



Regional District of Central Kootenay  
REGULAR BOARD MEETING  
Open Meeting Addenda

**Date:** Thursday, August 15, 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. ZOOM 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://rdck-bc-ca.zoom.us/j/96894261533?pwd=uqW8sWIWOVM6iminnW0IUSPDBA42VZ.1&from=addon>

**Join by Phone:**

833 958 1164 Canada Toll-free

**Meeting ID:** 968 9426 1533

**Passcode:** 543188

**In-Person Location:**

Nelson Office - Boardroom  
202 Lakeside Drive  
Nelson, BC

**2. CALL TO ORDER & WELCOME**

**2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

## 2.2 ADOPTION OF THE AGENDA

### **RECOMMENDATION:**

(ALL VOTE)

The agenda for the August 15, 2024 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 3.3.2 IJC Board of Control;
- inclusion of Item 8.2.3 Financial Service Grant: Kootenay Family Place; and
- with the addition of the addendum

before circulation.

## 2.3 ADOPTION OF THE MINUTES

17 - 39

### **RECOMMENDATION:**

(ALL VOTE)

The minutes from the July 18, 2024 Regular Open Board meeting be adopted as circulated.

## 2.4 INTRODUCTION

Stuart Horn will introduce Ashley Grant, former Customer Service Representative for Creston and District Community Complex, who is replacing Lisa Rein as Grants Coordinator.

## 2.5 DELEGATION

- 2.5.1 Forestry WorksforBC Initiative**  
**Ken Kalesnikoff**  
President and CEO Kalesnikoff

40 - 50

## 3. COMMITTEES & COMMISSIONS

### 3.1 FOR INFORMATION

- 3.1.1 Area B Advisory Planning and Heritage Commission: minutes June 25, 2024**

51 - 54

Staff has received direction for the Agriculture Land Reserve referral and Development Variance Permit.

- 3.1.2 Area A Advisory Planning and Heritage Commission: minutes July 15, 2024**

55 - 57

Staff has received direction regarding the Development Permit.

### 3.2 WITH RECOMMENDATIONS

#### 3.2.1 Nakusp and Area K Recreation Commission No. 4 Grants

58 - 78

**RECOMMENDATION:**

(ALL VOTE)

1. That Resolution 404/24, being the allocation of Nakusp and Area K Recreation Commission No. 4 funds, be amended by changing:

Music in the Park    \$2,500

to

Arrow Lakes District Arts Council Society    \$2,500

**RECOMMENDATION:**

(ALL VOTE)

2. That the Board approve the payment of the following grants from the Recreation Commission No. 4 – Area K and Village of Nakusp (Service No. S228) 2024 budget:

Royal Canadian Legion, Branch No. 20    \$1,800

#### 3.2.2 Arrow Creek Water Treatment & Supply Commission: minutes July 30, 2024

79 - 84

Staff has received direction to proceed with award of additional consulting services for the Arrow Creek Water Treatment Plan Ceramic Filter Feasibility Study.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board approve an amendment to the 2024 Financial Plan for Service S251 Water Utility – Area B (Arrow Creek) to increase account 60000 Capital Expenses by \$159,000, increase Account 45000 Transfer from Reserves by \$169,320 and increase account 59500 Transfer to Other Service by \$10,320 in order to complete all recommended HVAC upgrade options in 2024.

#### 3.2.3 Nelson & District Recreation Commission No. 5: minutes July 31, 2024

85 - 111

Staff has received direction to bring back a report to an upcoming Commission meeting outlining the budgetary impacts to offer an instructional skating opportunity to schools starting in January 2025.

The Board Report dated August 6, 2024 from Mark Crowe, Regional Parks Planner, and Trisha Davison, Regional Manager of

Recreation and Client Services, providing the Board with provide background information regarding the Nelson Cares Society’s application to BC Housing, has been received.

**RECOMMENDATION:**

(ALL VOTE)

**STAFF RECOMMENDATION**

That the Board provide a letter of support to the Nelson Cares Society to support the application to BC Housing for the potential affordable accommodation project to be located on the RDCK owned property, between the Nelson and District Community Complex and 824 Front Street;

AND FURTHER, that the letter indicate it is the RDCK’s intent to donate the RDCK lands to be assembled into a single parcel in conjunction with the adjacent City of Nelson owned property subject to legislated responsibilities and statutory requirements of the local government.

- 3.2.4 Creston Valley Services Committee: minutes August 1, 2024** 112 - 117  
Staff has received direction to support the use of the Creston Valley Transit Service to provide fare free transportation between the Creston and District Community Complex (CDCC) and Creston Flats Stables during the Creston Valley Fall Fair.

**RECOMMENDATION:**

(ALL VOTE)

That the resolution 375/24, being:

*That the Board direct staff to enter into a Memorandum of Understanding with the Town of Creston to amend the lease for the use of the Creston Education Centre and that the Board Chair and Corporate Officer be authorized to sign;*

BE RESCINDED.

- 3.2.5 Water Services Committee: minutes August 7, 2024** 118 - 125

**RECOMMENDATION:**

(ALL VOTE)

**STAFF RECOMMENDATION**

That the Board adopt the Water and Wastewater System Acquisition Policy No. 600-03-09, and rescind Water and Wastewater System Acquisition Policy No. 600-03-04 (2012), effective immediately.

- 3.2.6 Community Sustainable Living Advisory Committee: minutes** 126 - 130

**August 13, 2024**

**RECOMMENDATION:**

(PO WGT)

1. That the Board direct staff to draft a Community Sustainability Living Advisory Committee Bylaw to replace the Terms of Reference; AND FURTHER, that staff prepare a Community Sustainability Living Advisory Committee Project Fund policy.

**RECOMMENDATION:**

(ALL VOTE WGT)

2. That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Regional Mobility Working Group in the amount of \$25,000; AND FURTHER, if successful, grant funds be allocated to the A108 Development Services and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be returned to S100 reserve; AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding.

**3.2.7 Joint Resource Recovery Committee: minutes August 14, 2024**

131 - 135

**RECOMMENDATION:**

(ALL VOTE)

1. That the Board send the letter as drafted to the Ministry of Environment and Climate Change Strategy regarding the Extended Producer Responsibility Programs in the RDCK.

**RECOMMENDATION:**

(ALL VOTE WGT)

2. That Resolution #351/24 being:

*That the Board approve the RDCK enter into a Consulting Services Agreement with Ward Engineering and Land Surveying Ltd. for the Grohman Narrows Transfer Station Expansion Project and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$88,275.00 plus GST with the fund of the project coming from Service A11& Recycling Program – Central Subregion.*

BE RESCINDED.

**RECOMMENDATION:**

(ALL VOTE WGT)

3. That the Board approve the RDCK enter into a Consulting

Services Agreement with Ottotod Engineering Corporation for the Grohman Narrows Transfer Station Expansion project, and that the Chair and Corporate Office be authorize to sign the necessary documents to a maximum value of \$60,609.00 plus GST; AND FURTHER, that the costs be paid from Service A117 Recycling Program – Central Subregion.

**RECOMMENDATION:**

(ALL VOTE WGT)

**STAFF RECOMMENDATION**

4. That the Board approve the indemnification provisions included within the Service Agreement (No. 2023-253 ENV) with Waste Management of Canada Corporate for provision of collection, transportation and marketing of Industrial, Commercial and Institutional Old Corrugated Cardboard to the effect of indemnifying Waste Management of Canada against losses that may result from the actions of the RDCK.

**3.3 MEMBERSHIP**

**3.3.1 External Committee Appointments**

**RECOMMENDATION:**

(ALL VOTE)

That the following external committee appointment:

**AKBLG (Small Water System Working Group)**

Garry Jackman

BE RESCINDED.

**3.3.2 IJC Board of Control**

**RECOMMENDATION:**

(ALL VOTE)

WHEREAS the IJC Board of Control, which reports annually on the Order on Kootenay Lake, is responding to a government request to establish an IJC Study Board by September 6, 2024 to perform a two-year investigation into pollution on the Elk River and Kootenay River systems, with the scope encompassing the entirety of Kootenay Lake and down to the confluence with the Columbia River;

AND WHEREAS the Study Board will establish advisories to assist them in their work, including a Council of Governments which may include local government officials, with the Regional District of East Kootenay already sending a request for a locally elected representative for the East Kootenay to be appointed to the

Council of Governments;

THEREFORE BE IT RESOLVED, that the RDCK Board directs staff to request the IJC to appoint Director \_\_\_\_\_ to the Council of Governments as a West Kootenay representative in support of the Study Board.

### 3.4 DIRECTORS' REPORTS

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

#### 3.4.1 Director Jackman

3.4.1.1 Director's Report: CBRAC/RCC 136

3.4.1.2 Letter of Support: Creston Non-Profit Housing Collective 137

3.4.2 Director Graham: Letter of Support - Harrop-Procter's Watershed Protection Society 138

3.4.3 Director Popoff: Letter of Support - Selkirk Truss Ltd Expansion Project 139

## 4. CORRESPONDENCE

4.1 The email dated August 7, 2024 from UBCM and First Nations Leadership Council are seeking a letter of support from local governments for the Relationship Protocols. 140 - 141

### RECOMMENDATION:

(ALL VOTE)

That the Board send a letter to UBCM indicating RDCK support for the drafting of a Relationship Protocol between the UBCM and the First Nations Leadership Council.

