following on Facebook by sharing more photos, and potentially video, on our page and on community boards</li> <li>Work with HR to determine if we want to utilize the LinkedIn account or remove it</li> <li>Work with departments to come up with social media campaigns that are realistic to achieve and create</li> </ul>	<ul style="list-style-type: none"> <li>40 hours to create, edit and review a social media strategy</li> <li>Biggest challenge is dedicating the time and resources to manage social media</li> <li>Could have a dedicated social media manager to monitor all channels and create and curate content</li> <li>Lack of resources to create campaigns is the biggest constraint for departments</li> </ul>
<b>New platforms and technologies (ongoing)</b>	<ul style="list-style-type: none"> <li>Added Voyent Alert! for emergency notification in 2020. Used for EOC and water notifications</li> </ul>	<ul style="list-style-type: none"> <li>Significant trends towards using artificial intelligence (AI) platforms, such as Chat GPT which is used by the</li> </ul>	<ul style="list-style-type: none"> <li>Work with IT and SMT to determine how we will utilize AI in a safe and secure manner (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Hootsuite costs \$1,500/month and would like to add two more</li> </ul>

	<b>Completed Actions</b>	<b>Current Trends</b>	<b>Next Steps</b>	<b>Resources/Constraints</b>
	<ul style="list-style-type: none"> <li>Added Hootsuite (social media management platform) in 2021 which allows us to manage multiple social media accounts on one platform, including monitor conversation's and schedule posts</li> <li>Added Canva (graphic design platform) in 2022 to be used for creating social media graphics and posters. Currently being used by Communications Coordinator and Community Services</li> <li>Added Bang the Table (public engagement platform) in 2023 to have a centralized location for public engagement where we can consolidate all feedback in one place</li> </ul>	<p>communications coordinator on occasion for ideas on social media posts</p> <ul style="list-style-type: none"> <li>Currently have set up a basic google alert to provide news stories on the RDCK, but could be utilizing more sophisticated technology</li> <li>Bang the Table is currently being under utilized by our organization – Big annual cost and we need to make it a priority</li> </ul>	<ul style="list-style-type: none"> <li>Add seats on Hootsuite account for community services and environmental services</li> <li>Add another subscription for Canva for environmental services</li> <li>Get departments to utilize Bang the Table and make it a priority for all projects and initiatives</li> <li>Add a QR platform – something we can utilize to provide actual analytics so we understand how many people clicked on it (staff recommended)</li> <li>Look at other technologies – some options include Monsido, Meltwater, Synthesia (optional)</li> </ul>	<p>seats which will make the cost \$5,000/month</p> <ul style="list-style-type: none"> <li>Canva costs \$200 for five seats and would like to add another subscription for \$200 for Environmental Services</li> <li>Bang the Table costs \$25k/year</li> <li>Staff training for using all these different platforms</li> </ul>

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# Board Report

**Date of Report:** April 3, 2024  
**Date & Type of Meeting:** April 21, 2024 General Open Board Meeting  
**Author:** Tom Dool, Research Analyst  
**Subject:** Kitchener Fire Response Service Case Analysis  
**File:** 07/7750  
**Electoral Area/Municipality:** Electoral Area B

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Board with an updated service case analysis regarding the provision of a fire response service to the unincorporated community of Kitchener in Electoral Area B

## SECTION 2: BACKGROUND/ANALYSIS

### **BACKGROUND**

At the February 2008 General Affairs Committee meeting the Board resolved that (93/08)

*Staff be directed to prepare an Administrative Report respecting establishment of a fire protection service for the Erickson / Arrow Creek / Kitchener area with such report to address cost, feasibility and legal implications as well as study parameters identified in Creston Valley Standard of Response Coverage Study, 2007.*

A service case analysis provided by staff at the May 2008 General Affairs Committee examined alternatives to providing fire protection to East/West Arrow Creek and Kitchener by establishment of a new service and/or realignment of existing services (See Attachment A). Service costs were estimated to be \$176,000 annually with an annual rate between \$0.63/\$1000 and \$1.76/\$1000 annually. The report recommended that the matter be referred to the Director for Electoral Area B and that a public meeting be held.

At the June 21 2008 Board Meeting the Board resolved that (461/08)

*The Administrative Report dated May 7, 2008 prepared by Randy Matheson, Admin. Assistant/Researcher pertaining to establishment of a fire protection service for the Erickson / Arrow Creek / Kitchener areas of Electoral Area B, having been received, be referred to the Director of Electoral Area B and the Creston Valley Services Committee for review and recommendation to the Board.*

At the September 2009 General Open Board Meeting the Board received a report from staff identifying specific areas within Electoral Area B to which fire protection services might be provided and the related costs (See Attachment B). The report recommended referral to the Creston Valley Services Committee.

A subsequent analysis was prepared for the Area Director in March of 2011 (See Attachment C).

Further analysis was prepared for the Area Director in December 2012 (See Attachment D).

At the February 15<sup>th</sup> 2018 Open Board Meeting the Board Resolved that (122/18)

*That staff be directed to prepare a service case analysis and report back to the Board on the implications of establishing a Fire Protection Service for a portion of Area B (Kitchener).*

At the September 19<sup>th</sup> 2019 Open Board Meeting staff provided a service case analysis regarding two options for providing a Fire Protection Service for a portion of Electoral Area B (Kitchener) (See Attachment E). The Board resolved that (665/19)

*That the Kitchener Fire Response Service BE REFERRED to May, 2020 to allow the Area Director for Electoral Area B the opportunity to discuss the findings with the community.*

At the May 21, 2020 Open Board Meeting the Board resolve that (334/20)

*That the Kitchener Fire Response Service **BE REFERRED** to September 17, 2020 Board meeting to allow the Area Director for Electoral Area B the opportunity to discuss the findings with the community.*

At the September 17, 2020 Open Board Meeting the Board resolved that (550/20)

*That staff take no further action on the service case analysis for the Kitchener Fire Response Service until the Town of Creston provides service contract costs which consider construction of the new Creston Emergency Services Building.*

At the March 2023 Open Board Meeting the Board resolved that (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.*

Staff provided the Director of Electoral Area B the report delivered to the Board in 2019 (See Attachment E) noting that:

1. There was no opportunity for the provision of Fire Protection Services from the Yahk-Kingsgate Fire; and
2. Viable fire protection service options were defined in the 2019 reporting.

The 2019 service case analysis, placed the cost of establishing a Kitchener Fire Service, operated from a hall in Kitchener, at \$5.40/\$1000 in converted residential value or \$1728.00 for the average \$320,000 residence. Feedback from the current and previous Area Directors has been that the cost would be prohibitive for the community.

The only viable option to date has been a fire response service managed under contract by the Town of Creston. Apparatus would be dispatched from the Town of Creston main hall. Staffing would be provided by the Town of Creston. A Fire Response Service would result in a FUS DPG of 5 or Unprotected. The Director for Area B has requested a service case analysis based on a fire response contract with the Town of Creston.

At the February 15<sup>th</sup>, 2024 Open Board Meeting the Board resolved that (107/24)



*That the Board direct staff to prepare an updated service case analysis to investigate the possibility of establishing a fire response service in the Kitchener community of Electoral Area B.*

### **ANALYSIS**

A Fire Response Service would be managed under contract by the Town of Creston. Apparatus would be dispatched from the Town of Creston main hall. Staffing would be provided by the Town of Creston. A Fire Response Service would result in a Fire Underwriters Survey Dwelling Protection Grade of 5 or Unprotected.

The defined portion of Area B referred to as Kitchener is an unincorporated rural area approximately 25km east of Creston, BC along Highway 3. The proposed service area boundary begins at the eastern most extent of the Arrow Creek Fire Protection Area and extends 9 km east towards Yahk along Highway 3. The proposed service area include 215 properties. A detailed map of the service area is included as Attachment F. Proposed Kitchener Fire Response Area.

Staff have requested that the Town Creston provide updated costing regarding the proposed service costs. In response to previous requests the Town has consistently responded with an amount equivalent to the cost of the fire response services to the Arrow Creek Fire Response Area. The 2023 cost of fire response services in the Arrow Fire Response Service Area is \$0.647/\$1000 of the assessed value of land and improvements.

Because the cost of the proposed service exceeds \$0.50/\$1000 if the Board chooses to proceed with this initiative elector approval may be sought either through petition or assent vote.

An assent vote would require considerable public engagement, staff time, and cost. On average an assent vote costs approximately \$15,000 dollars. While there is some support for the service within the community the extent of that support is undefined.

A formal petition on the matter would ensure that at least at least 50% of the property owners owning at least 50% of assessed value in the proposed service area were supportive of the proposed service before the Regional District attempts to establish the service. Additionally, proceeding by petition would spare the service the additional cost of an assent vote. Petition has the advantage of allowing members of the community to advocate for the services they want, placing the role of advocacy on residents as opposed to the Area Director or staff.

## **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

Based on the costing of the Arrow Creek Fire Response Service in the 2023-2027 5 year Financial Plan and 2024 Completed Assessment Role residents should anticipate paying the following rate per thousand of assessed residential value.

2024 – \$0.630/\$1000

2025 - \$0.643/\$1000

2026 - \$0.655/\$1000

2027 - \$0.668/\$1000

The cost of service for a \$350,000 home, in 2024, would be \$250.11.

Total assessed value for the proposed service area would be \$68,433,415. Annual total cost of operating the service would be as follows.

2024 - \$48,903  
2025 - \$49,872  
2026 - \$50,589  
2027 - \$51,868

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

#### Assent Vote

As per Section 336 of the *Local Government Act* the Board may, by bylaw, provide for a referendum in the whole or a part of an electoral area to obtain the opinion of the electors on a question regarding a service that is or that may be operated by the Regional District.

The process of assent would require the development of service establishment bylaw, 3 readings by the Board, and approval of the Local Government Inspector. With Local Government Inspector approval the Board could proceed with seeking elector approval through an assent vote.

#### Petition

As per Section 337 of the *Local Government Act* The owners of parcels in an electoral area may sign and submit to the regional district a petition for a service in all or part of that electoral area. Each page of a petition must

- describe in general terms the service that is proposed;
- define the boundaries of the proposed service area;
- indicate in general terms the proposed method for recovering annual costs;
- contain other information that the board may require.

In order for a petition to be certified as sufficient and valid for the purposes of service establishment the petition must be signed by the owners of at least 50% of the parcels liable to be charged for the proposed service, and the persons signing must be the owners of parcels that in total represent 50% of the net taxable value of all land and improvements within the proposed service area.

In the event that the petition was successful and had the support of the community the Board would have the option of directing staff to prepare a service establishment bylaw that could then be adopted with the consent of the Area Director.

In the event that the petition was not successful the Board would have the option of directing no further work on the matter until such time as the fundamentals of the service case analysis had changed substantively or the community had successfully managed to petition the matter.

### **3.3 Environmental Considerations**

None at this time.

### **3.4 Social Considerations:**

None at this time.

### **3.5 Economic Considerations:**

None at this time.

### 3.6 Communication Considerations:

None at this time.

### 3.7 Staffing/Departmental Workplan Considerations:

The current analysis is the 6<sup>th</sup> service case analysis directed by the 7<sup>th</sup> resolution on the matter by the Board.

### 3.8 Board Strategic Plan/Priorities Considerations:

None at this time.

## SECTION 4: OPTIONS & PROS / CONS

**Option 1. That the Board authorize staff to prepare a petition, regarding the establishment of a fire response service for the community of Kitchener, in accordance with the Section 337 of the Local Government Act and that the petition be provided to the Director of Area B to facilitate circulation within the Community.**

#### Advantages

- A petition on the part of the electors regarding the proposed service would establish the level of support in community and provide a clear direction
- Requires advocacy on the part of the community for the service
- More cost effective than an Assent Vote Process

#### Disadvantages

- None

**Option 2. That the Board authorize staff to prepare a service establishment Bylaw for a fire response service within that portion of Area B referred to as Kitchener SUBJECT TO staff conducting a public consultation process; that voter approval, for the bylaw, be undertaken by means of Assent Voting.**

#### Advantages

- An assent vote would determine the level of community support for the service and provide direction as to how to proceed.

#### Disadvantages

- Adds an additional \$15,000 in costs to what is already an expensive service.
- Requires considerable staff resources
- Requires that the Director advocate for the service

**Option 3. That staff be directed to take no further action on the matter**

#### Advantages

- Staff time could be directed to other matters currently under consideration by the Board

#### Disadvantages

- Staff will likely be requested to produce an additional service case analysis in the future that restates the information in the service case analysis. The matter has occupied

## SECTION 5: RECOMMENDATIONS

That the Board authorize staff to prepare a petition, regarding the establishment of a fire response service for the community of Kitchener, in accordance with the Section 337 of the Local Government Act and that the petition be provided to the Director of Area B to facilitate circulation within the Community.

Respectfully submitted,  
Tom Dool, Research Analyst

## CONCURRENCE

Corporate Officer – Mike Morrison	Approved
Regional Fire Chief – David Zayonce	Approved
Chief Administrative Officer– Stuart Horn	Approved

### ATTACHMENTS:

Attachment A – May 7, 2008 Kitchener/Erickson/Arrow Creek Rural Fire Protection Service Case Analysis  
Attachment B – Sept 16, 2009 Arrow Creek/Kitchener Rural Fire Protection Service Case Analysis  
Attachment C – March 23, 2011 Arrow Creek/Kitchener Rural Fire Protection Service Case Analysis  
Attachment D – Dec 12, 2012 Arrow Creek/Kitchener Rural Fire Protection Service Case Analysis  
Attachment E – August 21, 2019 Kitchener Rural Fire Protection Service Case Analysis  
Attachment F – Kitchener Fire Protection Service Case Analysis Study Area

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## RURAL FIRE PROTECTION Erickson/Arrow Creek/Kitchener

Prepared by: **R. Matheson,**  
**Admin. Assistant/Researcher**  
Date: **May 07, 2008**

### 1. PURPOSE

To identify specific areas within Electoral Area B to which fire protection services might be provided and the costs related thereto.

### 2. REQUEST AND AUTHORIZATION

As a result of a recommendation arising from the General Affairs Committee meeting, the Board adopted the following resolution:

**93/08**

**Staff be directed to prepare an Administrative Report respecting establishment of a fire protection service for the Erickson / Arrow Creek / Kitchener area with such report to address cost, feasibility and legal implications as well as study parameters identified in Creston Valley Standard of Response Coverage Study, 2007.**

### 3. EXISTING SITUATION

Electoral Area B receives fire protection from a number of fire services.

**Yahk Fire Protection Area** provides fire protection to Yahk/Kingsgate.

**Lister Fire Protection Area** provides fire protection to Lister/Canyon/Rykerts;

**Creston Fire Protection Contract** provides fire protection by contract to Erickson

Areas currently receiving no benefit of a fire protection service in Electoral Area B include East/West Arrow Creek and Kitchener.

This report will look at alternatives to providing fire protection to East/West Arrow Creek and Kitchener by establishment of a new service and/or realignment of existing services.

#### 4. ALTERNATIVES

When establishing or expanding fire protection services, the Regional District utilizes certain minimum standards in order for the service to be recognized by the Office of the Fire Commissioner. The minimum standards include:

- Fire Hall located no more than 8 road kilometers from the service area boundary;
- 15 fully equipped volunteer firefighters to respond to fires (25 preferred) ;
- Triple combination pumper rated at 500 GPM at 150PSI (minimum) and tender with a 200 GPM permanently mounted pump;
- The combined capacity of the 2 units must total at least 1500 Imperial gallons;
- A port-a-tank capable of storing 1000 imperial gallons and a refill capacity from a hydrant system or a portable pumping capacity for both units;
- Adequate means for receiving alarms and dispatching firefighters (ie. base system and pagers);
- Equipment to be housed in a well designed and located fire hall;

The Regional District of Central Kootenay establishes fire services for protection purposes and not for property insurance reductions. In some instances fire protection service boundaries have been extended to a 13 road kilometre distance on the behalf of property owners, therefore for maximum coverage of a fire protection service, alternatives will include this criteria.

**The cost to establish a new volunteer fire department are:**

CAPITAL ACQUISITION	CAPITAL COSTS	TERM OF DEBT	ANNUAL COST OF OPERATION & DEBT SERVICE
Land	\$100,000	6%/20 yr. debt	\$ 9,530
Building	\$350,000	6%/20 yr. debt	33,340
Fire Trucks			
Pumper	\$300,000	6%/15 yr. debt	33,570
Tanker	\$320,000	6%/15 yr. debt	35,810
Ancillary & Communication Equipment	\$130,000	6%/10yr. debt	<u>18,960</u>
<b>Total Debt Servicing Costs</b>	<b>\$ 1,200,000</b>		\$131,210
<b>Annual Operating Costs</b>			<u>\$45,000</u>
<b>TOTAL ANNUAL COSTS</b>			<b><u>\$176,210</u></b>

**Alternative A – Establishment of a new fire protection service.**

New service to include Arrow Creek and Kitchener.

There are approximately 26 kilometers of unprotected property between the Wynndel fire protection service boundary in Arrow Creek and the Yahk fire protection service boundary east of Kitchener. A fire hall located near Kitchener (Thompson Road) would be centrally located and would place the service area boundaries at 13 kilometers.

**2008 Property Assessments**

<b>Area A Property Class</b>	<b>Land</b>	<b>Improvements</b>	<b>Totals</b>	<b>Factor</b>	<b>Residential Converted Values</b>
1. Residential	\$24,215,050	\$30,792,600	\$55,007,650	1.0	\$55,007,650
2. Utility	24,500	17,459,000	17,483,500	3.5	61,192,250
5. Light Industry	89,300	-	89,300	3.4	303,620
6. Business/other	133,550	113,700	247,250	2.45	605,762
8. Seasonal	36,900	-	36,900	1.0	36,900
9. Farm	126,140	-	126,140	1.0	126,140
<b>TOTALS</b>	<b>\$24,625,440</b>	<b>\$48,365,300</b>	<b>\$72,990,740</b>		<b>\$117,272,322</b>

Based on the costs to establish a volunteer fire department of **\$176,210/year**, the tax rate for fire protection for Arrow Creek-Kitchener would be:

ACTUAL RATE PER THOUSAND           **\$ 2.415**  
 RESIDENTIAL RATE PER THOUSAND   **\$ 1.503**

**Alternative B – Establishment of a new fire protection service**

New service to include Arrow Creek-Kitchener and Erickson (opt out of the Creston Contract service).

As in Alternative A, there are approximately 26 kilometers of unprotected property between the Wynndel fire protection service boundary in Arrow Creek and the Yahk fire protection service boundary east of Kitchener. A fire hall located near Kitchener (Thompson Road) would be centrally located and would place the service area boundaries at 13 kilometers. With the placement of the new fire hall those properties of Electoral Area B (Erickson Area), which currently receive fire protection from the Town of Creston would also be within 13 kilometers of the new fire hall.

**NOTE: Those properties in the Erickson area are all currently within 8 kilometers from the Creston Fire Hall. With the establishment of this new service 98% of those properties would now be between 8 and 13 kilometers from the new fire hall.**

**If the firehall was located around the intersection of Highway 3 and Lakeview/Arrow Creek Road the Erickson and Arrow Creek properties would be within 8 kilometers of the fire hall, those properties from Kitchener to Kidd Creek would be between the 8 and 13 kilometer and to cover the remaining proerties to the Yahk fire service area the boundary for this service would have to extend to an 18 kilometer limit.**

**2008 Property Assessments**

Area A Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$68,094,100	\$122,252,800	\$190,346,900	1.0	\$190,346,900
2. Utility	130,054	18,382,680	18,512,734	3.5	64,794,569
4. Major Industry	910,800	2,670,000	3,580,800	3.4	12,174,720
5. Light Industry	135,000	122,300	257,300	3.4	874,820
6. Business/other	1,786,895	2,616,005	4,402,900	2.45	10,787,105
7. Managed Forest	30,900	-	30,900	3.0	92,700
8. Seasonal	84,400	-	84,400	1.0	84,400
9. Farm	801,080	-	801,080	1.0	801,080
<b>TOTALS</b>	<b>\$71,973,229</b>	<b>\$146,043,785</b>	<b>\$218,017,014</b>		<b>\$279,956,294</b>

Based on the costs to establish a volunteer fire department of **\$176,210**/year, the tax rate for fire protection would be:

ACTUAL RATE PER THOUSAND       **\$ 0.809**  
RESIDENTIAL RATE PER THOUSAND   **\$ 0.630**

**Alternative C – Establishment of a new fire protection service**

New service to include Arrow Creek-Kitchener, Erickson (opt out of the Creston Contract service) and Lister. This alternative is the same as alternative B with the inclusion of the Lister fire protection service.

The same notations in alternative B will need to be addressed if this option is considered.

**2008 Property Assessments**

Area A Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$117,413,600	\$230,212,100	\$347,625,700	1.0	\$347,625,700
2. Utility	771,454	20,263,280	21,034,734	3.5	73,621,569
4. Major Industry	910,800	2,670,000	3,580,800	3.4	12,174,720
5. Light Industry	141,600	129,400	271,000	3.4	921,400
6. Business/other	2,293,995	3,339,305	5,633,300	2.45	13,801,585
7. Managed Forest	30,900	-	30,900	3.0	92,700
8. Seasonal	276,400	-	276,400	1.0	276,400
9. Farm	3,062,970	-	3,062,970	1.0	3,062,970
<b>TOTALS</b>	<b>\$124,901,719</b>	<b>\$256,614,085</b>	<b>\$381,515,804</b>		<b>\$451,577,044</b>

Based on the costs to establish a volunteer fire department of **\$176,210**/year, and the Lister Fire protection service budget taxation of **\$129,800** the tax rate for the new fire protection service would be:

ACTUAL RATE PER THOUSAND       **\$ 0.802**  
RESIDENTIAL RATE PER THOUSAND   **\$ 0.678**



**Alternative D – Establishment of a new fire protection service**

New service to include Arrow Creek-Kitchener, Erickson (opt out of the Creston Contract service), Lister and Yahk.

This alternative is the same as alternative C with the inclusion of the Yahk fire protection service.

The same notations in alternative B will need to be addressed if this option is considered.

**2008 Property Assessments**

Area A Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$131,950,150	\$247,662,700	\$379,612,850	1.0	\$379,612,850
2. Utility	888,874	49,121,680	50,010,554	3.5	175,036,939
4. Major Industry	910,800	2,670,000	3,580,800	3.4	12,174,720
5. Light Industry	300,200	394,200	694,400	3.4	2,360,960
6. Business/other	2,717,445	4,515,905	7,233,350	2.45	17,721,707
7. Managed Forest	98,800	-	98,800	3.0	296,400
8. Seasonal	290,200	-	290,200	1.0	290,200
9. Farm	3,124,605	-	3,124,605	1.0	3,124,605
<b>TOTALS</b>	<b>\$140,281,074</b>	<b>\$304,364,485</b>	<b>\$444,645,559</b>		<b>\$590,618,381</b>

Based on the costs to establish a volunteer fire department of **\$176,210/year**, the Lister Fire protection service budget taxation of **\$128,900**, and the Yahk Fire protection service budget taxation of **\$119,242** the tax rate for the new fire protection service would be:

ACTUAL RATE PER THOUSAND           **\$ 0.955**  
RESIDENTIAL RATE PER THOUSAND   **\$ 0.719**

**5.    **IMPACT OF TAXATION**  
      **EXAMPLES OF TAXATION****

**Alternative A**

FIRE PROTECTION SERVICES					
New Service		Existing Services			Overall Service
Residential Assessed Value	Arrow Creek-Kitchener	Erickson area by contract	Lister	Yahk	
	\$1.503/Thous	\$0.617/Thous	\$0.756/Thous	\$0.858/Thous	<b>\$0.890/Thous</b>
\$ 80,000	\$ 120.24	\$ 49.36	\$ 60.48	\$ 68.64	<b>\$ 71.20</b>
170,000	255.51	104.89	128.52	145.86	<b>151.30</b>
275,000	413.33	169.67	207.90	235.95	<b>244.75</b>
450,000	676.35	277.65	340.20	386.10	<b>400.50</b>

**Alternative B**

Residential Assessed Value	FIRE PROTECTION SERVICES		
	New Service	Existing Services	
	Arrow Creek-Kitchener Erickson	Lister	Yahk
	\$0.630/Thous	\$0.756/Thous	\$0.858/Thous
\$ 80,000	\$ 50.40	\$ 60.48	\$ 68.64
170,000	107.10	128.52	145.86
275,000	173.25	207.90	235.95
450,000	283.50	340.20	386.10

**Alternative C**

Residential Assessed Value	FIRE PROTECTION SERVICES	
	New Service	Existing Services
	Arrow Creek-Kitchener Erickson/Lister	Yahk
	\$0.678/Thous	\$0.858/Thous
\$ 80,000	\$ 54.24	\$ 68.64
170,000	115.26	145.86
275,000	186.45	235.95
450,000	305.10	386.10

**Alternative D**

Residential Assessed Value	FIRE PROTECTION SERVICES
	New Service
	Arrow Creek-Kitchener Erickson/Lister/Yahk
	\$0.719/Thous
\$ 80,000	\$ 57.52
170,000	122.23
275,000	197.73
450,000	232.55

**Note:**

1. The rates identified above must be increased by 5 1/2% which represents the tax billing and collection charge levied by the surveyor of taxes.
2. Property classed other than “residential” “seasonal” and “farm” pay a greater rate of taxes as follows:

Property class:

“Utility” pays 3.5 times the residential rate.

“Industry” pays 3.4 times the residential rate.

“Business/other” pays 2.45 times the residential rate.

“Managed Forest” pays 3.0 times the residential rate.

## 6. RECOMMENDATIONS

1. This report be referred to the Director for Electoral Area B, and to the Creston and Electoral Area A, B, C Local Commission.
2. It is recommended that the Sub Regional initiative as indicated in the Creston Valley Study which includes all four departments be investigated further, before any decision is made in regards to providing fire protection.
3. In the event that the Sub Regional initiative is not to be investigated further, any fire protection alternative that redefines fire protection boundaries, and that include coverage by the placement of new firehalls, should be studied further by the Regional District or CGI in order to have Fire Underwrites Survey ratings applied favourably.
4. Volunteer recruitment and retention is a significant problem all over the Regional District, and it would be critically important to assess the feasibility of any projected Fire Hall location by performing a questionnaire process. This would ensure we do not place infrastructure in an area that cannot provide volunteers and to show due diligence.
5. Should an alternative fire protection service be pursued, the preferred options be investigated further and final costings be analyzed in preparation for public meetings in the affected areas.
6. Public meeting be held if necessary to obtain public support for an alternative
7. Other voting opportunity be held if necessary

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## RURAL FIRE PROTECTION Arrow Creek/Kitchener

Prepared by: **R. Matheson,**  
Admin. Assistant/Researcher  
Date: **September 16, 2009**

### 1. **PURPOSE**

To identify specific areas within Electoral Area B to which fire protection services might be provided and the costs related thereto.

### 2. **EXISTING SITUATION**

Electoral Area B receives fire protection from a number of fire services.

**Yahk Fire Protection Area** provides fire protection to Yahk/Kingsgate.

**Lister Fire Protection Area** provides fire protection to Lister/Canyon/Rykerts;

**Creston Fire Protection Contract** provides fire protection by contract to Erickson

Areas currently receiving no benefit of a fire protection service in Electoral Area B include East/West Arrow Creek and Kitchener.

This report will look at alternatives to provide fire protection to East/West Arrow Creek and Kitchener by establishment of a new service.

### 3. **FIRE PROTECTION COSTS**

When establishing or expanding fire protection services, the Regional District utilizes certain minimum standards in order for the service to be recognized by the Office of the Fire Commissioner. The minimum standards include:

- Fire Hall located no more than 8 road kilometers from the service area boundary;
- 15 fully equipped volunteer firefighters to respond to fires (25 preferred) ;
- Triple combination pumper rated at 500 GPM at 150PSI (minimum) and tender with a 200 GPM permanently mounted pump;
- The combined capacity of the 2 units must total at least 1500 Imperial gallons;
- A port-a-tank capable of storing 1000 imperial gallons and a refill capacity from a hydrant system or a portable pumping capacity for both units;
- Adequate means for receiving alarms and dispatching firefighters (ie. base system and pagers);
- Equipment to be housed in a well designed and located fire hall;

The Regional District of Central Kootenay establishes fire services for protection purposes and not for property insurance reductions. In some instances fire protection service boundaries have been extended to a 13 road kilometre distance on the behalf of property owners, therefore for maximum coverage of a fire protection service, alternatives will include this criteria.

**The cost to establish a new volunteer fire department are:**

CAPITAL ACQUISITION	CAPITAL COSTS	TERM OF DEBT	ANNUAL COST OF OPERATION & DEBT SERVICE
Land	\$100,000	6%/20 yr. debt	\$ 9,525
Building	\$500,000	6%/25 yr. debt	42,755
Fire Trucks			
Pumper	\$300,000	6%/15 yr. debt	33,570
Tanker	\$270,000	6%/15 yr. debt	30,215
Ancillary & Communication Equipment	\$130,000	6%/10yr. debt	<u>18,960</u>
<b>Total Debt Servicing Costs</b>	<b>\$ 1,300,000</b>		\$135,025
<b>Annual Operating Costs</b>			<u>\$65,000</u>
<b>TOTAL ANNUAL COSTS</b>			<b><u>\$200,025</u></b>

**ALTERNATIVE A****Establishment of a new fire protection service.**

New service to include Arrow Creek and Kitchener.