## 5. COMMUNICATIONS

5.1 The letter dated July 10, 2024 from Chris Trumpy, Environmental Assessment Office, indicating the upcoming legislative review of the Environmental Assessment Act. 142 - 144

5.2 The email dated July 11, 2024 from Sydney Murphy, District of Saanich, providing their UBCM resolution regarding BC Hydro projects. 145 - 146

5.3 The email dated July 12, 2024 from Ministry of Water, Land and Resource Stewardship, regarding the announcement of the South-East Initiatives Secretariat. 147 - 148

5.4	<p><b>For Information: The email dated July 22, 2024 from Ken Kalesnikoff, Kalesnikoff, and Forestry WorksforBC Team to introduce the Forestry WorksforBC campaign.</b></p> <p>The email is for information and will be brought back to the September 12, 2024 Board meeting for consideration.</p>	149 - 154
6.	<p><b>FOR INFORMATION: ACCOUNTS PAYABLE</b></p> <p>The Accounts Payable Summary for July 2024 in the amount of \$5,415,622 has been received for information.</p>	155 - 175
7.	<p><b>BYLAWS</b></p>	
7.1	<p><b><i>Bylaw 2898: RDCK Procedure Bylaw</i></b></p> <p>The Board Report dated July 30, 2024 from Angela Lund, Deputy Corporate Officer, providing the Board with the redlined version of the RDCK Procedure Bylaw No. 2898, has been received.</p> <p>Staff is seeking Board direction.</p> <p><b><i>NOTE: Staff updated the Board Report and Procedure Bylaw to include Part 13: Bylaws Section 50(11).</i></b></p>	176 - 225
7.2	<p><b>Bylaw 2935: Electoral Area G Land Use Amendment (Area G - Filippo)</b></p> <p>The Board Report dated July 24, 2024 from Zachari Giacomazzo, Planner, seeking the Board adopt Electoral Area G Land Use Amendment Bylaw No. 2935, 2023, has been received.</p>	226 - 241
	<p><b><u>RECOMMENDATION:</u></b> (ALL VOTE)</p> <p>That Electoral Area ‘G’ Land Use Amendment Bylaw No. 2935, 2023 being a bylaw to amend Electoral Area ‘G’ Land Use Bylaw No. 2452, 2018 is hereby ADOPTED; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the same.</p>	
7.3	<p><b>Bylaw 2966: RDCK Public Notice</b></p> <p>The Board Report dated July 30, 2024 from Angela Lund, Deputy Corporate Officer, and Dan Elliott, Communication Coordinator, seeking the Board adopt RDCK Public Notice Bylaw No. 2966, has been received.</p>	242 - 252
	<p><b><u>RECOMMENDATION:</u></b> (ALL VOTE)</p> <p>1. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be read a THIRD time by content.</p> <p><b><u>RECOMMENDATION:</u></b> (ALL VOTE)</p> <p>2. That the Regional District of Central Kootenay Public Notice Bylaw No.</p>	



2966, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

- 7.4 Bylaw 2969: Electoral Area F Library Financial Contribution Service Establishment Amendment** 253 - 254

**RECOMMENDATION:**  
(ALL VOTE)

That the Electoral Area F Library Financial Contribution Service Establishment Amendment Bylaw No. 2969, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

- 7.5 Bylaw 2970: Electoral Area H Library Financial Contribution Service Establishment Amendment** 255 - 256

**RECOMMENDATION:**  
(ALL VOTE)

That the Electoral Area H Library Financial Contribution Service Establishment Amendment Bylaw No. 2970, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

- 7.6 Bylaw 2971: East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Septage and Creston Landfill - Phase 1 C/D Closure & Berm) Loan Authorization** 257 - 258

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Septage and Creston Landfill - Phase 1 C/D Closure & Berm) Loan Authorization Bylaw No. 2971, 2024 be read a FIRST, SECOND, and THIRD time by content.

- 7.7 Bylaw 2974: West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Security Issuing** 259 - 263

**RECOMMENDATION:**  
(ALL VOTE WGT)

1. That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Security Issuing Bylaw No. 2974, 2024 be read a FIRST, SECOND, and THIRD time by content.

**RECOMMENDATION:**  
(ALL VOTE WGT)

2. That the West Waste Management Subregion Refuse

Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Security Issuing Bylaw No. 2974, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## 8. NEW BUSINESS

### 8.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

- 8.1.1 Award: Regional Growth Management Planning Analysis Project** 264 - 266  
The Board Report dated July 31, 2024 from Dana Hawkins, Planner, seeking Board approval to award the Regional Growth Management Planning Analysis Project, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board award the Regional Growth Management Planning Analysis project to Licker Geospatial Consulting Co., and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$234,922.00 inclusive of GST; AND FURTHER, that the cost be included in the 2024 Financial Plan for S104 Planning and Land Use Service.

- 8.1.2 For Information: Active Transportation Corridor Vision Plan** 267 - 415  
The Board Report dated July 31, 2024 from Dana Hawkins, Planner, providing the Board with the results of the Active Transportation Corridor Vision Plan.

The West Kootenay Cycling Coalition and Watt Consulting Group will be a delegation at the September 12, 2024 Board meeting.

- 8.1.3 For Information: Local Government Climate Action Program** 416 - 426  
The Board Report dated June 22, 2024 from Paris Marshall Smith, providing the Board an update on the Local Government Climate Action Program, has been received for information.

### 8.2 FINANCE & ADMINISTRATION

- 8.2.1 Community Works Fund Agreement: Union of British Columbia Municipalities (UBCM)** 427 - 463  
The Board Report dated August 1, 2024 from Mike Morrison, Manager of Corporate Administration, seeking Board approval to enter into a Community Works Fund Agreement with UBCM, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board enter into the Community Works Fund Agreement

with the Union of BC Municipalities to provide ongoing grant funding to the RDCK for the 2024-2034 funding period and that the Board Chair and Corporate Officer staff be authorized to sign the agreement.

**8.2.2 For Information: 2024 RDCK Quarterly Report (Q2)**

464 - 499

The 2024 RDCK Quarterly Report (Q2) from Mike Morrison, Corporate Officer, has been received for information.

**8.2.3 Financial Service Grant: Kootenay Family Place**

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board authorize the release of funding for the following Financial Grant Service as of August 1, 2024 subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers:

S222 - ARENA - CAST COMPLEX    \$5,000    Kootenay Family Place

**8.3 GRANTS**

**8.3.1 Discretionary**

500 - 507

**RECOMMENDATION:**

(ALL VOTE)

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

**AREA A**

Creston Valley Rotary Club	Drive Fore Rotary Golf Tournament	\$500
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**AREA B**

Creston Valley Rotary Club	Drive Fore Rotary Golf Tournament	\$750
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**AREA C**

Creston Valley Rotary Club	Drive Fore Rotary Golf Tournament	\$500
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**AREA E**

West Shores Leisure Advancement Society	Community Camping at Kokanee Park	\$500
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**AREA H**

Kootenay Wellness Foundation	Kootenay Yoga Festival	\$1,000
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Valley Volunteers	Fall Feast 2024 (Dinner & Dance)	\$1,000
<b><u>AREA K</u></b>		
Edgewood Volunteer Fire Department society	Rapid Attack Truck upgrades	\$7,500
Burton Community Association	Fence Enclosure Completion	\$400

**8.3.2 Community Development**

508 - 516

**NOTE: Area D Lardeau Valley Opportunity LINKS Society added.**

**RECOMMENDATION:**  
(ALL VOTE)

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

<b><u>AREA B</u></b>		
Kitchener Valley Recreation and Fire Protection Society	Revitalizing Kitchener Community Park	\$1,500
<b><u>AREA D</u></b>		
Argenta Safety and Preparedness Society (ASAP)	Safety Equipment for ASAP	\$4,000
Kalso Community Acupuncture Society	KCAS Community Emergency Response Trauma Clinic	\$3,000
<b>Lardeau Valley Opportunity LINKS Society</b>	<b>Community Lunch - Fires</b>	<b>\$600 - ADDED</b>
<b><u>AREA E</u></b>		
West Shores Leisure Advancement Society	Erindale Road Beach Cleanup Environmental Assessment, Administration	\$4,333.50
West Shores Leisure Advancement Society	Area E Society Lunch	\$2,000
West Shores Leisure Advancement Society	Drama Club and Nature School Pilot Project	\$2,500
<b><u>AREA I</u></b>		
Tarrys and District	Tarrys Hall Wall	\$1,500

**8.4 CHAIR/CAO REPORTS**

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

**9. RURAL AFFAIRS COMMITTEE**

517 - 525

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.1**

**Cancel - Building Bylaw Contravention - Arnott & Irvine  
Electoral Area E**

1. That the Corporate Officer be authorized to remove the Notice on Title relating to 880 Lewis Road, Electoral Area E, currently owned by Evan Arnott and Jillian Irvine, property legally described as LOT A, DISTRICT LOT 222, KOOTENAY DISTRICT PLAN 16174, the RDCK Building Department has confirmed that a building permit has been obtained and the deficiencies associated with the construction have been rectified.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.4**

**Development Variance Permit - Filippo  
Electoral Area G**

2. That the Board APPROVE the issuance of Development Variance Permit V2311G to Anne Filippo and Jerry Filippo for the property located at 4650 Highway 6, Electoral Area G and legally described as LOT A, DISTRICT LOT 1241, KOOTENAY DISTRICT PLAN 17958 (PID 011-707-721) to vary Section 8.02 'Individual Groundwater Services' under the RDCK's Subdivision Bylaw No. 2159, 2011 as follows:

1. By waiving the proof of ground water requirement for subdivision file no. S2332G the proposed remainder lot only.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.5**

**Non-Adhering Residential Use - Measures  
Electoral Area G**

3. That the Board SUPPORT application A2401G for the proposed Non- Adhering Residential Use in the Agricultural Land Reserve proposed by Jeremy de Wit for property located at 8965 Highway 6, Electoral Area G and legally described as LOT C, DISTRICT LOTS 273 AND 1237, KOOTENAY DISTRICT PLAN 2329, EXCEPT PARTS INCLUDED IN REFERENCE PLAN 103021I AND PLAN 5659 (PID: 008-683-654).