There are approximately 26 kilometers of unprotected property between the Wynndel fire protection service boundary in Arrow Creek and the Yahk fire protection service boundary east of Kitchener. A fire hall located near Kitchener (Thompson Road) would be centrally located and would place the service area boundaries at 13 kilometers.

**2009 Property Assessments**

Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$24,736,450	\$31,430,800	\$56,167,250	1.0	\$56,167,250
2. Utility	24,500	14,162,400	14,186,900	3.5	49,654,150
5. Light Industry	12,600	-	12,600	3.4	42,840
6. Business/other	52,450	96,500	148,950	2.45	364,927
8. Seasonal	63,900	-	63,900	1.0	63,900
9. Farm	128,288	-	128,288	1.0	128,288
<b>TOTALS</b>	<b>\$25,018,188</b>	<b>\$45,689,700</b>	<b>\$70,707,888</b>		<b>\$106,421,355</b>

Based on the costs to establish a volunteer fire department of **\$200,025/year**, the tax rate for fire protection for Arrow Creek-Kitchener would be:

ACTUAL RATE PER THOUSAND **\$ 2.829**      RESIDENTIAL RATE PER THOUSAND **\$ 1.880**

**ALTERNATIVE B****Establishment of an overall area B fire protection service.**

New service to include the Canyon/Lister, Yahk/Kingsgate, and Creston Contract services as well as establishing a new fire hall in the Arrow Creek/Kitchener area.

<b><u>COSTS</u></b>	<b>Budget</b>	<b>Taxation</b>
Canyon/Lister fire service	\$ 194,059	\$ 136,290
Yahk fire service	\$ 175,412	\$ 125,204
Area B portion Creston contract fire service	\$ 131,119	\$ 99,124
Arrow Creek/Kitchener fire service	\$ 200,025	\$ 200,025
<b>AMALGAMATED SERVICE</b>	<b>\$ 700,615</b>	<b>\$ 560,643</b>

**2009 Property Assessments**

<b>Fire Service</b>	<b>Actual Assessment</b>	<b>Residential Converted Assessment</b>	<b>Residential Tax Rate on existing taxation levels (per 1000)</b>
Canyon/Lister	\$ 166,432,096	\$ 174,455,720	\$ 0.781
Yahk	\$ 65,397,541	\$ 141,317,180	\$ 0.886
Area B Creston Contract	\$ 146,578,185	\$ 164,251,340	\$ 0.603
Arrow Ck/Kitchener	\$ 70,707,888	\$ 106,421,355	\$ 1.880
<b>TOTALS</b>	<b>\$449,115,710</b>	<b>\$586,445,595</b>	<b>\$ 0.956</b>

**ALTERNATIVE C****Establishment of an overall area B fire protection service including Erickson  
(cancellation of Creston fire contract).**

Alternative C discontinues the fire services contract with the Town of Creston and that area of area B (Erickson) would be covered for fire protection by the existing Canyon/Lister Fire Department and the newly created service out of Arrow Creek/Kitchener.

<b><u>COSTS</u></b>	<b>Budget</b>	<b>Taxation</b>
Canyon/Lister fire service	\$ 194,059	\$ 136,290
Yahk fire service	\$ 175,412	\$ 125,204
Arrow Creek/Kitchener fire service	\$ 200,025	\$ 200,025
<b>AMALGAMATED SERVICE</b>	<b>\$ 569,499</b>	<b>\$ 461,519</b>

**2009 Property Assessments**

<b>Fire Service</b>	<b>Actual Assessment</b>	<b>Residential Converted Assessment</b>	<b>Residential Tax Rate on existing taxation levels (per 1000)</b>
Canyon/Lister	\$ 166,432,096	\$ 174,455,720	\$ 0.781
Yahk	\$ 65,397,541	\$ 141,317,180	\$ 0.886
Area B Creston Contract	\$ 146,578,185	\$ 164,251,340	\$ 0.603
Arrow Ck/Kitchener	\$ 70,707,888	\$ 106,421,355	\$ 1.880
<b>TOTALS</b>	<b>\$449,115,710</b>	<b>\$586,445,595</b>	<b>\$ 0.787</b>

#### 4. **IMPACT OF TAXATION** **EXAMPLES OF TAXATION**

##### Alternative A

Residential Assessed Value	Arrow C/Kitchener
	\$ 1.880/Thous
\$ 80,000	\$ 150.40
170,000	319.60
275,000	517.00
450,000	846.00

##### Alternative B

Residential Assessed Value	Canyon/Lister Yahk/Kingsgate Creston Contract Arrow Creek/Kitchener	Existing Taxation Rates		
		Canyon/Lister	Yahk/ Kingsgate	Creston Contract
	\$ 0.956	\$ 0.781	\$ 0.886	\$ 0.603
\$ 80,000	\$ 76.48	\$ 62.48	\$ 70.88	\$ 48.24
170,000	162.52	132.77	150.62	102.51
275,000	262.90	214.78	243.65	165.83
450,000	430.20	351.45	398.70	271.35

##### Alternative C

Residential Assessed Value	Canyon/Lister Yahk/Kingsgate Arrow Creek/Kitchener	Existing Taxation Rates		
		Canyon/Lister	Yahk/ Kingsgate	Creston Contract
	\$ 0.787	\$ 0.781	\$ 0.886	\$ 0.603
\$ 80,000	\$ 62.96	\$ 62.48	\$ 70.88	\$ 48.24
170,000	133.79	132.77	150.62	102.51
275,000	216.42	214.78	243.65	165.83
450,000	354.15	351.45	398.70	271.35

**NOTE: For Alternative C - Properties in the Erickson area which were covered under the Creston Contract were all currently between 1 and 8 kilometres from the Creston fire hall. Under Alternative C 98% of those properties would now be between 8 and 13 kilometers from the Canyon/Lister fire hall or the new fire hall located in Arrow Creek/Kitchener.**

**For Alternative C the implications of fire protection for properties in Area C by contract by the Town of Creston has not been identified.**

**For Alternatives B & C the taxation rates indicated are derived from the 2008 taxation amounts and do not take into consideration taxation implications if surpluses are removed and budgets remain the same.**

**Note:**

1. The rates identified above must be increased by 5 1/2% which represents the tax billing and collection charge levied by the surveyor of taxes.
2. Property classed other than “residential” “seasonal” and “farm” pay a greater rate of taxes as follows:

Property class:

“Utility” pays 3.5 times the residential rate.

“Industry” pays 3.4 times the residential rate.

“Business/other” pays 2.45 times the residential rate.

“Managed Forest” pays 3.0 times the residential rate.

## 6. **RECOMMENDATIONS**

1. This report be referred to the Creston Valley Services Committee.
2. The Creston Valley Fire Services Standards of Response Coverage Study be reviewed prior to any addition/alteration to existing fire services as the Study addresses other concerns not in this report.
3. The Creston Valley Fire Services Standard of Response Coverage Study recommendations on the organizational structure of the fire services for Creston Valley needs to be reconsidered by the stakeholder Directors to provide effective and efficient service delivery.
4. **A complete financial plan needs to be developed for full public consultation purposes. It should be noted that the proposed alternatives create “winners and losers”.**
5. Any fire protection alternative that includes coverage by the placement of new firehalls, should be studied further by the Regional District or CGI in order to have Fire Underwrites Survey ratings applied favourably.
6. Volunteer recruitment and retention is a significant problem all over the Regional District, and it is critically important to assess the feasibility of starting a new fire service. This area has been struggling to attract adequate volunteers. Many volunteer firefighter are members of both the Town of Creston Fire Department and their own rural department. The RDCK has no indication that an adequate level of volunteers can be established for an additional fire service.
7. Should any alternative for fire protection be pursued, public meetings be held to obtain public support for the service.
8. **Any Alternative listed above would have to go through the Other Voting Opportunity approval process.**



# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## RURAL FIRE PROTECTION Arrow Creek/Kitchener

Date: March 23, 2011

### PURPOSE

To identify assessments and tax rates in the Arrow Creek and Kitchener areas within Electoral Area B for fire protections services.

### KITCHENER

Establishment of a fire service for Kitchener and area.

#### 2011 Property Assessments

Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$12,481,700	\$14,584,300	\$27,066,000	1.0	\$27,066,000
2. Utility	27,700	10,234,850	10,262,550	3.5	35,918,925
5. Light Industry	85,200	-	85,200	3.4	289,680
6. Business/other	54,850	92,700	147,550	2.45	361,497
8. Seasonal	19,900	-	19,900	1.0	19,900
9. Farm	98,931	-	98,931	1.0	98,931
<b>TOTALS</b>	<b>\$12,768,281</b>	<b>\$24,911,850</b>	<b>\$37,680,131</b>		<b>\$63,754,933</b>

Based on the establishment of a service by Alternate Approval Process and the criteria of establishing a maximum rate of \$0.50/\$1000 of assessment the amount raised for fire protection in this area would be:

$$\$0.50/\$1000 \times \$37,680,131 = \quad \mathbf{\$ 18,840} \quad (\text{Residential Rate } \mathbf{\$0.296/\$1000})$$

If Kitchener was to be part of the Yahk Fire Service at \$.894/\$1000 residential = **\$56,997**

### ARROW CREEK

Establishment of a fire service for Arrow Creek and area.

#### 2011 Property Assessments

Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$16,828,400	\$21,075,600	\$37,904,000	1.0	\$37,904,000
2. Utility	-	3,445,790	3,445,790	3.5	12,060,265
5. Light Industry	15,100	-	15,100	3.4	51,340
6. Business/other	97,400	-	97,400	2.45	238,630
8. Seasonal	-	-	-	1.0	-
9. Farm	28,027	-	28,027	1.0	28,027
<b>TOTALS</b>	<b>\$16,968,927</b>	<b>\$24,521,390</b>	<b>\$41,490,317</b>		<b>\$50,282,262</b>

Based on the establishment of a service by Alternate Approval Process and the criteria of establishing a maximum rate of \$0.50/\$1000 of assessment the amount raised for fire protection in this area would be:

$$\$0.50/\$1000 \times \$41,490,317 = \quad \mathbf{\$ 20,745} \quad (\text{Residential Rate } \mathbf{\$0.413/\$1000})$$

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## RURAL FIRE PROTECTION Arrow Creek/Kitchener

Prepared by: R. Matheson,  
Admin. Assistant/Researcher  
Date: December, 2012

### 1. PURPOSE

To identify specific areas within Electoral Area B to which fire protection services might be provided and the costs related thereto.

### 2. EXISTING SITUATION

Electoral Area B receives fire protection from a number of fire services.

**Yahk Fire Protection Area** provides fire protection to Yahk/Kingsgate.

**Lister Fire Protection Area** provides fire protection to Lister/Canyon/Rykerts;

**Creston Fire Protection Contract** provides fire protection by contract to Erickson

Areas currently receiving no benefit of a fire protection service in Electoral Area B include East/West Arrow Creek and Kitchener.

This report will look at alternatives to provide fire protection to East/West Arrow Creek and Kitchener by establishment of a new service.

**The cost to establish a new volunteer fire department are:**

**Annual cost for construction and operation of new fire hall \$ 283,845**

### **ALTERNATIVE A**

#### **Establishment of a Arrow Creek / Kitchener fire protection service.**

There are approximately 26 kilometers of unprotected property between the Wynndel fire protection service boundary in Arrow Creek and the Yahk fire protection service boundary east of Kitchener. A fire hall located near Kitchener (Thompson Road) would be centrally located and would place the service area boundaries at 13 kilometers.

#### **2012 Property Assessments**

Property Class	Land	Improvements	Totals	Factor	Residential Converted Values
1. Residential	\$29,310,100	\$35,659,900	\$64,970,000	1.0	\$64,970,000
2. Utility	27,700	13,680,640	13,708,340	3.5	47,979,190
5. Light Industry	100,300	-	100,300	3.4	341,020
6. Business/other	152,250	92,700	244,950	2.45	600,127
8. Seasonal	19,900	-	19,900	1.0	19,900
9. Farm	126,958	-	126,958	1.0	126,958
<b>TOTALS</b>	<b>\$29,737,208</b>	<b>\$49,433,240</b>	<b>\$79,170,448</b>		<b>\$114,037,195</b>

Based on the costs to establish a volunteer fire department of **\$283,845/year**, the tax rate for fire protection for Arrow Creek-Kitchener would be:

ACTUAL RATE PER THOUSAND \$ 3.585 49 RESIDENTIAL RATE PER THOUSAND \$ 2.489

**ALTERNATIVE B****Arrow Creek / Kitchener / Yahk - Kingsgate fire protection service.**

New service to include the Yahk - Kingsgate fire protection service and the establishment of a new fire hall in the Arrow Creek/Kitchener area.

<b><u>COSTS</u></b>	<b>Taxation</b>
Arrow Creek/Kitchener fire service	\$ 283,845
Yahk - Kingsgate fire service	\$ 138,474
<b>AMALGAMATED SERVICE</b>	<b>\$ 422,319</b>

**2012 Property Assessments**

<b>Fire Service</b>	<b>Actual Assessment</b>	<b>Residential Converted Assessment</b>	<b>Residential Tax Rate (per 1000)</b>
Arrow Creek/Kitchener	\$ 79,170,448	\$ 114,037,195	\$ 2.489
Yahk - Kingsgate	\$ 77,966,410	\$ 154,960,470	\$ 0.894
<b>TOTALS</b>	<b>\$157,136,858</b>	<b>\$268,977,665</b>	<b>\$ 1.570</b>

**ALTERNATIVE C****Arrow Creek / Kitchener / Yahk-Kingsgate / Canyon-Lister fire protection service.**

New service to include the Canyon-Lister, Yahk-Kingsgate, and the establishment of a new fire hall in the Arrow Creek/Kitchener area.

<b><u>COSTS</u></b>	<b>Taxation</b>
Arrow Creek/Kitchener fire service	\$ 283,845
Yahk fire service	\$ 138,474
Canyon/Lister fire service	\$ 150,646
<b>AMALGAMATED SERVICE</b>	<b>\$ 572,965</b>

**2011 Property Assessments**

<b>Fire Service</b>	<b>Actual Assessment</b>	<b>Residential Converted Assessment</b>	<b>Residential Tax Rate (per 1000)</b>
Arrow Creek/Kitchener	\$ 79,170,448	\$ 114,037,195	\$ 2.489
Yahk - Kingsgate	\$ 77,966,410	\$ 154,960,470	\$ 0.894
Canyon/Lister	\$ 192,886,894	\$ 202,855,230	\$ 0.743
<b>TOTALS</b>	<b>\$350,023,752</b>	<b>\$471,852,895</b>	<b>\$ 1.214</b>

**ALTERNATIVE E****Electoral Area B fire protection service.**

New service to include the Canyon-Lister, Yahk-Kingsgate, and Area B covered by Creston Fire Department by contract as well as establishing a new fire hall in the Arrow Creek/Kitchener area.

<b><u>COSTS</u></b>	<b>Taxation</b>
Arrow Creek/Kitchener fire service	\$ 283,845
Yahk fire service	\$ 138,474
Canyon/Lister fire service	\$ 150,646
Area B portion Creston contract fire service	\$ 102,765
<b>AMALGAMATED SERVICE</b>	<b>\$ 675,730</b>

**2009 Property Assessments**

<b>Fire Service</b>	<b>Actual Assessment</b>	<b>Residential Converted Assessment</b>	<b>Residential Tax Rate on existing taxation levels (per 1000)</b>
Arrow Creek/Kitchener	\$ 79,170,448	\$ 114,037,195	\$ 2.849
Yahk	\$ 77,966,410	\$ 154,960,470	\$ 0.894
Canyon/Lister	\$ 192,886,894	\$ 202,855,230	\$ 0.743
Area B Creston Contract	\$ 162,073,113	\$ 180,710,150	\$ 0.569
<b>TOTALS</b>	<b>\$512,096,865</b>	<b>\$652,563,045</b>	<b>\$ 1.036</b>

**ALTERNATIVE E-1 – Same as E except Creston Contract fire service to be included in Arrow Creek/Kitchener fire area.**

**COST OF FIRE PROTECTION \$572,965 = \$0.878/\$1000**



# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Board Report

**Date of Report:** August 21, 2019  
**Date & Type of Meeting:** September 19, 2019 Open Regular Board Meeting  
**Author:** Tom Dool, Research Analyst  
**Subject:** KITCHENER FIRE RESPONSE SERVICE  
**File:** \\FILES\RDCK\14\7750\30\KITCHENER FIRE SERVICE

### SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to inform the Board of the implications of establishing a Fire Protection Service for a portion of Electoral Area B (Kitchener). There are two options for the provision of service, a Fire Protection Service or a Fire Response Service.

A Fire Protection Service would be managed under contract by the Town of Creston. A satellite hall would be constructed by the community. Staffing would be provided by the Town of Creston but could draw from local volunteers. A Fire Protection Service could result in a Fire Underwriters Service (FUS) Dwelling Protection Grade (DPG) of 3B or Semi-Protected. The cost would be \$5.40/\$1000 in converted residential value or \$864.00 for the average \$160,000 residence.

A Fire Response Service would be managed under contract by the Town of Creston. Apparatus would be dispatched from the Town of Creston main hall. Staffing would be provided by the Town of Creston. A Fire Response Service would result in a FUS DPG of 5 or Unprotected. The cost would be \$0.61/\$1000 in converted residential value or \$98.40 for the average \$160,000 residence.

The recommendation is for the board to take no action until the Director for Area B has had time to review the findings of this report with their constituents.

### SECTION 2: BACKGROUND / ANALYSIS

#### Background

At the February 15, 2018 meeting the Board of the RDCK issued Resolution #122/18

*That staff be directed to prepare a service case analysis and report back to the Board on the implications of establishing a Fire Protection Service for a portion of Area B (Kitchener).*

Staff has reviewed the available information and has prepared this service case analysis for consideration by the Board.

#### Proposed Service Area

The defined portion of Area B referred to as Kitchener is an unincorporated rural area approximately 25km east of Creston, BC along Highway 3. The proposed service area boundary begins at the eastern most extent of the Arrow Creek Fire Protection Area and extends 9 km east towards Yahk along Highway

3. The proposed service area include 215 properties. A detailed map of the service area is included as Attachment A. Proposed Kitchener Fire Response Area.

**Service Provision Options**

There are two options for the provision of service, a Fire Response Service or a Fire Protection Service.

A Fire Response Service ensures that responders will attend a fire but does not stipulate the amount of time required to attend or the required apparatus. For this reason most Fire Response Services result in a FUS DPG of Unprotected (Grade 5). The service would be provided under contract with the Town of Creston Fire Service. Response would be dispatched from the Creston Fire Hall.

A Fire Protection Service ensures that responders will attend a fire within a set amount of time. The service area boundary must not extend beyond 8km from a fire hall. The hall must be provisioned and staffed to meet the requirements established by the Office of the Fire Commissioner. Fire Protection Services generally result in a Fire Underwriters Dwelling Protection Grade of Semi-Protected (Grade 3B). The service would be provided under contract with the Town of Creston Fire Services operating a satellite fire hall within the service area. The hall, equipment, apparatus, and potentially a portion of the staffing would be provided by the community.

**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 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO

**Option 1. Fire Response Service**

A quote for services has been received from the Town of Creston. A contract for Fire Response Service for a specified portion of Electoral Area B (Kitchener) would cost \$23,270 annually (Attachment B. Staff Briefing Note – Town of Creston).

The annual requisition based on a converted residential value of \$3,822,952 would be \$0.61/\$1000. The average value of a residential property in the service area is \$160,000. The annual cost on a \$160,000 residential property would \$98.40.

**Option 2. Fire Protection Service**

A fire protection service would require capital investment to construct a satellite hall and to purchase apparatus and equipment. Annual operational funding would be required to maintain a contract with the Town of Creston for training and response. Because the Town apportions the cost of Fire Services to the value of properties within the Fire Protection Area the cost of a Fire Protection contract is the same as the cost of a Fire Response contract.

**Figure 1. Capital and Operational Fire Department Costs**

Capital Acquisition	Capital Cost	Term of Debt	Annual Cost
Land	\$100,000	3%/20 yr.	\$6721.57
Building	1,575,000	3%/25 yr	90,448.90
Apparatus			
Pumper	\$400,000	3%/15 yr.	\$33,506.63
Tanker	\$300,000	3%/15 yr.	\$25,129.97
Command Vehicle	\$50,000	3%/10 yr.	\$5861.53
Equipment			
PPE (10 Fire Fighters)	\$80,000	3%/10 yr.	\$9378.44
Communications	\$50,000	3%/10 yr.	\$5861.53
Ancillary	\$50,000	3%/10 yr.	\$5861.53
<b>Total Debt Service Cost</b>	<b>\$2,605,000</b>		<b>\$182,770</b>
<b>Annual Operating Cost</b>			<b>\$23,270</b>
<b>Total Annual Costs</b>			<b>\$206,270</b>

The annual requisition based on a converted residential value of \$3,822,952 would be \$5.40/\$1000. The average value of a residential property in the service area is \$160,000. The annual cost on a \$160,000 residential property would \$864.

**b. Legislative Considerations (Applicable Policies and/or Bylaws):**

**Option 1. Fire Response Service**

A Fire Response Service Establishment Bylaw would be required. The bylaw would require both Local Government Inspector and Elector approval.

**Option 2. Fire Protection Service**

A Fire Response Service Establishment Bylaw and a Borrowing Bylaw would be required. These bylaws would require review both Local Government Inspector and Elector approval.

**c. Environmental Considerations:**

None

<b>d. Social Considerations:</b>
None
<b>e. Economic Considerations:</b>
None
<b>f. Communication Considerations:</b>
None
<b>g. Staffing/Departmental Workplan Considerations:</b>
None
<b>h. Board Strategic Plan/Priorities Considerations:</b>
None
<b>SECTION 4: OPTIONS &amp; PROS / CONS</b>
<b>Option 1. Fire Response Service</b>
<p>A fire response service offers a relatively inexpensive solution to the threat of fire spreading across a residential area. It is understood that responders would arrive on site and work to contain a fire and protect surrounding residences.</p> <p>A Fire Response Service would have a FUS DPG of 5 or unprotected. The service area would not qualify for any home insurance discount related to fire protection.</p>
<b>Option 2. Fire Protection Service</b>
<p>A fire protection service would ensure that responders arrive on scene within a set amount of time with specific number of responders and apparatus. This option provides a more robust response and increases the likelihood of saving a given residence and the surrounding homes. A Fire Protection Service would likely result in a FUS DPG of 3B or semi-protected. The service area may qualify for discounted home insurance based on fire protection.</p> <p>The Kitchener service area is a rural residential area with low density and low assessment values. As a result, the rate per \$1000 to the individual home owner may be prohibitive.</p>
<b>SECTION 5: RECOMMENDATION(S)</b>
<p>That the Board take no further action regarding the Kitchener Fire Response Service until such time as the Area Director for Electoral Area B has had the opportunity to discuss the findings with the community.</p>

Respectfully submitted,



Signature:

Name: Tom Dool, Research Analyst

**CONCURRENCE**

**Initials:**

Chief Administrative Officer  
Corporate Officer  
GM Fire & Emergency Services/Regional Fire Chief

**ATTACHMENTS:**

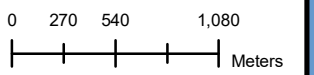
**Attachment A – Proposed Kitchener Fire Response Area.**  
**Attachment B – Fire Response Allocation Cost for Kitchener**



**REGIONAL DISTRICT OF  
CENTRAL KOOTENAY**

- Legend**
- Roads
  - Proposed Fire Response Service
  - Creston Contract Fire Service

Map Projection:  
UTM Zone 11  
Map Datum:  
NAD83  
Date:  
2019-06-25



**DATA SOURCES**

The following sources of data are updated as changes occur:

Cadastral Lot - Surveyed lots/parcels of land; Sources: Crown Land Registry Services and RDCK

District Lot; Source: Crown Land Registry Services, Integrated Cadastral Initiative (ICI) and RDCK

TRIM Data - Planimetry, Unsurveyed Roads, and Contours; Source: Ministry of Water, Land and Air Protection

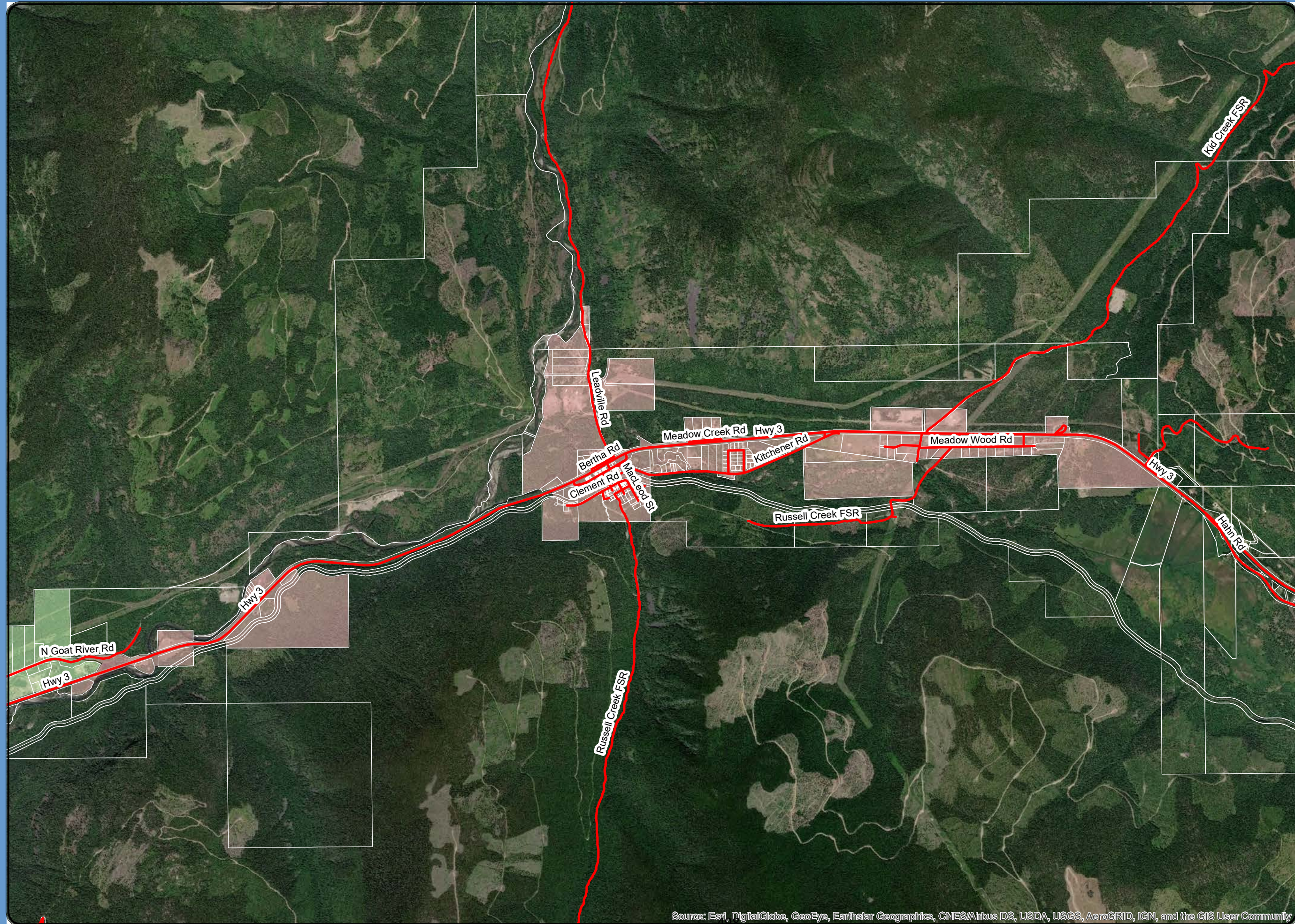
ALR - Agricultural Land Reserve; Source: BC Land Reserve Commission

Zoning - Rural Land Use, Land Use and Zoning Bylaws, where bylaws are in place; Source: RDCK

Roads - Road centerline compiled 2003; Source: RDCK

Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4  
Phone: (250) 352-6665  
Toll-Free 1-800-268-7325 (BC)  
Fax: (250) 352-9300 Internet: www.rdck.bc.ca

**Proposed Kitchener Fire  
Response Area**





# 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> BC Senior Games Society, Zone 7	<b>Date of Application:</b> 03/17/2024
<b>Contact Name:</b> Robert Ewashen	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2130 Cook Street  Creston BC V0B 1G5	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-5088	<b>Email:</b> beewashen@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.*

Zone 7 of the BC Senior Games Society endorses the BCSGS mission, to improve the health, lifestyle, and image of British Columbia's 55+population.

The path our organization has selected to implement our mission is through sport, social games and community involvement.

In Zone 7 [ the East Kootenay's, Golden and Radium ] we assist our members with their local involvement by organizing sport clinics, providing some equipment, uniforms and with fees of sport facilities.