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.6**

**Site Specific Exemption to the Floodplain Management Bylaw - Wooley Electoral Area H**

4. That the Board APPROVE a Site Specific Floodplain Exemption to permit the construction of a dwelling, as described in the committee report “Site Specific Exemption to the Floodplain Management Bylaw – 2402H Wooley”, dated July 31, 2024 with a floodplain setback of 17 metres in accordance with the Engineering Report prepared by Zeberoff Engineering Ltd. for property located at 5570 Winlaw Bridge Road, Electoral Area H and legally described as LOT B, DISTRICT LOT 3464, KOOTENAY DISTRICT PLAN 949, EXCEPT PART INCLUDED IN PLAN NEP19176 (PID: 011-133-384) subject to preparation of a 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.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 9.1**

**Community Works Fund Application - Regional District of Central Kootenay - North Shore Fire Hall-HVac Heat Pump Upgrade Project Area F**

5. That the RDCK Community Works Fund application submitted for the North Shore Fire Hall – HVAC Heat Pump Upgrade Project, in the total amount of \$67,900.33 be approved and that the funds be disbursed from Area F Community Works Funds and allocated to Fire Protection – Def F North Shore - Service S134.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 9.2**

**Community Works Fund Application - Regional District of Central Kootenay - North Shore Fire Hall Stand-by Generator Project Area F**

6. That the Community Works Fund application submitted by Regional District of Central Kootenay for the project titled “North Shore Fire Hall Stand-by Generator Project Project” in the amount of \$87,550.00 be approved and that funds be disbursed from Area F Community Works Funds and allocated to Fire Protection – Def F North Shore - Service S134.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 9.3**

**Community Works Fund Application - Regional District of Central Kootenay - Beasley Fire Hall Paving Project Area F**

7. That the Community Works Fund application submitted by Regional District of Central Kootenay (RDCK) for the project titled “Beasley Fire Hall Paving Project” in the amount of \$113,100.00 be approved and that funds be disbursed from Area F Community Works and allocated to Fire Protection – Areas F (Beasley/Blewett) –

**10. DIRECTORS' MOTIONS**

**10.1 Director Vandenberghe: UBCM Recommendation - Land for Potential Housing Projects**

**RECOMMENDATION:**

(ALL VOTE)

That the Board request a meeting with Ministry of Agriculture and Agriculture Land Commission staff to reintroduce the topic of reviewing and modernizing the Agriculture Land Reserve with the view of being able to identify land without agriculture capability that could support potential housing projects.

**11. PUBLIC TIME**

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

**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.

**RECOMMENDATION:**

(ALL VOTE)

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

- (c) labour relations or other employee relations;
- (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);

**12.2 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.

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

**14. ADJOURNMENT**

**RECOMMENDATION:**

(ALL VOTE)

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





## Regional District of Central Kootenay

### REGULAR BOARD MEETING

### Open Meeting Minutes

The **seventh** meeting of the Board of the Regional District of Central Kootenay in 2024 was held on Thursday, July 18, 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 W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	In-Person
Director T. Weatherhead	Electoral Area K	In-Person
Director M. McFaddin	City of Castlegar	In-Person
Director D. Dumas	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	
Director A. McLaren-Caux	Village of Nakusp	In-Person
Director R. Logenberg	City of Nelson	In-Person
Director J. Fyke	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 A. DeBoon	Town of Creston
Director K. Page	City of Nelson
Director L. Casley	Village of New Denver

##### STAFF PRESENT

S. Horn	Chief Administrative Officer
M. Morrison	Corporate Officer/Manager of Corporate Administration
C. Hopkyns	Corporate Administrative Coordinator
J. Chirico	General Manager of Community Services
Y. Malloff	General Manager of Finance, Information Technology and Economic Development
U. Wolf	General Manager of Environmental Services
S. Sudan	General Manager of Development & Community Sustainability Services
N. Wight	Planning Manager
P. Marshall Smith	Sustainability Planner
D. Hawkins	Planner
T. Davison	Regional Manager – Recreation & Client Services

T. Dool  
S. Imada  
M. Hamelin  
D. Elliot

Research Analyst  
Senior Energy Specialist  
Bylaw Enforcement Supervisor  
Contract and Procurement Coordinator  
Communications Coordinator

**1. ZOOM 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://rdck-bc-ca.zoom.us/j/98170316336?pwd=kvVYAXXTow5WMAa85sBUhFMCW7lRho.1&from=addon>

**Join by Phone:**

833 958 1164 Canada Toll-free

**Meeting ID:** 981 7031 6336

**Meeting Password:** 154455

**In-Person Location:**

Nelson Office - Boardroom  
202 Lakeside Drive  
Nelson, BC

**2. CALL TO ORDER & WELCOME**

**2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**2.2 ADOPTION OF THE AGENDA**

Moved and seconded,  
And Resolved:

377/24

The agenda for the July 18, 2024 Regular Open Board meeting be adopted with the following amendments:

- inclusion of the revised Schedule A for Item 8.2 Bylaws 2955, 2956 & 2958: Bill 44 Implementation – Small Scale Multi Unit Housing;
- inclusion of the revised Board Report and recommendation for Item 9.1.2 Greenhouse Gas (GHG) Emissions Reduction Pathway Study - FortisBC Funding Application; and
- with the addition of the addendum;

before circulation.

**Carried**

**2.3 ADOPTION OF THE MINUTES**

Moved and seconded,  
And Resolved:

378/24

The minutes from the June 13, 2024 Regular Open Board meeting be adopted as circulated.

**2.4 INTRODUCTIONS**

CAO Horn introduced the following staff:

- Mark Braithwaite, Purchasing Agent;
- Ian Briscoe, Emergency Program Coordinator, new position; and
- Dan Unrau, Accounts Receivable Clerk replacing Bogdan Dimitrijevic.

**3. BUSINESS ARISING OUT OF THE MINUTES****3.1 Agreement: Regional Invasive Species Working Group**

**Board Meeting - March 21, 2024 RES 151/24 to refer to the May 16, 2024 Board meeting**

**Board Meeting - May 16, 2024 Staff requested to bring the Board report to the June 13, 2024 Board meeting.**

**Board Meeting - June 13, 2024 Staff requested to bring the Board report to the July 18, 2024 Board meeting.**

The Board Report dated February 28, 2024 from Paris Marshall Smith, Sustainability Planner, for the Board directed staff to work with Central Kootenay Invasive Species Society (CKISS) to begin implementing the Regional Invasive Species Strategy, has been received.

Stuart Horn, Chief Administrative Officer, provided an overview to the Board regarding the Regional Invasive Species Working Group agreement.

Moved and seconded,  
And Resolved:

379/24

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 July 2024 to July 2025;

AND FURTHER, that the 2024 financial plan for General Administration Service S100 be amended to increase contribution from reserve by \$15,000 and increase grants expense by \$15,000.

**Carried****3.2 Award Contract: Electoral Area K Dog Control**

**Board Meeting - March 21, 2024 RES 148/24 referred to April 18, 2024 Board Meeting**

**Board Meeting - April 18, 2024 Staff requested the award of the contract for Electoral Area K Dog Control be addressed at the May 16, 2024 Board Meeting.**

**Board Meeting - May 16, 2024 Staff requested the award of the contract for Electoral Area K Dog Control be addressed at the June 13, 2024 Board Meeting.**

**June 13, 2024 Board Meeting Staff requested the award of the contract for Electoral Area K Dog Control be addressed at the July 18, 2024 Board Meeting.**

The Board Report dated May 30, 2024 from Jordan Dupuis – Supervisor Bylaw Enforcement Team, to seek Board approval to award the Dog Control contract for enforcement of the Dog Control Service Bylaw No. 2387, 2014 for Electoral Area K, has been received

Moved and seconded,  
And Resolved:

380/24

That the Board approve the RDCK enter into a Dog Control Officer contract with Jackie Kilburn for the period of June 13, 2024 to June 30, 2025 and all associated costs be paid

from Animal Control-Nakusp and Area K Service S182, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried**

Moved and seconded,  
And Resolved:

381/24

That the Regional Board appoints Jackie Kilburn and alternate Kerry Kilburn as Dog Control Officers for enforcement of the *RDCK Dog Control Bylaw No. 2389, 2014*.

**Carried**

**4. COMMITTEES & COMMISSIONS**

**4.1 FOR INFORMATION**

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

**4.1.1 Area J Advisory Planning and Heritage Commission: minutes June 5, 2024**

**4.1.2 Sunshine Bay Regional Park Commission: minutes June 13, 2024**

**4.2 WITH RECOMMENDATIONS**

**4.2.1 Water Services Committee: minutes June 5, 2024**

Moved and seconded,  
And Resolved:

382/24

That the Board approve the 2024 Water and Wastewater System Acquisition Plan, as amended.

**Carried**

Moved and seconded,  
And Resolved:

383/24

That Resolution 376/23 being:

*That the Board extend the moratorium on the acquisition of water and wastewater systems until June 30, 2024;*

*AND FURTHER, that the Board direct staff to present updated plans, policies and acceptance matrices, as required, to the Water Service Committee meeting on or before June 2024 with the intent to lift the moratorium at that time;*

*AND FURTHER, that the Board direct staff to review and recommend how the RDCK can support governance, asset guidance and operational supports but not ownership of independent, community operated water systems inclusive of Improvement and Irrigation Districts.*

BE RESCINDED

**Carried**

**4.2.2 Community Sustainable Living Advisory Committee: minutes June 18, 2024**

Moved and seconded,  
And Resolved:

384/24 That the RDCK Board direct staff to establish a collaborative working group on regional transportation and partner with regional industry, local governments, and community organizations;

AND FURTHER, that up to \$15,000 be used from S100- General Administration – Local Government Climate Action Program reserve to fund the initiative;

AND FURTHER, that the working group Terms of Reference come back to the Community Sustainable Living Advisory Committee for review.