**Grant Application:**

Total Grant Requested: \$400	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: 2018-1200, 2023- \$400

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:  
2024-03-17 14:18:19

---

Signature

ROBERT EWASHEN

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 400.00
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> BC Senior Games Society, Zone 7	<b>Date of Application:</b> 03/17/2024
<b>Contact Name:</b> Robert Ewashen	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2130 Cook Street  Creston BC V0B 1G5	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-5088	<b>Email:</b> beewashen@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.*

Zone 7 of the BC Senior Games Society endorses the BCSGS mission, to improve the health, lifestyle, and image of British Columbia's 55+population.

The path our organization has selected to implement our mission is through sport, social games and community involvement.

In Zone 7 [ the East Kootenay's, Golden and Radium ] we assist our members with their local involvement by organizing sport clinics, providing some equipment, uniforms and with fees of sport facilities.

**Grant Application:**

Total Grant Requested: \$ 400	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: Service clubs, Senior Citizens Organizations, towns and a number of businesses contributed from \$100 to \$ 750 each in the past, ...

Previous Discretionary Grants Received – Year and Amount: \$1200-2018, \$750 in 2022, \$400, 2023

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:  
2024-03-17 15:21:25

---

Signature

Robert Ewashen

---

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 200.00
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 Chamber of Commerce	<b>Date of Application:</b> 04/05/2024
<b>Contact Name:</b> Natasha Huscroft	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 121 Northwest Blvd  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 402-3635	<b>Email:</b> events@crestonvalleychamber.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 celebration runs from 4:30-9:30pm at the CDCC and will include a family friend Color Run/Walk with both 3km and 5km options, as well as a large stage with musicians playing from 5:00-9:30pm. There will also be food trucks set up, a beer garden, and market stalls up in the parking lot. (Hoping for some dunk tanks as well!)  
The funds will be going towards the costs of this event which include but are not limited to, the stage rental, musicians, banners/advertisement, refreshment table, color powder supply for run, flaggers, drone/photographer, porta-potty rental, alcohol license for garden

**Grant Application:**

Total Grant Requested: \$2000	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:**  
Multiple business sponsorships - we've raised approximately \$4000. There will also be ticket sales for the run. And \$5000 from ...

**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:  
2024-04-05 10:29:12  
\_\_\_\_\_  
Signature

Natasha Huscroft  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 2000.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley Chamber of Commerce	<b>Date of Application:</b> 03/29/2024
<b>Contact Name:</b> Melanie Joy	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 121 Northwest Blvd.  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 402-3108	<b>Email:</b> president@crestonvalleychamber.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.*

It is our 11th Annual community Dash 4 Trash. We will be holding the event on Saturday, May 11. The Columbia Brewery has partnered with the Creston Valley Chamber of Commerce this year to help promote the event and to work together to clean up our community. This year we also moved the date of the event forward so that we can have the community ready for our big Blossom Festival weekend which will be held the weekend after. The funds we receive from the RDCK Discretionary Grants are used to provide a BBQ to participants, a keepsake item with partners logo, and supplies used

### Grant Application:

Total Grant Requested: \$ 500.00	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Fortis BC- \$1,000 ...

Previous Discretionary Grants Received – Year and Amount: 2023 \$1,000

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:  
2024-03-29 12:11:46  
\_\_\_\_\_  
Signature

Melanie Joy  
\_\_\_\_\_  
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 Chamber of Commerce	<b>Date of Application:</b> 03/29/2024
<b>Contact Name:</b> Melanie Joy	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 121 Northwest Blvd.  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 402-3108	<b>Email:</b> president@crestonvalleychamber.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.*

It is our 11th Annual community Dash 4 Trash. We will be holding the event on Saturday, May 11. The Columbia Brewery has partnered with the Creston Valley Chamber of Commerce this year to help promote the event and to work together to clean up our community. This year we also moved the date of the event forward so that we can have the community ready for our big Blossom Festival weekend which will be held the weekend after. The funds we receive from the RDCK Discretionary Grants are used to provide a BBQ to participants, a keepsake item with partners logo, and supplies used

**Grant Application:**

Total Grant Requested: \$ 500.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
----------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Town of Creston- \$1000 ...

Previous Discretionary Grants Received – Year and Amount: 2023 Area B- \$1000 Area C- \$1000

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.

*M. Joy* Signed at:  
2024-03-29 12:16:19  
\_\_\_\_\_  
Signature

Melanie Joy  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 300.00
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 Chamber of Commerce	<b>Date of Application:</b> 04/05/2024
<b>Contact Name:</b> Natasha Huscroft	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 121 Northwest Blvd  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 402-3635	<b>Email:</b> events@crestonvalleychamber.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.*

Canada Day Celebration at the CDCC - includes family friendly Color Run/Walk, beer gardens, farmers markets, food trucks, and an amazing concert line up. Event runs from 4:30pm-9:30pm.

Funds will go towards the event, including but not limited to, stage rental, musicians, Color Run powder, refreshment/water table, flaggers, porta-potty rental, drone/photographer, beer garden license, ...

### 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: We've collected nearly \$4000 in different business sponsorships. Tickets for the Color Run will be sold as well. \$5000 from RDCK & ...

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:  
2024-04-05 13:39:42  
\_\_\_\_\_  
Signature

Natasha Huscroft  
\_\_\_\_\_  
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> 04/05/2024
<b>Contact Name:</b> Amanda Vanlerberg	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2124 Silver King Road  Nelson BC V1L 1C9	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-1081	<b>Email:</b> amanda99r@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.*

Our shared boundaries Nelson/Castlegar U15 Rep hockey team traveled to Quesnel to represent the West Kootenays at the BC Hockey Championships in March. Our coaches are volunteers but as a team we cover their expenses so this grant would help offset those costs as two of them donated their time (5 nights) to coach at Provincials.

### Grant Application:

Total Grant Requested: \$ 1500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: We did receive a discretionary grant of \$1500 from Henny (Area J). This will be used to cover one coaches expenses for the trip.	
Previous Discretionary Grants Received – Year and Amount: \$250 for the 2023 Provincials in Port Alberni from Area J and \$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.

*A Vanlerberg*    Signed at:  
2024-04-05 22:39:34  
\_\_\_\_\_  
Signature

Amanda Vanlerberg  
\_\_\_\_\_  
Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 1500.00
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> Winlaw Highway Accident Management Society	<b>Date of Application:</b> 03/17/2024
<b>Contact Name:</b> Tony Kolesnikoff	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 65 4761 Highway 6  Winlaw BC V0G2J0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 355-2314	<b>Email:</b> flyingcosak@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.*

Event date: June 1, 2024  
Held at Winlaw Fire Dept.  
Silent Auction Fundraiser for WHAMS (Winlaw Highway Accident Management Society) and Kootenay Emergency Response Physicians Association.  
This event will include live entertainment and food for those who are present.  
Our goal is to raise \$3000.00  
There will also be a live demonstration of our new battery operated jaws of life.

**Grant Application:**

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
-----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Local businesses and local members.

Previous Discretionary Grants Received – Year and Amount: 2023

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:  
2024-03-17 13:28:57  
\_\_\_\_\_  
Signature

Stephanie Whitney  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 1000.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Slocan Solutions Society	<b>Date of Application:</b> 04/08/2024
<b>Contact Name:</b> Richard Johnson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 411 Derosa Drive  New Denver BC V0G 1S1	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 358-2590	<b>Email:</b> richard.slrc@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.*

April is National Poetry Month. Host an evening of poetry at Memorial Hall. Free to anyone. 10 poets-- five adult, five youth. The four primary adult poets have around 40 published books among them.

**Grant Application:**

Total Grant Requested: \$550	Which funding criterial objective does this project meet? <input 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:  
CBT--\$200 for hall rental and marketing ...

Previous Discretionary Grants Received – Year and Amount: 2023 Winter Festival \$3,000

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:  
2024-04-08 11:29:03  
\_\_\_\_\_  
Signature

Richard Johnson  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 550.00
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> Horse Association Central Kootenay	<b>Date of Application:</b> 04/03/2024
<b>Contact Name:</b> Pam Malekow	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 69  Crescent Valley BC V0G 1H0	<b>Payment Type:</b> <input checked="" type="radio"/> Electronic Fund Transfer <input type="radio"/> Mailed cheque
<b>Phone #:</b> (250) 608-0735	<b>Email:</b> hackhorseclub@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.*

It is a youth horse camp that will provide a fun, low-cost learning environment for 40 youth aged 6 to 18 focusing on equine safety, culture and self - growth. We are bringing together well known and respected clinicians and educators throughout our community for the education of our local youths. The camp will be a mix of hands-on work, demonstrations, paper work, and at the end, the kids will have the opportunity to demonstrate what they have learned throughout the weekend with a little show. We have two scheduled for this year.

**Grant Application:**

Total Grant Requested: \$ 800	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: Fundraising - Borscht sales, bottle drive, raffle - 3000 ...	

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:  
2024-04-03 06:43:32
Pam Malekow

Signature \_\_\_\_\_ 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> Fauquier Volunteer Fire Brigade	<b>Date of Application:</b> 03/20/2024
<b>Contact Name:</b> David Snyder	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO BOX 116  Fauquier British Columbia V0G 1K0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (587) 577-9792	<b>Email:</b> david_snyder89@hotmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The funds will be used to pay for the training of selected volunteer firefighters from Fauquier. They will participate in the annual Spring Seminar training for BC volunteer firefighters in Sunshine Valley running May 3-5, 2024.

**Grant Application:**

Total Grant Requested: \$ 850	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:  
2024-03-20 21:52:32  
\_\_\_\_\_  
Signature

David Snyder  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 850.00
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> Horse Association Central Kootenay	<b>Date of Application:</b> 04/03/2024
<b>Contact Name:</b> Pam Malekow	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 69  Crescent Valley BC V0G 1H0	<b>Payment Type:</b> <input checked="" type="radio"/> Electronic Fund Transfer <input type="radio"/> Mailed cheque
<b>Phone #:</b> (250) 608-0735	<b>Email:</b> hackhorseclub@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.*

It is a youth horse camp that will provide a fun, low-cost learning environment for 40 youth aged 6 to 18 focusing on equine safety, culture and self - growth. We are bringing together well known and respected clinicians and educators throughout our community for the education of our local youths. The camp will be a mix of hands-on work, demonstrations, paper work, and at the end, the kids will have the opportunity to demonstrate what they have learned throughout the weekend with a little show. We have two scheduled for this year.

**Grant Application:**

Total Grant Requested: \$ 800	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:  
 Fundraising - Borscht sales, bottle drive, raffle - 3000 ...

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.

*Pam*      Signed at:  
2024-04-03 07:01:16  
\_\_\_\_\_  
Signature

pam malekow  
\_\_\_\_\_  
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> Robertson Memorial United Church	<b>Date of Application:</b> 03/27/2024
<b>Contact Name:</b> Karen Hamling	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 117-3rd Ave NW  Nakusp BC V0G1R0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-3322	<b>Email:</b> hamlakes@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.*

We currently have an oil furnace and would like to put in a heat pump(HVAC System). We provide a lot of outreach in our community and besides providing food vouchers, soup and bun free to those who need it - free meetings for Women's AA and Narcotics anonymous, we have provided food services to those affected by fires. With an H-VAC can provide a cooling place as well as our current heat warming for community members. We are also looking to providing a small registration centre ...

**Grant Application:**

Total Grant Requested: \$3000.00	Which funding criterial objective does this project meet? <input checked="" 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:  
The United Church of Canada will meet all funds raised for this project. We are also looking into BC Hydro funding.

Previous Discretionary Grants Received – Year and Amount: nil

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:  
2024-03-27 15:00:13

---

Signature

Karen Hamling

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 3000.00
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> 03/06/2024
<b>Contact Name:</b> Amanda Vanlerberg	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2124 Silver King Road  Nelson BC V1L 1C9	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-1081	<b>Email:</b> amanda99r@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.*

Our combined Castlegar/Nelson U15 Rep hockey team will be traveling to Quesnel on March 17th-21st for the BC Hockey Champion/Provincial tournament. Our team won the West Kootenay banner and are hoping to have a good show at the provincial level. The funds will be used to offset the cost of the expenses associated with traveling 10 hours away for 5 nights.

### Grant Application:

Total Grant Requested: \$ \$1500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: I will be applying for another Discretionary Grant from the Area F director.

Previous Discretionary Grants Received – Year and Amount: \$250 for the 2023 Provincials in Port Alberni

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: 2024-03-06 18:07:52	Amanda Vanlerberg
Signature		Print Name

### Authorization

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #





# **DISCRETIONARY FUND GRANT PROGRAM**

## **REGIONAL DISTRICT OF CENTRAL KOOTENAY**

### **DISCRETIONARY FUND GRANT PROGRAM**

#### **RECIPIENT OBLIGATIONS**

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and time frames described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the discretionary program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, if awarded \$1,000 or over, submit a final financial report to the RDCK which details how the funds were expended. Loss of eligibility for future Discretionary program grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.

**8.4 GRANTS**

**8.4.1 Discretionary**

Moved and seconded,  
 And Resolved:

177/24

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

**AREA A**

KRSS Parent Prom Committee	Kootenay River Secondary School Prom 2024	\$500
East Shore Kootenay Lake Community Health Society (ESKLCHS)	ESKLCHS Health Fair	\$1,550

**AREA B**

KRSS Parent Prom Committee	Kootenay River Secondary School Prom 2024	\$1,000
Creston Valley Beef Growers Association	Farm Equipment Caution Road Sign	\$450

**AREA C**

KRSS Parent Prom Committee	Kootenay River Secondary School Prom 2024	\$500
Creston Ladies Iron Maiden	Iron Maiden Golf Tournament	\$250
Creston Valley Beef Growers Association	Farm Equipment Caution Road Sign	\$450

**AREA E**

Bealby Point Lighting Commission	Street Light Funding	\$400
Taghum Community Society	Community Contra Dances	\$300
West Shores Leisure Advancement Society	Community Leisure Calendar and Website	\$950

**AREA F**

A.P.E.S.A.	Sports equipment for the school	\$1,500
Taghum Community Society	Community Contra Dances	\$500

**AREA H**

Taghum Community Society	Community Contra Dances	\$200
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**AREA I**

Glade Recreation Commission	Glade Easter	\$500
BC Senior Games Society, Zone 6	2024 55+ Games	\$1,000

**AREA J**

BC Old Time Fiddlers, Kootenay #9	Kootenay Fiddle, Guitar, Piano Camp	\$600
Robson Community Memorial Church Society	RCMC UPGRADE 2024	\$5,000

U15 Rep Hockey Team (Nelson Minor Hockey Association)	Funding for BC Provincial Champions in Quesnel	\$1,500
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**AREA K**

Arrow Lakes ATV Club	Burton - Windy Lake Loop Project Part 2	\$4,999
The Edgewood Volunteer Fire Department Society	Old Water well upgrades	\$3,700
Arrow and Slokan Lakes Community Services	Creative Connections Seniors appreciation	\$500
Burton Community Association	Burton Yard Waste Clean Up	\$2,500
<b><u>SLOCAN</u></b>		
Village of Slokan	Egg Hunt	\$150
		<b>Carried</b>

**8.4.2 Community Development**

Moved and seconded,  
 And Resolved:

178/24

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

**AREA A**

Creston Valley Cycling Association	Wynndel Mountain Bike Trail Network	\$4,980
Riondel Curling Club Society	Replace Compressor & Oil Pump	\$13,900

**AREA B**

Erickson Community Association	Operational Expenses	\$2,400
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**AREA D**

Ainsworth Recreation Association	Hall upgrade	\$10,000
Lardeau Valley Opportunity LINKS Society	Emergency Preparedness and Communications	\$3,000

**AREA E**

Okanagan Nation Alliance	Fish in Schools	\$500
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**AREA H**

RDCK Environmental Services A100	Valhalla Wilderness Program	\$9,000
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**AREA I**

Kootenay Region Branch of the United Nations	Fundraiser for Palestine Children's Relief Fund	\$500
Castlegar & District Community Complex	Free Family Day Skate & Swim	\$850
SHSS Safe Grade	Graduation Day	\$1,000

**AREA J**

Kootenay Gallery of Art, History and Science Society	Soup for the Cultured Soul 2024	\$2,200
Castlegar & District Community Complex	Free Family Day Skate & Swim	\$850
Kootenay Region Branch of the United Nations	Fundraiser for Palestine Children's Relief Fund	\$500



# 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> Hockey Team (Nelson Minor Hockey Association)	<b>Date of Application:</b> 03/06/2024
<b>Contact Name:</b> Amanda Vanlerberg	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1323 Columbia Avenue  Castlegar BC V1N 4L7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-1081	<b>Email:</b> amanda99r@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.*

Our combined Castlegar/Nelson U15 Rep hockey team will be traveling to Quesnel on March 17th-21st for the BC Hockey Champion/Provincial tournament. Our team won the West Kootenay banner and are hoping to have a good show at the provincial level. The funds will be used to offset the cost of the expenses associated with traveling 10 hours away for 5 nights.