**Carried**

Moved and seconded,  
And Resolved:

385/24 That the Community Works Fund application submitted by Regional District Central Kootenay for the project titled 'Ymir Watershed Natural Asset Management Plan' in the amount of \$60,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area G and allocated to S105 Community Sustainable Living Service;

AND FURTHER that the 2024 Financial Plan for S105 Community Sustainable Living Service be amended to increase Community Works Grants by \$60,000 and increase Contracted Services Expense by \$60,000.

**Carried**

Moved and seconded,  
And Resolved:

386/24 That the Board direct staff to submit a joint application to the Watershed Security Fund for water sustainability project within the yaqan nu?kiy ?amak?is - Creston Valley in the amount of \$150,000 and that if successful, grant funds be allocated to S105 Community Sustainable Living Service;

AND FURTHER, briefing notes are provided to elected officials and elected officials are engaged when Chief and Council are engaged.

**Carried**

**4.2.3 West Transit Services Committee: minutes June 18, 2024**

Moved and seconded,  
And Resolved:

387/24 That the Board request BC Transit include costing to extend the No. 34 to serve the Grandview Heights subdivision in year one of the Three Year Transit Improvement Proposal.

**Carried**

Moved and seconded,  
And Resolved:

388/24 That the Board request BC Transit include costing to provide Harrop-Proctor with four (4) round trips per week on request service in year one of the Three Year Transit Improvement Proposal.

**Carried**

Moved and seconded,  
And Resolved:

389/24

That the Board request BC Transit include costing to provide one route 99 roundtrip to meet the 98 for the four months of the year that it currently doesn't (200 hours) in year one of the Three Year Transit Improvement Proposal.

**Carried**

Moved and seconded,  
And Resolved:

390/24

That the Board request BC Transit include costing to add one route 99 roundtrip year-round (800 hours) in year two of the 2026/27 Three Year Transit Improvement Proposal.

**Carried**

Moved and seconded,  
And Resolved:

391/24

That the Board request BC Transit include costing and the reallocation of hours from Route 15 to add commuter service between Salmo, Ymir and Nelson, in year one of the 2025/26 Three Year Transit Improvement Proposal.

**Carried**

Moved and seconded,  
And Resolved:

392/24

That the Board request BC Transit include costing to provide Trail Regional Airport Service Scenario B: three weekday roundtrips Fruitvale to Salmo in year two of the 2025/26 Three Year Transit Improvement Proposal.

**Carried**

Moved and seconded,  
And Resolved:

393/24

That the Board direct staff to provide a service case analysis regarding amalgamating S237 Transit Castlegar and Area, S238 Transit North Shore and Slocan Valley and S239 Transit Kootenay Lake West.

**Carried**

#### **4.2.4 Nelson & District Recreation Commission No. 5: minutes June 20, 2024**

Moved and seconded,  
And Resolved:

394/24

The Nelson and District Recreation Commission supports, in principle, the pre-development work by the Nelson CARES Society to determine the feasibility of a potential workforce/below market housing project from the Nelson & District Community Complex footprint to 824 Front Street in Nelson;

AND FURTHER, that the feasibility study identify how a recreation expansion of the Nelson and District Community Complex could be incorporated into the workforce/below market housing project so as to include the feasibility.

**Carried**

**4.2.5 All Recreation Committee: minutes June 26, 2024**

Staff has received direction to improve the allocation process for consideration and bring it back to the September 2024 All Recreation Committee meeting.

Moved and seconded,  
And Resolved:

395/24

That the Board direct staff to bring forward a report to the Board which outlines the necessary regulatory, operational, financial, and communication steps and proposed schedule for implementing Sub-Regional Services Committees for:

- Nelson and Areas E, F
- Salmo and Area G
- Castlegar and Areas I and J
- Nakusp and Area K
- Area H South and Slocan
- Area H North and Silverton and New Denver

**Carried**

Moved and seconded,  
And Resolved:

396/24

That staff recommend to the Board opportunities to convert commissions and committees related to recreation to community advisories in order to increase efficiency in service governance while maintaining the ability for public to engage with the RDCK.

**Carried**

**4.2.6 Riondel Commission: minutes July 2, 2024**

Staff has received direction that the Riondel Commission approves a hot water tank for the Circle of Friends Building with a cost of up to \$1,500 for purchase and installation.

Moved and seconded,  
And Resolved:

397/24

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

Lynne Cranna

**Carried**

**4.2.7 Creston Valley Services Committee: minutes July 4, 2024**

Moved and seconded,  
And Resolved:

398/24

That the Board approve the 2024 Financial Plan for S174 Cemetery – Creston, A, B and C be amended to increase Grants by \$3,500 and decrease accumulated surplus by \$3,500 for the 2024 Grant to the Lister Community Cemetery, AND

FURTHER, that the Board approve the payment of \$3,500 to the Lister Community Cemetery subject to the receipt of the required documentation being submitted to the RDCK finance department.

**Carried**

**4.2.8 Joint Resource Recovery Committee: minutes July 17, 2024**

Moved and seconded,  
And Resolved:

399/24

That the Board approve the RDCK enter into a Service Agreement with AtSource Recycling Systems Inc. for the supply, delivery, and commissioning of four (4) 3 cubic yard compactor and 40-yard receiving bin units to the Slocan, Rosebery, and future Nakusp transfer stations for up to a maximum value of \$370,747;

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

AND FURTHER that the costs be paid from Service S188 West Resource Recovery Waste.

**Carried**

Moved and seconded,  
And Resolved:

400/24

That the Board approve the RDCK extend Goods and Services Agreement No. 2021-070-ENV with GFL Environmental Inc. for the provision of waste hauling services for the Slocan, Rosebery and future Nakusp transfer stations for a one year term from October 1, 2024 to September 30, 2025 at an estimated value of \$105,109;

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

AND FURTHER that the costs be paid from Service S188 West Resource Recovery.

**Carried**

Moved and seconded,  
And Resolved:

401/24

That the Board approve the RDCK enter into a Consulting Services Agreement with Ursus Heritage Consulting Ltd. for completion of an Archaeological Impact Assessment at the Ootischenia Landfill, up to a total cost of \$67,680 not including GST;

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

**Carried**

Moved and seconded,  
And Resolved:

402/24

That the Board approve the RDCK extend Agreement No. 06-2230-20-6500-07 with Kokanee Park Marine Ltd. for the lease of land associated with the recycling depot from August 1, 2024 to December 31, 2024;



AND FURTHER that the costs be paid from Service A117 Central Recycling.

**Carried**

Moved and seconded,  
And Resolved:

403/24

That the Board sends a formal response letter to the Ministry of Environment as per the July 12, 2024 Non-Residential Packaging & Paper Products Discussion Paper Committee Report.

**Carried**

**4.2.9 Recreation Commission No. 4 - Nakusp and Area K: Grant Applications**

Moved and seconded,  
And Resolved:

404/24

That the Board approve the payment of the following grants from the Recreation Commission No. 4 (Service No. S228) 2024 budget:

Music in the Park	\$2,500
The Corporation of the Village of Nakusp	\$1,989

**Carried**

**4.3 MEMBERSHIP**

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

Moved and seconded,  
And Resolved:

405/24

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

Roger Chadwick

**Carried**

Director Tierney recorded opposed.

**4.3.2 Grandview Water Service Community Advisory Committee**

Moved and seconded,  
And Resolved:

406/24

That the Board appoint the following individual to the Grandview Water Service Community Advisory Committee for a term to end December 31, 2026:

Jim Swetlikoe  
Robin Cooke

**Carried**

**4.3.3 Regional Accessibility Advisory Committee**

The Board had a discussion regarding the Regional Accessibility Advisory Committee.

Moved and seconded,  
And Resolved:

407/24

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

Herb Alex

AND FURTHER, the Board send a letter to outgoing member Clayton McCann thanking him for his service.

**Carried**

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

The External Committees list and Policy 100-01-19 Appointments to External Organizations, has been received for information.

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

##### **4.4.2 Director Graham: FCM**

##### **4.4.3 Director Hewat**

###### **4.4.3.1 April - June Events**

###### **4.4.3.2 Columbia Basin Trust Board Highlights**

##### **4.4.4 Director McLaren-Caux**

###### **4.4.4.1 May - June Events**

###### **4.4.4.2 Columbia Treaty**

##### **4.4.5 Director Lockwood: Federation of Canadian Municipalities (FCM)**

#### **5. CORRESPONDENCE**

**5.1 The email dated June 10, 2024 from Paige Thurston, Living Lakes Canada, seeking a letter of support from the Board for their application to the Investment in Agriculture Foundation, Agriculture Water Infrastructure Program fund.**

Moved and seconded,  
And Resolved:

408/24

That the Board send a letter of support to Living Lakes Canada for their application to the Investment in Agriculture Foundation, Agriculture Water Infrastructure Program fund for a Columbia Basin aquifer vulnerability study, associated groundwater supply monitoring and groundwater related public education.