### Grant Application:

Total Grant Requested: \$ \$1500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: I will be applying for another Discretionary Grant from the Area F director.

Previous Discretionary Grants Received – Year and Amount: \$250 for the 2023 Provincials in Port Alberni

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: 2024-03-06 18:07:52	Amanda Vanlerberg <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Print Name
Signature	

### Authorization

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



## **DISCRETIONARY FUND GRANT PROGRAM REGIONAL DISTRICT OF CENTRAL KOOTENAY**

### **DISCRETIONARY FUND GRANT PROGRAM RECIPIENT OBLIGATIONS**

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and time frames described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the discretionary program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, if awarded \$1,000 or over, submit a final financial report to the RDCK which details how the funds were expended. Loss of eligibility for future Discretionary program grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.

## Melissa Djakovic

---

**From:** Regional District Central Kootenay <noreply@formresponse.com>  
**Sent:** March 7, 2024 7:17 AM  
**To:** Grants  
**Subject:** DG Grant APPROVED - Funding for BC Provincial Champions in Quesnel - U15 Rep Hockey Team (Nelson Minor Hockey Association)  
**Attachments:** 1860-J-U15-Rep-Hockey-Team-Nelson-Minor-Hockey-Association-Application.pdf; 5855864724421476738\_signature\_32.png

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

This grant has been **APPROVED** by the Director.

### Discretionary Grant Application Form 2023

Date of Application	03/06/2024
Organization/Society Name	U15 Rep Hockey Team (Nelson Minor Hockey Association)
Contact Name	Amanda Vanlerberg
Address	1323 Columbia Avenue, Castlegar, BC, V1N 4L7
Phone #	(250) 608-1081
Contact Email	amanda99r@yahoo.com
Project Title	Funding for BC Provincial Champions in Quesnel
Total Grant Requested	\$1500
RDCK Electoral Area	J
Have you contacted the applicable Director(s) to ensure they are supportive of this application?	Yes
How would you like to receive payment?	Mailed cheque
Which funding criterial objective does this project meet?	Social

Project/Service Description

Our combined Castlegar/Nelson U15 Rep hockey team will be traveling to Quesnel on March 17th-21st for the BC Hockey Champion/Provincial tournament. Our team won the West Kootenay banner and are hoping to have a good show at the provincial level. The funds will be used to offset the cost of the expenses associated with traveling 10 hours away for 5 nights.

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received

I will be applying for another Discretionary Grant from the Area F director.

Previous Discretionary Grants Received – Year and Amount

\$250 for the 2023 Provincials in Port Alberni

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.



Name

Amanda Vanlerberg



# 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> South Kootenay Lake Community Service Society	<b>Date of Application:</b> 03/18/2024
<b>Contact Name:</b> Garry Sly	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 16380 Jacobson Road Box 210 Crawford Bay BC V0B 1E0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 505-2634	<b>Email:</b> skootenaylakecss@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 intention of the project is to establish some reliable transportation for seniors to medical appointments in Crawford Bay and in Nelson/Creston and to provide transportation for Groceries to the Crawford Bay Market. This funding will allow the East Shore Transportation Society to insure their new van and work towards securing drivers for the vehicle and to establish a storage/parking site for the new vehicle.

**Grant Application:**

Total Grant Requested: \$ 5900	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 South Kootenay Lake Community Service Society has been working in partnership with the East Shore Transportation Society and with Valley Community Services in Creston. Together, we have applied for a United Way Seniors Transportation Enhancement grant for ...

**Previous Community Development Grants Received – Year and Amount:**

Women in Busines Forum Nov 2022 \$3375.00

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:  
2024-03-19 13:10:36

---

Signature

Garry Sly

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 3000.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley Kootenay Lake Economic Action Partnership	<b>Date of Application:</b> 04/05/2024
<b>Contact Name:</b> Leandri Kleinhans	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 119 11 Ave N  Creston BC V0B1G0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-5655	<b>Email:</b> leahk@kes.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 Creston Valley-Kootenay Lake Economic Action Partnership plans to host a multi-day agri-forum in the Creston Valley. The event aims to support the agricultural sector in adapting to climate change by providing education, connecting farmers with resources, and fostering discussions on challenges and growth opportunities. It will feature expert-led presentations, panel discussions, and farm tours. Additionally, the forum aims to stimulate the local economy by drawing visitors who will utilize local accommodation, restaurants, and retail. The event will also feature local food and wine.

**Grant Application:**

Total Grant Requested: \$ 8750	Which funding critical objective does this project meet? <input 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:**  
The CV-KL Economic Action Partnership is planning to submit a grant application to ETSI-BC's Advancing Key Sectors funding stream (deadline: April 12th, 2024). A total of \$35,000 will be requested from ETSI-BC, which will be used for: ...

**Previous Community Development Grants Received – Year and Amount:**

No

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.

*LK* Signed at:  
2024-04-08 16:46:22

Leandri Kleinhans

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 1390.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley-Kootenay Lake Economic Action Partnership	<b>Date of Application:</b> 04/09/2024
<b>Contact Name:</b> Leandri Kleinhans	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 119 11 Ave N  Creston BC V0B1G0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-5655	<b>Email:</b> leahk@kes.bc.ca

<p><b>Project/Service Description</b></p> <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 Creston Valley-Kootenay Lake Economic Action Partnership plans to host a multi-day agri-forum in the Creston Valley. The event aims to support the agricultural sector in adapting to climate change by providing education, connecting farmers with resources, and fostering discussions on challenges and growth opportunities. It will feature expert-led presentations, panel discussions, and farm tours. Additionally, the forum aims to stimulate the local economy by drawing visitors who will utilize local accommodation, restaurants, and retail. The event will also feature local food and wine.</p>
--

<b>Grant Application:</b> Total Grant Requested: \$ 8750	Which funding critical objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 The CV-KL Economic Action Partnership is planning to submit a grant application to ETSI-BC's Advancing Key Sectors funding stream (deadline: April 12th, 2024). A total of \$35,000 will be requested from ETSI-BC, which will be used for: ...

**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.

<p><i>LK</i>      Signed at: 2024-04-09 14:26:58</p> <hr/> Signature	<p>Leandri Kleinhans</p> <hr/> Print Name
--	---

<b>Authorization</b>	
Signature of Area Director      Signed by director	Total Grant Approved \$ 2453.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley-Kootenay Lake Economic Action Partnership	<b>Date of Application:</b> 04/09/2024
<b>Contact Name:</b> Leandri Kleinhans	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 119 11 Ave N  Creston BC V0B1G0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-5655	<b>Email:</b> leahk@kes.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 Creston Valley-Kootenay Lake Economic Action Partnership plans to host a multi-day agri-forum in the Creston Valley. The event aims to support the agricultural sector in adapting to climate change by providing education, connecting farmers with resources, and fostering discussions on challenges and growth opportunities. It will feature expert-led presentations, panel discussions, and farm tours. Additionally, the forum aims to stimulate the local economy by drawing visitors who will utilize local accommodation, restaurants, and retail. The event will also feature local food and wine.

**Grant Application:**

Total Grant Requested: \$ 8750	Which funding critical objective does this project meet? <input 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:**  
 The CV-KL Economic Action Partnership is planning to submit a grant application to ETSI-BC's Advancing Key Sectors funding stream (deadline: April 12th, 2024). A total of \$35,000 will be requested from ETSI-BC, which will be used for: ...

**Previous Community Development Grants Received – Year and Amount:**

No

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.

*LK* Signed at:  
2024-04-09 14:24:53

Leandri Kleinhans

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 2,453.00
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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> Blewett Elementary PAC	<b>Date of Application:</b> 03/24/2024
<b>Contact Name:</b> Sarah MacPherson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2665 Blewett Road  Nelson BC V1L 6V4	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 509-0973	<b>Email:</b> sarah_k_macp@yahoo.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Blewett Elementary is in need of a set of twelve Chromebooks that will be shared among the kindergarten to grade 6 classrooms.

**Grant Application:**

Total Grant Requested: \$ 3600	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: The School District 8 IT department will cover the overage of \$191.88	
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: 2024-03-24 08:37:32 _____ Signature	Sarah MacPherson _____ Print Name
<b>Authorization</b>	
Signature of Area Director    Signed by director	Total Grant Approved \$ 2500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Queens Bay Residents Association	<b>Date of Application:</b> 03/21/2024
<b>Contact Name:</b> Nancy Corrin	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 9198 Fisher Ave  Queens Bay BC V1L 7E7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 229-4207	<b>Email:</b> nancycorrin@hotmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

On the advice of QBRA members who are emergency responders, we seek funding to purchase an Automated External Defibrillator (AED). According to the Heart and Stroke Foundation of Canada, for every one-minute delay in defibrillation, the survival rate of a cardiac arrest victim decreases by 7 to 10%. The immediate use of an AED with CPR can increase survivability by 75%. This is of great importance since we live approximately 15 minutes from emergency services. We would locate the device in our Community Hall and conduct regular maintenance on it and provide annual training in its use.

**Grant Application:**

Total Grant Requested: \$ 2500.00	Which funding critical 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:  
No other source of funding

Previous Community Development Grants Received – Year and Amount:  
none to the best of my knowledge

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.

*Nancy Corrin*    Signed at:  
2024-03-26 07:53:16

Nancy Corrin

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 2500.00
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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> Nelson Public Library	<b>Date of Application:</b> 03/21/2024
<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 checked="" type="checkbox"/> Electronic Fund Transfer <input 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..)*

- \$10,000 Student (k-12) Library Memberships
- \$4,000 Universal access to computer lab, mobile printing and wifi
- \$4,000 Universal access to training and programs
- \$1,000 Library Membership subsidy for low income adult/senior
- \$1,000 Outreach programming to Area E to deliver special services to children, adult and seniors.

**Grant Application:**

Total Grant Requested: \$ 20,000	Which funding critical 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:  
In-kind support from the library, providing physical space, staffing and collections.

Previous Community Development Grants Received – Year and Amount:  
2023 - \$16,000

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:  
2024-03-21 14:50:52

---

Signature

Tracey Therrien

---

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> Horse Association Central Kootenay	<b>Date of Application:</b> 04/08/2024
<b>Contact Name:</b> Pam Malekow	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 69  Crescent Valley BC V0G 1H0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-0735	<b>Email:</b> hackhorseclub@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 a youth horse camp that will provide a fun, low-cost learning environment for 40 youth aged 6 to 18 focusing on equine safety, culture and self - growth. We are bringing together well known and respected clinicians and educators throughout our community for the education of our local youths. The camp will be a mix of hands-on work, demonstrations, paper work, and at the end, the kids will have the opportunity to demonstrate what they have learned throughout the weekend with a little show. We have two scheduled for this year.

### Grant Application:

Total Grant Requested: \$ 500	Which funding critical 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:**  
 Fundraising - Borscht sales, bottle drive, raffle - 3000  
 Entry Fees - 1000 ...

Previous Community Development Grants Received – Year and Amount:

0

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:  
2024-04-08 15:59:58

MD-Moved to Community Development

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> Blewett Elementary PAC	<b>Date of Application:</b> 03/24/2024
<b>Contact Name:</b> Sarah MacPherson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2665 Blewett Road  Nelson BC V1L 6V4	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 509-0973	<b>Email:</b> sarah_k_macp@yahoo.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Blewett Elementary is in need of a set of twelve Chromebooks. The set will be shared among the kindergarten to grade 6 classes.

**Grant Application:**

Total Grant Requested: \$ 1100	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: The School District 8 IT department will cover the \$191.88 overage.	
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: 2024-03-24 19:05:42 _____ Signature	Sarah MacPherson _____ Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 1100.00
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> Salmo District Arts Council	<b>Date of Application:</b> 03/12/2024
<b>Contact Name:</b> Cheryl Cook	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 835 304 Main St Salmo BC V0G1Z0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 777-1046	<b>Email:</b> cheryleileen@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..)

To engage in strategic planning and board development /governance training as we are increasing our capacity and offerings as an organization. We recently have been awarded some larger grant- BCAC building infrastructure grant to evaluate the church for renovations and an addition as well as a cbt buy local grant. We want to be in the best position possible for growth.

**Grant Application:**

Total Grant Requested: \$ 760	Which funding critical 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: Columbia Basin Trust \$3043	
Previous Community Development Grants Received – Year and Amount: 2022- \$3320	

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:  
2024-03-12 10:42:20  
\_\_\_\_\_  
Signature

Cheryl Cook  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 760.00
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> Salmo Valley Trail Society	<b>Date of Application:</b> 03/12/2024
<b>Contact Name:</b> Linnet Fox	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 78  Salmo BC V0G 1Z0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (403) 471-3630	<b>Email:</b> contact@salmovalleytrailsociety.org

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

The Salmo Valley Trail Society will use this grant to fund multiple trail building projects for our 2024 build season. We have multiple extensions and connections to existing trails planned in order to increase trail connectivity, improve user experience, and fulfill our trail area build design plans. Spring is when we tend to discover environmental and management issues that require mitigation so these will be addressed on an as needed basis as well. The funds will cover salary top up for our Trail Crew Lead and 2 other employees as well as small equipment and hardware.