**Carried**

**5.2 The email dated June 19th from Laura Plante, Ministry of Water, Land and Resource Stewardship regarding an invitation to engage on Provincial Flood Policy Guidance.**

**5.3 The email dated July 2, 2024 from Ministry of Water, Lands and Resource Stewardship requesting a letter of support for the Translocating Wild Turkeys Initiative.**

#### **6. COMMUNICATIONS**

**6.1 The letter dated May 28, 2024 from Kermit Dahl, Mayor City of Campbell River, regarding developing policies that support the viability of BC's Forest sector.**

**6.2 The email dated June 4, 2024 from Colin Kumagai, Ministry of Forests regarding allowable annual cut (AAC) for the Kootenay Lake Timber Supply Area (TSA).**

- 6.3 The letter dated June 11, 2024 from Stephan Thatcher and Tony Gilligan, E-Comm 9-1-1, regarding NG9-1-1 update for Regional Districts - TELUS agreements and revised schedule.
- 6.4 The letter dated June 26, 2024 from Grace Chomitz, Okanagan-Columbia Timber Sales Office, regarding an invitation for comment on the proposed BC Timber Sales Okanagan-Columbia Forest Stewardship Plan.

**DIRECTOR PRESENT** Director Fyke joined the meeting at 10:03 a.m.

**7. FOR INFORMATION: ACCOUNTS PAYABLE**

The Accounts Payable Summary for June, 2024 in the amount of \$3,058,684 has been received for information.

**8. BYLAWS**

**8.1 Bylaw 2923: Results - Defined Area D Medical First Responder Service**

The Corporate Officer's Report dated June 19, 2024 re: Defined Area D Medical First Responder Service Bylaw No. 2923, 2023 - Results, has been received.

Moved and seconded,  
And Resolved:

409/24

That the Defined Area D Medical First Responder Bylaw No. 2923, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**8.2 Bylaws 2955, 2956 & 2958: Bill 44 Implementation – Small Scale Multi Unit Housing**

The Board Report dated July 2, 2024 from Dana Hawkins, Planner 2, to seek the Board approval to the proposed bylaw amendments and to implement the requirements of Provincial Bill 44 Housing Statutes (Residential Development) Amendment Act, which includes provisions to allow Small-Scale Multi-Unit Housing across BC, has been received.

Staff answered the Board's questions.

Moved and seconded,  
And Resolved:

410/24

That the *Electoral Area C Land Use Amendment Bylaw No. 2955, 2024* being a bylaw to amend *Electoral Area C Land Use Bylaw No. 2317, 2013* be read a THIRD time as amended.

**Carried**

Moved and seconded,  
And Resolved:

411/24

That the *Electoral Area C Land Use Amendment Bylaw No. 2955, 2024* being a bylaw to amend *Electoral Area C Land Use Bylaw No. 2317, 2013* is hereby ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,  
And Resolved:

412/24 That the *Electoral Area D Land Use Amendment Bylaw No. 2956, 2024* being a bylaw to amend *Electoral Area D Land Use Bylaw No. 2435, 2016* be read a THIRD time as amended.

**Carried**

Moved and seconded,  
And Resolved:

413/24 That the *Electoral Area D Land Use Amendment Bylaw No. 2956, 2024* being a bylaw to amend *Electoral Area D Land Use Bylaw No. 2435, 2016* is hereby ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,  
And Resolved:

414/24 That the *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2958, 2024* being a bylaw to amend *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* be read a THIRD time as amended.

**Carried**

Moved and seconded,  
And Resolved:

415/24 That the *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2958, 2024* being a bylaw to amend *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**RECESS/  
RECONVENE**

The meeting recessed at 10:14 a.m. for break and reconvened at 10:31 a.m.

**8.3 Bylaw 2959: Local Conservation Fund Service Area Parcel Tax**

The Board Report dated July 8, 2024 from Tom Dool, Research Analyst, for Board consideration to amend the Local Conservation Fund Service Area Parcel Tax Bylaw No. 2438, 2014 to remove the requirement for a 10 year term renewal, has been received.

Tom Dool provided an overview to the Board and answered questions.

Moved and seconded,  
And Resolved:

416/24 That the *Local Conservation Fund Service Area Parcel Tax Bylaw No. 2959, 2024* be read a FIRST and SECOND time by content and be brought back to the September 12, 2024 Board meeting;

AND FURTHER, that staff organize a meeting with participating members, Electoral Areas A, D, E, F and H, to discuss Bylaw 2959: Local Conservation Fund Service Area Parcel Tax and invite the Kootenay Conservation Program.

**Carried**

#### 8.4 **Bylaw 2964 & 2965: Official Community Plan & Zoning Bylaw Amendments (Melville & Whitehead - Area J)**

The Board Report dated July 3, 2024 from Stephanie Johnson, Planner, for the Board to consider an application for amendments to the Official Community Plan Bylaw (OCP) and Zoning Bylaw for the development of a daycare, has been received.

Moved and seconded,  
And Resolved:

417/24 That *Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2964, 2024* being a bylaw to amend *Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* is hereby given THIRD READING.

**Carried**

Moved and seconded,  
And Resolved:

418/24 That *Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2964, 2024* being a bylaw to amend *Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996* is hereby ADOPTED; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,  
And Resolved:

419/24 That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2965, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby given THIRD READING.

**Carried**

Moved and seconded,  
And Resolved:

420/24 That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2965, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby ADOPTED; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

#### 8.5 **Bylaw 2966: Public Notice Bylaw**

The Board Report dated July 2, 2024 from Dan Elliott, Communications Coordinator and Angela Lund, Deputy Corporate Officer, to present the Board with a public notice bylaw for three readings and adoption, has been received

Dan Elliot provide an overview to the Board regarding the Public Notice Bylaw, approving the bylaw would provide the RDCK with more flexibility, accessibility, cost savings and continue the transition to predominately digital communication.

The Board had a discussion regarding the bylaw and concerns around not using newspapers or mail outs for public notices.

The Board will provide comments to staff by August 1, 2024. Staff will bring back the revised bylaw to the August 15, 2024 Board meeting.

Moved and seconded,  
And Resolved:

421/24

That the *Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024* be read a FIRST and SECOND time by content.

Carried

**8.6 Bylaw 2969: Electoral Area F Library Financial Contribution Service Establishment**

Moved and seconded,  
And Resolved:

422/24

That the *Electoral Area F Library Financial Contribution Service Establishment Bylaw No. 2969, 2024* be read a FIRST, SECOND, and THIRD time by content.

Carried

**8.7 Bylaw 2970: Electoral Area H Library Financial Contribution Service Establishment Amendment**

Moved and seconded,  
And Resolved:

423/24

That the *Electoral Area H Library Financial Contribution Service Establishment Amendment Bylaw No. 2970, 2024* be read a FIRST, SECOND, and THIRD time by content.

Carried

**8.8 Bylaw 2972: Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Loan Authorization**

Moved and seconded,  
And Resolved:

424/24

That the *Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Loan Authorization Bylaw No. 2972, 2024* be read a FIRST, SECOND, and THIRD time by content..

Carried

**8.9 Bylaw 2973: West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp Landfill) Loan Authorization**

Moved and seconded,  
And Resolved:

425/24

That the *West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp Landfill) Loan Authorization Bylaw No. 2973, 2024* be read a FIRST, SECOND, and THIRD time by content.

Carried

**8.10 Bylaw 2576: Regional District of Central Kootenay Procedure Board Meeting - May 15, 2024**

*That the Board direct staff to repeal and replace Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019, and that the Board provide their*

*input to staff by June 10, 2024 to incorporate into the new RDCK Procedure Bylaw for review at the July 18, 2024, 2024 Board meeting.*

Staff requested to move this item to the August 15, 2024 Board meeting.

**9. NEW BUSINESS**

**9.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY**

**9.1.1 Agreement Amendment - M'akola Development Services**

The Board had a discussion regarding the agreement amendment and staff answered questions.

Moved and seconded,  
And Resolved:

426/24

That the foregoing resolution 350/24, being:

*That the Board approve the RDCK enter into a Consulting Services Agreement with M'akola Development Services for the Regional Housing Needs Report;*

*AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$83,711 (including GST);*

*AND FURTHER, that the funds be paid by the Service S104 Planning and Land Use;*

be amended to increase the budget from "\$83,711" to "\$95,764", thus reading:

*That the Board approve the RDCK enter into a Consulting Services Agreement with M'akola Development Services for the Regional Housing Needs Report;*

*AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$95,764 (including GST);*

*AND FURTHER, that the funds be paid by the Service S104 Planning and Land Use.*

**Carried**

**9.1.2 Greenhouse Gas (GHG) Emissions Reduction Pathway Study - FortisBC Funding Application**

The Board Report dated July 3, 2024 from Shari Imada, Senior Energy Specialist, to seek Board approval to submit an application to FortisBC Energy Inc. for additional funding to support the Greenhouse Gas Reduction Pathway Feasibility Study, has been received.

The Board had a discussion regarding the study and application. Staff answered the Board's questions.

Moved, seconded,  
And Resolved:

427/24

That the Board stop debate and call the question.

**2/3's VOTE  
Carried**

Moved and seconded,  
And Resolved:

428/24

That the Board direct staff to submit an application to FortisBC Energy Inc. for additional funding of up to \$65,000 to support the Greenhouse Gas Reduction Pathway Feasibility Study;

AND FURTHER, should the funding be received, that the Chair and Corporate Officer be authorized to sign a contribution agreement with FortisBC Energy Inc. and that the 2024 financial plan for Service A108 be amended to increase Grants Revenue by \$65,000 and Contracted Services by \$65,000.

**Carried**

Director Lockwood and Vandenberghe recorded opposed.

**9.1.3 Local Conservation Fund Terms of Reference**

The Board Report dated July 3, 2024 from Nelson Wight, Planning Manager, to seek Board approval to direct staff to amend the Regional District of Central Kootenay Local Conservation Fund Terms of Reference, has been received.