**Grant Application:**

Total Grant Requested: \$ 5000.00	Which funding critical 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:**  
CT Job Experience- \$ 37,350.00  
RDCK Community Development Grant - \$ 5,000.00    ...

**Previous Community Development Grants Received – Year and Amount:**

2022 - \$5000, 2023 - \$5000

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2024-03-12 16:58:02

Linnet Fox

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 5000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Ymir Arts and Museum Society	<b>Date of Application:</b> 03/26/2024
<b>Contact Name:</b> Robyn Balaski	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 53-7306 3rd Avenue  Ymir BC V0G2K0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 777-1768	<b>Email:</b> rainspirit13@hotmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The purpose of the project is to complete upgrades at the Ymir School House. Including HVAC, Air Filtration, Installing LED lighting, and upgrades to meet accessibility improvements to entrances and washrooms. We have received 80% of the funding required by CBT for the Ymir Emergency Reception Centre upgrades and applied for a CBT Redi Grant to help with improvements and we are contributing \$4,400. Since applying with CBT we have noticed an increase in cost of materials requiring extra funding to ensure completion. This contribution should ensure that the project will be completed.

**Grant Application:**

Total Grant Requested: \$ 10,000	Which funding critical 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:**  
 Received Columbia Basin Trust \$60,000  
 Requested Columbia Basin Trust Redi Grant Spring 2024 \$9,400 ...

**Previous Community Development Grants Received – Year and Amount:**

No Previous CDG

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.

*RBalaski* Signed at:  
2024-03-26 12:43:27

Robyn Balaski

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 10,000.00
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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> Renaissance Arts and Sustainability Society	<b>Date of Application:</b> 04/08/2024
<b>Contact Name:</b> Shawn Stephenson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 240 7302 2nd Avenue Ymir BC V0G 2K0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 551-6189	<b>Email:</b> shawn@tinylightsfestival.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..)*

Tiny Lights Festival is a multi-disciplinary community arts festival that brings over 1200 people to the region and Ymir every year and has become a cornerstone of culture and economic gain in the area. This year our overall costs have risen higher than ever. Services needed to produce the festival include physical infrastructure and our shuttle which runs between Ymir and Nelson for the weekend to reduce parking and lower our carbon footprint. The funds requested will assist in defraying these costs, particularly our shuttle as this service has doubled in price and is essential to the event.

**Grant Application:**

Total Grant Requested: \$ 5000	Which funding critical 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:  
Nelson Kootenay Lake Tourism - 3000 requested

Previous Community Development Grants Received – Year and Amount:  
0

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:  
2024-04-08 11:27:25  
\_\_\_\_\_  
Signature

Shawn Stephenson  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 5000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Horse Association Central Kootenay	<b>Date of Application:</b> 04/09/2024
<b>Contact Name:</b> Pam Malekow	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 69  Crescent Valley BC V0G 1H0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-0735	<b>Email:</b> hackhorseclub@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 a youth horse camp that will provide a fun, low-cost learning environment for 40 youth aged 6 to 18 focusing on equine safety, culture and self - growth. We are bringing together well known and respected clinicians and educators throughout our community for the education of our local youths. The camp will be a mix of hands-on work, demonstrations, paper work, and at the end, the kids will have the opportunity to demonstrate what they have learned throughout the weekend with a little show. We have two scheduled for this year.

### Grant Application:

Total Grant Requested: \$ 1200	Which funding critical 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:**  
 Fundraising - Borscht sales, bottle drive, raffle - 3000  
 Entry Fees - 1000 ...

Previous Community Development Grants Received – Year and Amount:

0

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:  
2024-04-09 10:49:55

MD-Moved to Community Development

Signature

Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 1200.00
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> WE Graham community Service Society	<b>Date of Application:</b> 04/08/2024
<b>Contact Name:</b> Chantal Smith	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1001 Harold Street PO Box 10 Slocan BC V0G2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 355-2484	<b>Email:</b> coordinator@wegcss.org

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

We are requesting funds to complete new construction projects in our Community Garden Space. We would like to see the install of a new 9 x 6 garden shed, 7 new garden beds and water lines run from the Food Bank garden area to the Community Garden area to make watering more efficient.

**Grant Application:**

Total Grant Requested: \$ 1500.00	Which funding critical objective does this project meet? <input type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: WEGCSS - will contribute - \$500 towards this project.	
Previous Community Development Grants Received – Year and Amount: \$4000.00 - 2023 Holiday Hampers	
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.	
C. Smith Signed at: 2024-04-08 13:19:30 _____ Signature	Chantal Smith _____ Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 1500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar & District Chamber of Commerce	<b>Date of Application:</b> 03/18/2024
<b>Contact Name:</b> Ashley Costa	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1810 8 Avenue, Unit A  Castlegar BC V1N 2Y2	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-6313	<b>Email:</b> cdcoc@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..)*

After a one year hiatus due to ice service repairs, we are thrilled to announce the West Kootenay Trade Show April 26th - 28th, 2024 is back and bigger than ever.  
We are over 80% sold out of our 93 indoor booths! We anticipate an exceptional amount of food vendors and a robust and lively outdoor vendor exhibit area.  
We are also pleased that we were able to keep our 2022 indoor and outdoor rates for this year and have new add-ons for the 2024 year, including a fantastic food court concept.

### Grant Application:

<b>Total Grant Requested:</b> \$ 1,000	<b>Which funding critical objective does this project meet?</b> <input checked="" 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> <small>Received:</small> AM Ford - \$2,000 ...	
<b>Previous Community Development Grants Received – Year and Amount:</b> \$500 - Area I for Business Awards 2023, and \$2,000 from Area J for the West Kootenay Trade Show 2022	
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: 2024-03-22 14:20:33 _____ Signature	Ashley Costa _____ Print Name
<b>Authorization</b>	
<b>Signature of Area Director</b> Signed by director	<b>Total Grant Approved \$</b> 1000.00
<b>Board Approved Date:</b>	<b>Resolution #</b>



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar Festivals Society	<b>Date of Application:</b> 03/25/2024
<b>Contact Name:</b> Dawn English	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area:   <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2101 6th Ave  Castlegar BC V1n 3B2C	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-0218	<b>Email:</b> sponsorsunfest@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

We are planning a 3 day family fun event. We will use the money to help with insurance, put on a great fireworks show, buy items to be raffled off (free) on the kids day, plan a parade and hire amazing bands to come play.

**Grant Application:**

Total Grant Requested: \$ 2,500.00	Which funding critical 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:

Sent letters to local businesses the Trail, Castlegar and Nelson areas. So far we have \$11,000 in sponsorships.

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.

*Dawn English* Signed at:  
2024-03-25 17:37:32

Dawn English

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 2500.00
---	---------------------------------

Board Approved Date:	Resolution #
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# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar & District Chamber of Commerce	<b>Date of Application:</b> 03/28/2024
<b>Contact Name:</b> Ashley Costa	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1810 8th Avenue Unit A Unit A Castlegar BC V1N 2Y2	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-6313	<b>Email:</b> cdcoc@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..)*

The Castlegar & District Chamber of Commerce is thrilled to announce the West Kootenay Trade Show April 26th - 28th, 2024 is back and is one of the biggest shows in the Southern Interior. The event showcases over 100 businesses, their products and services inside and outside at the Castlegar Complex and welcomes over 3,500 attendees over the course of the weekend.

We are over 90% sold out of our 93 indoor booths! We anticipate an exceptional amount of outdoor food vendors and a robust and lively outdoor vendor exhibit area.

### Grant Application:

<b>Total Grant Requested:</b> \$ 2,000	<b>Which funding critical objective does this project meet?</b> <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:**  
AM Ford - \$2,000  
Trowalex Rentals and Sales - \$2,000 ...

**Previous Community Development Grants Received – Year and Amount:**

West Kootenay Trade Show 2022 - \$2,000

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:**  
2024-03-28 14:22:03

Ashley Costa

Signature

Print Name

### Authorization

<b>Signature of Area Director</b> Signed by director	<b>Total Grant Approved</b> \$ 2000.00
<b>Board Approved Date:</b>	<b>Resolution #</b>



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar Festival Society	<b>Date of Application:</b> 03/27/2024
<b>Contact Name:</b> Dawn English	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2101 6th ave  Castlegar BC V1N3B2	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-0218	<b>Email:</b> sponsorsunfest@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..)

Castlegar Sunfest is an annual free family fun weekend held on the first weekend in June. We have a parade, fireworks, bands, food and craft vendors and a dedicated kids day.

**Grant Application:**

Total Grant Requested: \$ 2,500.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: We have \$11,000 in sponsors right now	
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:  
2024-03-27 16:26:17  
\_\_\_\_\_  
Signature

Dawn English  
\_\_\_\_\_  
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> Fauquier CARE Society	<b>Date of Application:</b> 03/29/2024
<b>Contact Name:</b> David Snyder	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO BOX 116  Fauquier British Columbia V0G 1K0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (587) 577-9792	<b>Email:</b> david_snyder89@hotmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

It aims to bring together the Fauquier community through a series of inclusive athletic, arts, and music events. By providing free access to these events, we seek to foster a sense of unity, creativity, and well-being among residents of all ages and backgrounds.

The \$3000 grant will be used for costs associated with running, organizing and hosting the community events. This includes venue rentals, equipment and materials for athletic and arts activities, honorariums for instructors. By covering these costs, the grant will ensure inclusivity and accessibility for the entire community.

**Grant Application:**

Total Grant Requested: \$ 3000	Which funding critical 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:**  
 Fauquier CARES funds: \$300 (or additional as needed)  
 RDCK: \$3000 ...

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:  
2024-03-29 21:30:37

David Snyder

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 3000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Arrow Lakes Caribou Society	<b>Date of Application:</b> 02/27/2024
<b>Contact Name:</b> Frances Swan	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> PO Box 798 119 Broadway Street Nakusp BC V0G 1R0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-1423	<b>Email:</b> fswan@truenorthforestry.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 ALCS operates the Central Selkirk Caribou Maternity Pen near Nakusp, BC. The Maternity Pen project is aimed at the recovery of the Central Selkirk subpopulation of Southern Mountain Woodland Caribou. To continue meeting our mission for ongoing, transparent, and meaningful community and stakeholder communication about caribou recovery efforts, the ALCS is creating a short documentary video that will broaden public understanding of how the maternity pen can increase population growth of the local Central Selkirk caribou herd.  
 Note: the ALCS has 85 members per the 2023 membership list

**Grant Application:**

<b>Total Grant Requested:</b> \$ 2000	<b>Which funding critical objective does this project meet?</b> <input type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
---------------------------------------	--

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 1) BC Community Gaming Grant - \$6500, confirmed  
 2) Animal Welfare Foundation of Canada - \$2,500, confirmed ...

**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: 2024-02-27 13:14:46	Frances Swan
_____ Signature	_____ Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 2000.00
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> Arrow Lakes Fine Arts Guild Society	<b>Date of Application:</b> 02/21/2024
<b>Contact Name:</b> Karen Coon	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> 503 -1st St NW Box 777 Nakusp BC V0G 1R0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 863-7633	<b>Email:</b> alfaguildgallery@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

We are planning a series of 3 art workshops. Phase One is an oil painting workshop with high calibre artist (Intermediate to advanced students) with a total budget of \$3710. Phase 2 is acrylic pour painting instructed by a local artist for beginners, with total budget \$2330. Phase 3 is water-color painting for Intermediate participants with total budget of \$3260.

All three budgets include instructor fees, art supplies, advertising, venue rental, as well as travel, accommodations and meals for two out of town instructors. ...

**Grant Application:**

<b>Total Grant Requested:</b> \$ 6040.00	<b>Which funding critical objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> We have previously applied to the BC Gaming Programming Grant but were declined as they do not fund 'new' programming, only those that have been running for a full year.	
<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:**  
2024-02-22 13:33:53

---

Signature

Karen Coon

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 6040.00
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> Arrow Lakes Historical Society	<b>Date of Application:</b> 02/13/2024
<b>Contact Name:</b> Caroline Huyter	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> 92 6th Ave NW  Nakusp BC V0G 1R0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-0110	<b>Email:</b> alhs1234@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..)*

Update and reprint the two brochures published by the Historical Society:

1. outlining our services
  2. self-guided walking tour of buildings and sites in Nakusp, including those marked with historical plaques, along with a brief history of each.
- This update will expand the brochure to include five more buildings that received plaques since our previous printing, as well as a few other sites of historical interest.

...

**Grant Application:**

Total Grant Requested: \$ 3,000.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
------------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
In kind: staff time to do the updates and graphic design.  
10 hours at \$20/hour: \$200.

**Previous Community Development Grants Received – Year and Amount:**

2016 for \$15,000

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.

*Signature* Signed at:  
2024-02-13 10:42:40

Caroline Huyter

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 3000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> NAKUSP MIXED SLOW PITCH SOCIETY	<b>Date of Application:</b> 02/28/2024
<b>Contact Name:</b> Damin Devlin	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> 583 Kangaroo Trail  Nakusp B.C. V0G1R1	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-7075	<b>Email:</b> slopitch_nakuspbcc@msn.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 purpose of this project is to upgrade and revitalize the electrical system at the Nakusp ball field. Specifically, this project will involve upgrading both the electrical service for the field and upgrading the field lights to be LED. These funds will go towards the \$40,000 quote provided by the contractor for this project.          Additionally, this upgrade will improve the conditions at the annual Nakusp Slow Pitch Tournament, which will lead to further positive contributions to the local economy.</p>

<b>Grant Application:</b>	
Total Grant Requested: \$ 10000	Which funding critical 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: Requested: Columbia Basin Trust Resident Directed Grants 2024, \$20,000	
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: 2024-02-28 09:19:10 _____ Signature	Damin Devlin _____ Print Name

<b>Authorization</b>	
Signature of Area Director    Signed by director	Total Grant Approved \$ 10,000.00
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> Arrow Lakes Search and Rescue	<b>Date of Application:</b> 02/25/2024
<b>Contact Name:</b> Skye Cunningham	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> 300 8th Ave NW, PO Box 702  Nakusp BC V0G 1R0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-7325	<b>Email:</b> skye.cunningham@alsar.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..)*

Funds will be used to purchase uniforms for all active Arrow Lakes Search and Rescue members, with ALSAR identification. Uniforms will include shirts and pants. These uniforms will increase responder safety, efficiency, and team cohesion. Trainings and call outs take place in a wilderness setting where the elements and weather conditions can be unpredictable. SAR responders need uniforms that will prevent and protect from harm by weather conditions. Appropriate uniforms provided to SAR members will be utilized during training and active calls to keep responders safe from the elements.

### Grant Application:

Total Grant Requested: \$ 2000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: CBT ReDi Grant - Applied (\$9,259)	
Previous Community Development Grants Received – Year and Amount: (2023) \$5,000 - UTV Purchase	
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: 2024-02-27 18:08:55 _____ Signature	Skye Cunningham _____ Print Name
<b>Authorization</b>	
Signature of Area Director    Signed by director	Total Grant Approved \$ 2000.00
Board Approved Date:	Resolution #





# Chair's Report

Aimee Watson – Electoral Area D

**Report Date: April 2024**

## CAO/Chairs Forum- March 2024 Victoria, BC

The agenda for the forum:

[2024 RD Chair CAO Forum Agenda - 2024.03.18.pdf \(ubcm.ca\)](#)

The theme of the forum was how public engagement and the general dialogue with communities has drastically shifted with more volatility than anyone has seen, some in 20+ years. While it was acknowledged that residents being engaged has always been the goal, the baseline of knowledge on what/how a Regional District operates is not well understood and much of what is being heard are larger issues beyond the RD's discretion. This highlighted how much we are all at capacity and the continual addition of new changes is having a cumulative impact that is exhaustive.

Further, code of conduct for elected officials was also discussed, while EO's are not employees and do not have the same protections as staff under Work Safe BC, code of conduct does outline an expectation for behaviour with procedures for upholding the code. This works as a measure of expectation for the public and those seeking and successful in their bid for election, further resources were identified as helpful tools when issues are beyond the code of conduct.

[Conflict Management Services - Province of British Columbia \(gov.bc.ca\)](#)

[Ethical standards for locally elected officials - Province of British Columbia \(gov.bc.ca\)](#)

[Conduct of locally elected officials - Province of British Columbia \(gov.bc.ca\)](#)

[Responsible conduct of locally elected officials - Province of British Columbia \(gov.bc.ca\)](#)

### **Emergency Disaster Management Act**

I was tasked as Chair to advocate for a working group to work through how EDMA will be enacted into regulation. This was also a common theme with attendees with several Chairs leading the effort that were also directly involved in the flood and fire working group that was established several years ago by the province. I indicated that the RDCK supports the efforts of the request for a working group to work with EMCR and other associated ministries on how this legislation can be enacted with the concerns by all local governments raised.

### **Continuing Networking**

This forum is the one opportunity annually for Chairs and CAO's across the province to network. It was interesting to note how similar the issues are and how unique our approaches to solutions are. It was highlighted that we need to remain in contact on a more regular basis. CAO's do have regular communication whereas Chair's do not. We will see an email group created for Chairs so we can

**For more information**

[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca) | 250.304-5842

continue our shared learning and questions. Of note, only 9 women Chairs out of 27 across the province.

## Technical Briefing- 2024 Natural Hazard Season

For the past two years, the province has initiated weekly to bi-weekly meetings with the associated ministries during our 'emergency season', generally early April to late September. The first of the 2024 season was on March 27. I have included the presentation as reference.

Here are my additional notes:

- Drought is a serious concern, across the province, we are at 66% of normal.
- Kootenay Columbia is around 71% of normal.
- Expert task force on emergencies remains active; but is acting in real time, not waiting for a report.
  - o Those recommendations will be released within the next few weeks by the province.
- Emergency Support Services (ESS) now has a streamlined process for training, down to 1 day to increase volunteers in numbers and in capacity.
  - o Also transitioning to a digital system that will include the ability to e-transfer to evacuees.
  - o Expanding First Nations navigators to assist with safe and culturally appropriate approaches to emergencies.
- Knowing the state of the snowpack and on-going drought issues, known areas of risk should be identified in advance with pre planning for mitigation and response plans in conjunction with appropriate ministries.
- We are at high risk for spring fires, be as proactive as possible in messaging for resident awareness and preparation.
- Category 2 and 3 fire bans began in Caribou and Bulkley Nechako on March 28<sup>th</sup>
- BC Wildfire has increased its asset inventory:
  - o Pumps, structure protection, camp needs, new technologies for wildfire detecting and assessments.
  - o 50% increase of full-time, year-round fire fighters
- Noted that power production, drinking water and agriculture will all be at risk this year.
- Impacts to fish and critical habitat will be a priority.
- \$83 million to expand water infrastructure support for agriculture.
- It was highlighted that community resources and assets need to be enacted in an emergency where skill sets, and equipment are appropriate to assisting with response to emergencies. In rural areas, there often are many hands with qualified training that can be of assistance, the province, BC Wildfire and EMCR are acknowledging that this needs to be accounted for in response processes.



## Regional District of Central Kootenay

### RURAL AFFAIRS COMMITTEE MEETING

### Open Meeting Minutes

Wednesday, April 17, 2024

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
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
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J – In-person
Director P. Peterson	Electoral Area K

#### COMMITTEE MEMBERS

##### ABSENT

Director T. Weatherhead	Electoral Area K
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#### GUEST DIRECTOR

Director L. Main	Village of Silverton
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#### STAFF PRESENT

S. Horn	Chief Administrative Office
S. Sudan	General Manager of Development and Community Sustainability Initiatives
N. Wight	Planning Manager
S. Johnson	Planner
Z. Giacomazzo	Planner
C. Hopkyns	Corporate Administrative Coordinator – Meeting Coordinator

**1. WEBEX REMOTE MEETING INFO**

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

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=md8e850c3669e773450ffbd52a39e0b7c>

**Join by Phone:**

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

**Meeting Number (access code):** 2770 924 9707

**Meeting Password:** RPbjg3UHe33 (77254384 from phones)

**2. CALL TO ORDER**

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 17, 2024 Rural Affairs Committee meeting be adopted as circulated.

**Carried**

Moved and seconded,

And resolved:

Director Main have freedom of the floor.

**Carried**

**5. RECEIPT OF MINUTES**

The February 14, 2024 Rural Affairs Committee meeting minutes, have been received.

**6. DELEGATIONS**

Item 7.6 Michael Gagnier, representative of the property owner.

Item 7.7 Dustin Lalic, representative of the property owner.

**7. PLANNING & BUILDING**

**7.1 BUILDING BYLAW CONTRAVENTION – EVANS**

**File No.: 3135-20-I-709.05749.300-BP021431**

**1726 Thrums East Rd – Accessory Building**

**(Dobie & Alisha Evans)**

**Electoral Area I**

The Committee Report dated March 23, 2023, re: Building Bylaw Contravention - Evans, has been received.

***Rural Affairs Committee***

***Referred July 19, 2023 to September 13, 2023.***

***Referred September 13, 2023 to December 13, 2023. The item was missed on the December 13, 2023 RAC meeting agenda and is being brought forward to the January 17, 2024 RAC meeting for consideration.***

***Referred January 17, 2024 to March 20, 2024.***

***Referred March 20, 2024 to April 17, 2024.***

- No delegation was present.
- Sangita Sudan, General Manager of Development and Community Sustainability Initiatives, shared that the property owner has submitted an application. Staff needs time to review the application and are recommending referral to May 15th RAC meeting.
- 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 15, 2024 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 1726 Thrums East Road, Electoral Area I and legally described as LOT C, PLAN NEP68184, DISTRICT LOT 1239, KOOTENAY LAND DISTRICT MANUFACTURED HOME REG. # 36149., 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**

## **7.2 BUILDING BYLAW CONTRAVENTION - EVANS**

**File No.: 3135-20-I-709.05749.300-BP024256**

**1726 Thrums East Road - Deck Only**

**(Dobie & Alisha Evans)****Electoral Area I**

The Committee Report dated March 23, 2023, re: Building Bylaw Contravention - Evans, has been received.

***Rural Affairs Committee***

***Referred July 19, 2023 to September 13, 2023.***

***Referred September 13, 2023 to December 13, 2023. The item was missed on the December 13, 2023 RAC meeting agenda and is being brought forward to the January 17, 2024 RAC meeting for consideration.***

***January 17, 2024 to March 20, 2024.***

***Referred January 17, 2024 to March 20, 2024.***

***Referred March 20, 2024 to April 17, 2024.***

- No delegation was present.
- Sangita Sudan, General Manager of Development and Community Sustainability Initiatives, shared that the property owner has submitted an application. Staff needs time to review the application and are recommending referral to May 15th RAC meeting.
- 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 15, 2024 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 1726 Thrums East Road, Electoral Area I and legally described as LOT C, PLAN NEP68184, DISTRICT LOT 1239, KOOTENAY LAND DISTRICT MANUFACTURED HOME REG. # 36149., 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**

- 7.3 BUILDING BYLAW CONTRAVENTION - EVANS & MCLEAN**  
**File No.: 3135-20-I-709.05749.300-BP023217**  
**1726 Thrums East Rd – Manufactured Home**  
**(Dobie Evans & Ronald Mclean)**

**Electoral Area I**

The Committee Report dated March 23, 2023, re: Building Bylaw Contravention - Evans & Mclean, has been received.

***Rural Affairs Committee***

***Referred July 19, 2023 to September 13, 2023.***

***Referred September 13, 2023 to December 13, 2023. The item was missed on the December 13, 2023 RAC meeting agenda and is being brought forward to the January 17, 2024 RAC meeting for consideration.***

***Referred January 17, 2024 to March 20, 2024.***

***Referred March 20, 2024 to April 17, 2024.***

- No delegation was present.
- Sangita Sudan, General Manager of Development and Community Sustainability Initiatives, shared that the property owner has submitted an application. Staff needs time to review the application and are recommending referral to May 15th RAC meeting.
- 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 15, 2024 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 1726 Thrums East Road, Electoral Area I and legally described as LOT C, PLAN NEP68184, DISTRICT LOT 1239, KOOTENAY LAND DISTRICT MANUFACTURED HOME REG. # 36149., 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**

- 7.4 DEVELOPMENT VARIANCE PERMIT - CAMPBELL**  
**File No.: V2402A – Campbell**  
**4481 Highway 3A**  
**(James & Yvonne Campbell, Agent: Jeff Shatzko)**  
**Electoral Area A**

The Committee Report dated April 3, 2024 from Zachari Giacomazzo, Planner, re: Development Variance Permit - Campbell, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2402A to Jeff Shatzko for the property located at 4481 Highway 3A, Electoral Area A and legally described as LOT 2, DISTRICT LOT 4595, KOOTENAY DISTRICT PLAN 9520, EXCEPT PART INCLUDED IN PLAN 10068 (PID: 007-640-510) to vary Section 18.17 of *Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013* in order to permit a 1.5 metre setback from the southern interior lot line and a 0.4 metre setback from the eastern lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**Carried**

**7.5 DEVELOPMENT VARIANCE PERMIT - MCBLAIN**  
**File No.: V2405-62449.010-MCBLAIN-DVP00253**  
**4328 – 40th Street**  
**(Jody & Delaney McBlain)**  
**Electoral Area B**

The Committee Report dated April 3, 2024 from Stephanie Johnson, Planner, re: Development Variance Permit - McBlain, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2405B to Jody McBlain and Delaney McBlain for the property located at 4328 – 40th Street, Electoral Area B and legally described as LOT 174, DISTRICT LOT 812, KOOTENAY DISTRICT PLAN 921 (PID: 009-896-490) to vary Section 23.5 in the *Rural Creston Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013*, as follows:

- From a 60 metre maximum depth from the Front Lot Line for a Farm Residential Footprint to allow a Farm Residential Footprint with a maximum depth of 140 metres from the Front Lot Line to permit the conversion of an existing structure in to a dwelling unit.

**Carried**

**7.6 DEVELOPMENT VARIANCE PERMIT - SPERLING**  
**File No.: V2309I-09362.000-SPERLING-DVP00243**  
**2464 Pass Creek Road**  
**(Terese and Arthur Sperling)**



**Electoral Area I**

The Committee Report dated April 3, 2024 from Stephanie Johnson, Planner, re: Development Variance Permit - Sperling, has been received.

Michael Gagnier, representative of the property owner was available to answer questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2309I to Arthur Patrick Sperling and Terese Sperling for the property located at 2464 Pass Creek Road, Electoral Area I and legally described as DISTRICT LOT 8430, KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 12090 & 15269 (PID: 016-449-312) to vary Section 2901.3, 2901.4, and 2901.6 b. of the Regional District of Central Kootenay's Zoning Bylaw No. 1675, 2004 to permit, as follows:

1. To permit a Farm Residential Footprint of approximately 3,800 m<sup>2</sup> (40, 903 ft<sup>2</sup>) whereas the bylaw permits a Farm Residential Footprint of 2,500 m<sup>2</sup> (26,910 ft<sup>2</sup>) for a Single Family Dwelling and additional permitted dwelling unit.
2. To allow a Farm Residential Footprint with a maximum depth of 200 metres (656 ft) from the Front Lot Line whereas the bylaw requires that the maximum depth of the Farm Residential Footprint shall not exceed 60 metres from the Front Lot Line.
3. To permit an accessory dwelling with a maximum Gross Floor Area (GFA) of 136 m<sup>2</sup> (1,464 ft<sup>2</sup>) whereas the bylaw permits a maximum GFA of 90 m<sup>2</sup> (969 ft<sup>2</sup>).

**Carried**

**7.7 SITE SPECIFIC FLOODPLAIN EXEMPTION - PRUETT**

**File No.: F2401E-02256.131-PRUETT-FLD00072**

**389 Park Avenue**

**(Holly & Donald Pruett)**

**Electoral Area E**

The Committee Report dated April 3, 2024 from Stephanie Johnson, Planner, re: Site Specific Floodplain Exemption - Pruett, has been received.

Dustin Lalic, representative of the property owners, had nothing further to add and was available to answer the Committee's questions.

The Committee had a discussion and staff answered questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE a Site Specific Floodplain Exemption to reduce the required setback from Kootenay Lake from 15 metres from the natural boundary to 8.86 metres from the natural boundary in accordance with the Engineering Report prepared by Vast Resource Solutions Inc., dated December, 2023, for property located at 389 Park Avenue, Electoral Area E and legally described as STRATA LOT 31, DISTRICT LOT 873, KOOTENAY DISTRICT STRATA PLAN NES3286, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V (PID: 027-785- 114) SUBJECT to preparation by Holly Pruett and Donald Pruett of a restrictive covenant under Section 219 of the *Land Title Act* and Section 56 of the *Community Charter* in favour of the Regional District of Central Kootenay.

**Carried**

**8. ENVIRONMENTAL SERVICES**

No items.

**9. RURAL ADMINISTRATION**

No items

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 9:37 a.m.

No public or media had questions.

**11. ADJOURNMENT**

Moved and seconded,

And resolved:

The meeting be adjourned at 9:38 a.m.

**Carried**

Digitally approved by

---

Chair Jackman, Chair