Moved and seconded,  
And Resolved:

429/24

That the following motion **BE REFERRED** until after the Local Conservation Fund Committee has been established and has had the opportunity to consider the Terms of Reference for the service:

That the Board direct staff to amend the Regional District of Central Kootenay Local Conservation Fund Terms of Reference, as described in the July 3, 2024 Board report "Local Conservation Fund Terms of Reference".

**Carried**

Moved and seconded,  
And Resolved:

430/24

That the Board approve the establishment of a standing committee for the Regional District of Central Kootenay Local Conservation Fund Service; AND FURTHER, that staff be directed to prepare a Local Conservation Fund Committee bylaw for Board consideration.

**Carried**

**9.1.4 Central Kootenay Food Policy Council**

The Board Report dated May 24, 2024 from Paris Marshall Smith, Sustainability Planner, to seek Board approval to enter into agreement with Central Kootenay Food Policy Council for the Grow & Connect Interior project, has been received.

The Board had a discussion regarding the Central Kootenay Food Policy Council.

Moved and seconded,  
And Resolved:

431/24

That the Board authorize staff to enter into a agreement with the Central Kootenay Food Policy Council or the Grow & Connect Interior project for a total of \$20,000 + GST, to be paid from the Local Government Climate Action Funds in



S100 – General Administration and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the 2024 financial plan for S100 General Administration be amended to increase Contribution from Reserve by \$20,000 and Grants expense by \$20,000.

**Carried**

**RECESS/  
RECONVENE**

The meeting recessed at 12:00 p.m. for lunch and reconvened at 1:03 p.m.

**9.1.5 For Information: 2023 State of Climate Action (SOCA)**

The Board Report dated May 24, 2024 from Paris Marshall Smith, Sustainability Planner, to provide the Boards the 2023 State of Climate Action (SOCA) report for receipt, has been received for information.

Staff answered the Board's questions.

**9.1.6 Community Wildfire Resiliency Plan Update Contract**

The Board Report dated June 2, 2024 from Nora Hannon, Disaster Mitigation and Adaption Senior Advisor, to seek Board approval for the RDCK entering into a contract with B.A. Blackwell Ltd to update the Community Wildfire Resiliency Plans (CWRPs) in Electoral Areas: Areas A,B,C,G,H,J,K, Nakusp, and Salmo, has been received.

The Board had a discussion regarding the Community Wildfire Resiliency Plan contract.

Moved and seconded,  
And Resolved:

432/24

The Board approve the RDCK entering into a contract with B.A. Blackwell Ltd. not to exceed \$128,000 to complete the update of the Community Wildfire Resiliency Plans, that the project be funded through A101 Emergency Services via UBCM-CRI grant funds; AND FURTHER that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried**

**9.2 ENVIRONMENTAL SERVICES**

**9.2.1 Lister Water System Financial Plan Amendment**

The Board Report dated July 03, 2024 from Alex Divlakovski, Water Operations Manager, to seek Board approval to amend the 2024 Financial Plan for Service S243, Water Utility-Area B (Lister) to include Capital Project funding for the replacement and relocation of a water main, and Board approval of the Community Works Fund application, has been received.

Moved and seconded,  
And Resolved:

433/24

That the Board direct staff to amend the 2024 Financial Plan for Water Utility – Area B (Lister) Service S243 to increase Account Capital Expenditures by \$40,000 for the PN27 14th Street water main replacement project, increase Community Works Grants by \$30,000, and increase Transfer from Reserves by \$10,000.

**Carried**

Moved and seconded,  
 And Resolved:

434/24

That the Board approve the Community Works Funding application in the amount of \$30,000 to partially fund the Water Utility – Area B (Lister) Service S243 water main replacement project identified under capital expenditures.

**Carried**

**9.3 FINANCE & ADMINISTRATION**

**9.3.1 Ootischenia Improvement District Lease**

The Board Report dated June 25, 2024 from Marie-Pierre Hamelin, Contracts and Insurance Coordinator, to seek Board approval for the lease with the Ootischenia Improvement District, has been received.

Moved and seconded,  
 And Resolved:

435/24

That the Board approve the RDCK enter into a Lease with the Ootischenia Improvement District for the use of a section of the RDCK Ootischenia Fire Hall Property for the period of 10 years and that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried**

**9.4 GRANTS**

**9.4.1 Discretionary**

**9.4.1.1 Discretionary Grants: July 2024**

Moved and seconded,  
 And Resolved:

436/24

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

**AREA A**

Crawford Bay School	Experiential Play Area	\$1,600
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**AREA B**

The Creston Valley Rod & Gun Club	Goat River Clean up Tools	\$400
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Creston Valley Fall Fair	Fall Fair Local Food Feast	\$2,500
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**AREA C**

West Creston Community Hall	Bursary	\$1,500
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Creston Valley Fall Fair	Fall Fair Local Food Feast	\$1,250
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**AREA D**

Kaslo Emergency Support Services	Team training refreshments and support	\$400
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**AREA E**

Balfour Recreation Commission	Balfour Daycare - Cedar & Starts	\$515
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**AREA F**

Bonnington Regional Park Society	Summer Activities at Bonnington Park	\$5,970
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Nelson Tennis Club	Completion of Tennis Court Lighting	\$2,500
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**AREA H**

Treehugger Retreats and Events Society	Harmony Community Festival on the Beach	\$500
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**AREA K**

Edgewood Community Internet Society	Hopp Road Electrical Transformer Replacement	\$2,000
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Edgewood Cemetery Company	Cemetery Maintenance	\$1,800
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**Carried****9.4.1.2 Creston Valley Chamber of Commerce - Area B**

Moved and seconded,  
And Resolved:

That Resolution 235/24, being the allocation of Discretionary grants funds:

**AREA B**

Creston Valley Chamber of Commerce	\$2,000
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BE RESCINDED.

**Carried****9.4.2 Community Development**

Moved and seconded,  
And Resolved:

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

**AREA A**

Royal Canadian Legion, Branch #29, Creston	Concrete Repair Legion	\$2,000
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Regional District of Central Kootenay	Creston Valley Alternate Water Supply	\$8,333.33
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**AREA B**

Regional District of Central Kootenay	Creston Valley Alternate Water Supply	\$8,333.33
---------------------------------------	---------------------------------------	------------

Royal Canadian Legion, Branch #29, Creston	Concrete repair Legion	\$5,000
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**AREA C**

Royal Canadian Legion, Branch #29, Creston	Concrete repair Legion	\$1,500
--	------------------------	---------

Regional District of Central Kootenay	Creston Valley Alternate Water Supply	\$8,333.33
---------------------------------------	---------------------------------------	------------

**AREA D**

437/24

438/24

Lardeau Valley Historical Society	Core Funding/General Maintenance	\$5,000
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Lardeau Valley Community Club	Maintenance 2023	\$7,500
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**AREA E**

Nelson and District Chamber of Commerce	Canada Day Regional Celebration	\$1,000
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**AREA F**

Nelson Public Library	Nelson Public Library Services	\$4,000
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**AREA G**

Ladies Auxiliary to the Royal Canadian Legion Branch 217	Freezer Food Storage	\$2,500
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Salmo Community Resource Society	Family Support Potluck Luncheons	\$3,850
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**AREA H**

Nelson Public Library	Nelson Public Library services	\$3,000
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**CRESTON**

Royal Canadian Legion, Branch 29, Creston	Concrete Repair Legion	\$5,000
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**SLOCAN**

Village of Slocan	2024 WE Graham School Grad Gift Bags	\$500
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Village of Slocan	New Denver Pavillion's Wheelchair Accessible Garden Bed Project	\$1,200
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**Carried****9.5 CHAIR/CAO REPORTS**

Chair Watson shared she attached the season hazard call report to the agenda. She provided an update regarding her meeting with the Food Policy Council.

Stuart informed the Board the Emergency Operation Center (EOC) has been activated and staff are sending out media releases for wildfire evacuation alert and order.

**10. RURAL AFFAIRS COMMITTEE**

Moved and seconded,  
And Resolved:

439/24 That the Board APPROVE the issuance of Development Variance Permit V2403J to Tyler D. Gienger for the property located at 699 Waterloo Road, Electoral Area J and legally described as LOT 3, DISTRICT LOT 4598, KOOTENAY DISTRICT PLAN EPP16789 (PID: 030-905-702) to vary Section 605.1 of *RDCK Zoning Bylaw No. 1675, 2004* in order to permit a 2.4 metre setback from the front lot line for an accessory building whereas the bylaw requires a 7.5 metre setback from a front or exterior side lot line;

SUBJECT TO the existing vegetation (3 coniferous trees) between the road and the proposed building being retained in order to provide a visual buffer from the proposed building and the road.

Moved and seconded,  
And Resolved:

440/24

That the Board direct staff to provide notification of the Board's intention to consider Temporary Use Permit T2401K application by Martin Nolan Janssen and Suzanne Janssen for the property located at 851 Lower Inonoaklin Road, Electoral Area K and legally described as LOT 1, DISTRICT LOT 8135, KOOTENAY DISTRICT PLAN 10859 (PID: 011-581-972) at the next available opportunity;

SUBJECT TO BC Hydro providing the RDCK with written confirmation that the owner worked with the appropriate agencies in order to register the appropriate agreement/easement on the property title.

**Carried**

Moved and seconded,  
And Resolved:

441/24

That the Board APPROVE a Site Specific Floodplain Exemption to permit the construction of a dwelling with a secondary suite with a floodplain setback of 7.5 metres in accordance with the Engineering Report prepared by Crowsnest Engineering for property located at 2205 Bealby Road, Electoral Area 'E' and legally described as LOT A, DISTRICT LOT 1316, KOOTENAY DISTRICT PLAN NEP85347 (PID: 027-301-656) as follows:

SUBJECT TO preparation by Jerry Robert Levinson and Judith Loraine Levinson 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,

SUBJECT TO the applicants providing a wastewater site assessment completed by an authorized person in order to confirm that the land is capable of servicing the scale of residential development that is being proposed (detached dwelling with secondary suite). The wastewater site assessment must indicate a suitable location for an initial field and backup field in order to confirm the long term sustainability of residential development on this lot; and,

SUBJECT TO the registration of a Section 219 restrictive covenant, which identifies that the development and uses shall be limited to the maximum capacity of the proposed on-site wastewater system on the subject property.

**Carried**

Moved and seconded,  
And Resolved:

442/24

That the Board direct staff to respond to TELUS regarding a new telecommunications tower and antenna system(s) location in Electoral Area 'B', as described in Attachment 'C' – RDCK Response Letter, to Rural Affairs Committee Report "Innovation Science & Economic Development Canada Referral: TELUS" dated July 3, 2024 and include the points made by the Rural Affairs Committee.

**Carried**

Moved and seconded,  
And Resolved:

443/24

That the Community Works Fund application submitted by Regional District of Central Kootenay (RDCK) for the project titled "Robson Fire Hall – Fencing and Service Door Upgrade Project" in

the amount of \$63,750.50 be approved and that funds be disbursed from Area J Community Works and allocated to Service S138 – Fire Protection (Robson, Raspberry).

**Carried**

## 11. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:46 a.m.

There were no question from public or media.

## 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:

444/24

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:

(c) labour relations or other employee relations;

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

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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

**Carried**

### 12.2 RESOLUTION - RECESS OF OPEN MEETING

Moved and seconded,

And Resolved:

445/24

The Open Meeting be recessed at 1:28 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 2:42 p.m.

**Carried**

## 13. MATTERS ARISING FROM IN CAMERA MEETING

Moved and seconded,

And Resolved:

446/24

IC49/24

That the Board of Directors direct staff to enter into a Contribution Agreement with the Investment in Agriculture Foundation for \$75,000 of grant funds received to conduct a Feasibility Study for an Alternate Water Supply in the Creston Valley for the period commencing immediately and ending December 31, 2024;

AND FURTHER that the Study will be included on staff's workplan for 2024;

AND FURTHER that \$25,000 will be allocated from the Community Development Fund for Electoral Areas A, B and C for this project.

**Carried**

**14. ADJOURNMENT**

Moved and seconded,  
And Resolved:

447/24 That the meeting adjourn at 2:42 p.m.

**Carried**

---

Aimee Watson, RDCK Board Chair

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Christine Hopkyns, Corporate Administration Coordinator

---

Angela Lund, Deputy Corporate Officer



# Forestry Works for BC



Presentation to Regional District of Central Kootenay  
August 15, 2024





# Who We Are

We are a group of forest-based organizations and companies, representing more than 1,000 businesses engaged in all aspects of British Columbia's forestry sector. We are proud to stand up for tens of thousands of workers and their families who are concerned about the future of forestry in British Columbia.

Across British Columbia, we are coming together and rallying voices to work with government leaders across BC committed to ensure that the forest sector in BC is sustainable and thriving.



- Community-owned forest corporations and forestry associations
- Electrical & mechanical contractors/companies
- Equipment manufacturers, suppliers/service providers
- Mills and manufacturers (lumber, paper, doors, windows, flooring and furniture)
- Mass-timber/lumber producers and log traders
- Professional services
- Pulp Producers
- Retail, restaurants and catering
- Forest nurseries and tree orchards and tree planting companies
- Local governments and community leaders
- Licensees
- Logging, road building and forestry contractors
- Transportation such as trucks, tugboats and barges



# Forestry Counts

**\$7 Billion** of local goods and services purchased



supporting 9,900 businesses in over 340 communities and 120 Indigenous Nations and organizations\*

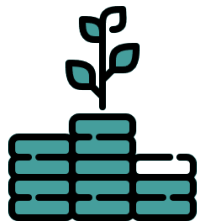
**\$6.6 Billion**

in annual government revenues that support essential public services and infrastructure.



**\$15.8 Billion**

Investment in BC's future by the forest sector in operations and upgrades across communities between 2013-2022.



## Forestry Supports Employment

The sector provides about nearly 50k direct jobs and supports even more.

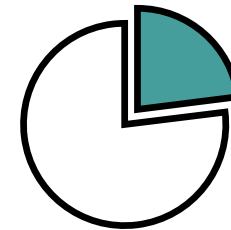
**48,725** Direct Jobs

Forestry supports 51,000+ additional jobs through supporting local business.

**100,000** ↘

All combined, forestry supports **over 100,000** BC jobs

**\$17.4 Billion**  
in GDP



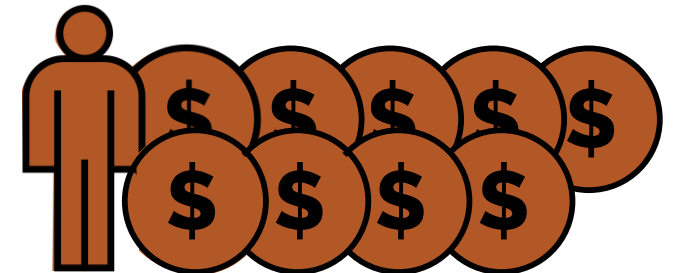
**24%**

Forestry accounts for almost a quarter of all exports. Until recently, forestry was the #1 export.

The Forestry Sector Supports More than

**\$9 Billion**

in wages, salary, and benefits



Ⓢ = \$1 Billion

Source: Except where noted, all figures from Economic Impact Study 2024 - COFI.org

\*Source: 2019 Regional Supply Chain Study- COFI.org



# Forestry Works

- Forestry matters in every corner of BC.
- From hospitals, schools and roads and communities; forestry has been the foundation of all that we hold dear in this province.
- When BC's forest sector is healthy, we all do better
  - ▶ young people see a future for themselves,
  - ▶ our communities are strong, vibrant and safe,
  - ▶ we have reliable healthcare,
  - ▶ we can build homes for our fellow British Columbians, and
  - ▶ we can work together to deliver climate solutions.





# Forestry Works:

## When BC's forest sector is healthy, we all do better




A working forest is an investment in better healthcare.

**FORESTRY WORKS<sub>BC</sub>**



Forestry works to keep jobs in BC and businesses growing.

**FORESTRY WORKS<sub>BC</sub>**



Affordable housing means building with BC wood.

**FORESTRY WORKS<sub>BC</sub>**



When forestry works we have more money to invest in education.

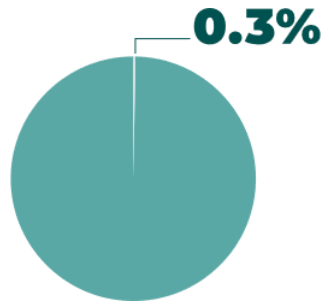
**FORESTRY WORKS<sub>BC</sub>**

# Forestry Works: Climate Change/ Natural Disasters

- We need our forest workforce more than ever.
- In the face of climate change our forests need more management not less.
- A working forest makes our forests more resilient to wildfires and communities safer.
- Today's forest workers are on the front lines of the battle against climate change: restoring our forests from wildfire and enhancing biodiversity through Indigenous-led approaches.



# The Future of BC Forestry is Uncertain

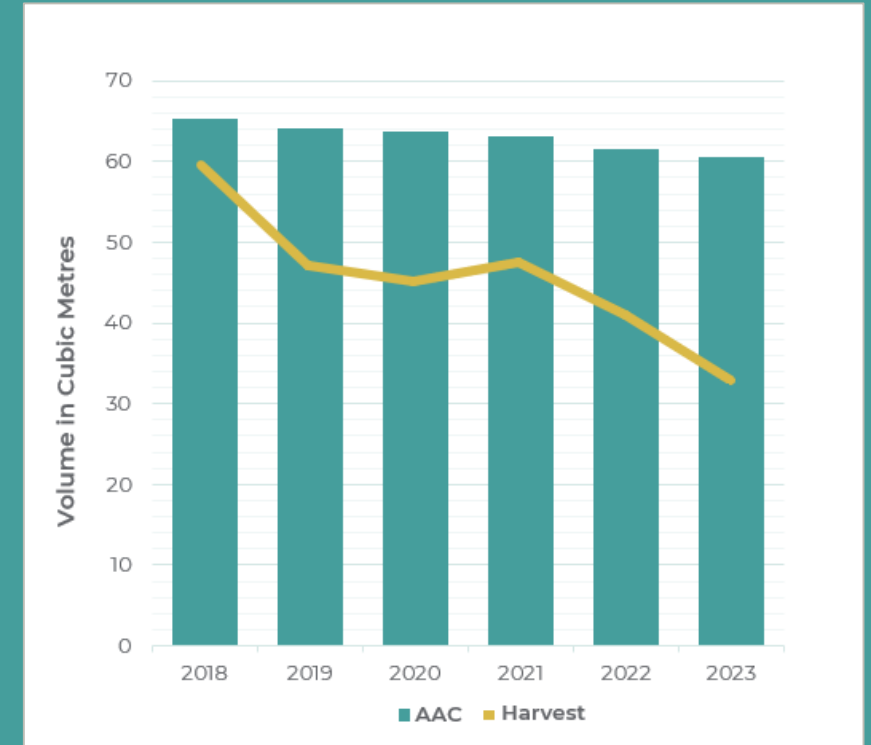


The allowable annual cut (AAC) in BC is **1/3 of one percent** of all the forest land in the province

...but...government-issued cutting permits have slowed



...and now...harvest levels are less than 60% of the sustainable AAC.



Harvest levels in BC have dropped by 42% in six years.

AAC and harvest volume figures expressed in millions

**A stronger BC needs a  
strong forest sector.**

**It is not trees versus jobs;  
it's quality of life — and an AAC  
we can all count on.**

**It's time BC's leaders  
commit to both, because  
ForestryWorksforBC.**



# The Momentum is Building

- [Mayor Kermit Dahl of Campbell River, City of Terrace, and North Cowichan Council](#) raised concerns in public letters to the minister of forests
- [Kamloops council](#) has recognized a critical need to support forestry through a forestry-focused resolution submitted the Union of BC Municipalities convention this fall
- Lheidli T'enneh [Chief Dollen Logan and George Lampreau, chief of the Simpcw First Nation](#) were recently joined by the mayors of McBride, Prince George, and Valemount to voice their concern over the crisis in the forest sector.





# Get Involved



**Send a letter about how ForestryWorksforBC to the premier, the leaders of the opposition, and local MLA/ candidates candidates**



Ask your local MLA and MLA candidates how they'll help ensure that forestry provides for BC into the future



Encourage your network to sign the digital letter



Visit [ForestryWorksforBC/getinvolved](https://ForestryWorksforBC/getinvolved) to download the campaign poster and hand-out



Share our campaign on social media and follow us

Want to record your own video to show support?

Interested in submitting an opinion editorial to your local media?

Have an idea for who else needs to hear this message?



**Let us know.  
We can help.**

**For More  
Information  
Contact:**

**FORESTRY  
WORKS FOR BC**

Dan Battistella  
**E** [dan.battistella@ilma.com](mailto:dan.battistella@ilma.com)  
[ForestryWorksForBC.ca](http://ForestryWorksForBC.ca)

  #ForestryWorksForBC



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**7:00PM**

**Tuesday, June 25<sup>th</sup>, 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://rdck-bc-ca.zoom.us/j/92237445918?pwd=NRFI3zJvC7m6lC3EhPuiMw3cAKB7t5.1>

- Join by Phone:**
- +1 778 907 2071 Canada
  - 833 955 1088 Canada Toll-free
  - 833 958 1164 Canada Toll-free
  - 855 703 8985 Canada Toll-free

**Meeting ID:** 922 3744 5918

**Passcode:** 898245

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

**COMMISSIONERS PRESENT**

Commissioner Jerry Bauer	Electoral Area B
Commissioner Daryl Bjarnason	Electoral Area B
Commissioner Wade Brunham (Chair)	Electoral Area B
Commissioner Petra Flaa	Electoral Area B
Commissioner Tyler Gale	Electoral Area B
Commissioner Lon Main (online)	Electoral Area B
Commissioner Jon Delcaro	Electoral Area B
Commissioner Karen Kraan	Electoral Area B

**COMMISSIONERS ABSENT**

Commissioner Adam Mjolsness	Electoral Area B
Commissioner Randy Meyer	Electoral Area B
Commissioner Brock Lillico	Electoral Area B

**DIRECTORS**

Roger Tierney	Electoral Area B, Director
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**STAFF**

Laura Christie	RDCK Planning Technician
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**PUBLIC**

Chris Hagger	Agent for Jon Blackmore
Greg and Jan McGinn	Applicants
13 Members of the Public	

**1. CALL TO ORDER**

Chair Brunham called the meeting to order at 7:02p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the June 25<sup>th</sup>, 2024 Electoral Area B Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The April 23, 2024 Electoral Area B Advisory Planning and Heritage Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Agricultural Land Reserve Referral (A2402B) - Blackmore**

The Referral Package dated June 12<sup>th</sup>, 2024 from Planner Stephanie Johnson, has been received.

- The applicant's agent describes the proposed project, explaining that excavation will take place in the 1.4 ha non-ALR portion of the property and excavated material will be brought to the ALR portion of the property to be processed by a mobile crusher. The agent states that they are seeking a mines exemption permit which would allow some of the extracted material to be sold or used off site. Agent states that the majority of the crushed gravel will be used on site to improve the road that runs

through the property and approximately 25% of the material will be sold for use elsewhere.

- The Chair opened the floor to questions from the public. Comments included:
  - Members of Rykerts Irrigation District expressed concerns about the effect of blasting on irrigation in the area. An APHC member clarified that the application under discussion is for placing fill on ALR land, quarry work on the non-ALR portion will be addressed in a separate planning application.
  - Concerns were expressed about the impacts of increased dump truck traffic on wildlife and the impact of blasting on groundwater wells and the water reservoir.
  - Rykerts Irrigation District is concerned that they were not consulted as part of the referral process, they request that all water districts be consulted within this process.
  - Members of the public express concerns that support for this referral will open up the area to further development.
  - A member of the public asked about oversight of the project.
- APHC members and planning staff informed the members of the public that some of their concerns would be more relevant when the Temporary Use Permit is being considered. A Temporary Use Application would need to be approved before the applicant can use the property as a quarry.

**Moved** and seconded,  
AND Resolved:

That the Area B Advisory Planning Commission (APHC) defer the decision on the Agricultural Land Reserve Referral to Jon Blackmore for the property located 2445 Lloyd Road, Creston, Electoral Area 'B' and legally described as LOT 10 PLAN NEP1494 DISTRICT LOT 812 KOOTENAY LAND DISTRICT until the APHC obtains additional information on the impacts to water and the wildlife corridor, as well as input from the Creston Valley Agricultural Advisory Commission.

**Carried**

## **5.2 Development Variance Permit Application (V2410B) – McGinn**

The Referral Package dated June 19<sup>th</sup>, 2024 from Planner Stephanie Johnson, has been received.

- The Applicants describe the challenges to meeting the maximum depth specified in the farm residential footprint (creeks, location of existing buildings). A commissioner comments that this section of the bylaw creates unnecessary hardship in this situation.
- Applicant states that multiple generations of the family will live on the property. They currently have horses and would like to develop the property for agriculture.
- Commissioners discuss the square footage of the house that is proposed, seeking clarity on the size that is being varied.

**Moved** and seconded,  
AND Resolved:

That the Area B Advisory Planning and Heritage Commission **SUPPORT** the Development Variance Permit Application to Greg and Janice McGinn for the property located 4560 – 44<sup>th</sup> St, Canyon, Electoral Area ‘B’ and legally described as PARCEL A (REFERENCE PLAN 113289I) LOT 145 DISTRICT LOT 812.

**Carried**

## **6. NEW BUSINESS**

### **6.1 Heritage Services Area**

General discussion about Area B becoming part of the Heritage Service Area.

- The Commission has a brief discussion about Heritage Service Area funding and taxation.
- The Commission requested a list of pros and cons of joining the Heritage Services Area Bylaw. Staff will follow up with this information.

Additional notes:

- Director Tierney requested the following items be added to the next agenda:
  - Trails in Area B
  - Heritage Service Bylaw conversation

## **7. PUBLIC TIME**

The Chair called for questions from the public at 8:45 pm.

## **8. NEXT MEETING**

The next Electoral Area B Advisory Planning and Heritage Commission Meeting is scheduled for Tuesday, July 30<sup>th</sup> at 7:00pm.

## **ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area B Advisory Planning and Heritage Commission meeting be adjourned at 8:51 p.m.

**Carried**

*Approved by*

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*Wade Brunham, Chair*



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**AREA A ADVISORY PLANNING AND HERITAGE  
COMMISSION  
OPEN MEETING AGENDA**

**2:00PM**

**Monday, July 15, 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://rdck-bc-ca.zoom.us/j/93600476609?pwd=zSKf9LhwTxfh3YZ0f6BT97sBKfup6l.1>

**Join by Phone:** 778 907 207

**Meeting Number (access code):** 936 0047 6609

**Meeting Password:** 123456

**In-Person Location:** Gray Creek Hall

**COMMISSIONERS PRESENT**

Commissioner Shawn Ryks

Electoral Area A

Commissioner Michella Moss

Electoral Area A

Commissioner Branca Lewandowski

Electoral Area A – online

Commissioner Julie March

Electoral Area A, Chair

**COMMISSIONERS ABSENT**

Commissioner Adam Tschritter

Electoral Area A

**DIRECTORS**

Garry Jackman

Electoral Area A, Director

**STAFF**

Sadie Chezenko

Planning Technician

Shelly Kindred-Fawcett

Administrative Assistant

**PUBLIC**

Ken Crowe  
Sandra Crowe

**1. CALL TO ORDER**

Chair March called the meeting to order at 2:04 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 July 15, 2024 Electoral Area A Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The April 24, 2024 Electoral Area A Advisory Planning and Heritage Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Development Permit Application - 1068616 BC LTD. c/o Ken Crowe**

The Referral Package DP2403A dated June 07, 2024 from Planner Stephanie Johnson, has been received.

**Moved** and seconded,  
AND Resolved:

That the Area A Advisory Planning Commission **SUPPORT** the Development Permit Application to 1068616 BC LTD. c/o Ken Crowe for the property located 129 Boulder Beach Road, Kootenay Bay and legally described as LOT 5 DISTRICT LOT 4595 KOOTENAY DISTRICT PLAN 811, EXCEPT PARTS INCLUDED IN PLANS 3062, 16541, R127, NEP60734, NEP68076, NEP69201 AND NEP72451

**Carried**

**6. NEW BUSINESS**

**6.1 Meeting Times**

The commission determined that the Area A APHC meeting dates for the remainder of the year will fall on the third Monday of each month at 2:00 p.m. mountain time. Director Jackman also proposed adding the Rural Affairs Committee Report dated July 04, 2024 from Nelson Wight as an agenda item to the next meeting.



**6.2 Chair Discussion**

Chair March will remain as Chair of the Area A Advisory Planning and Heritage Commission.

**7. PUBLIC TIME**

The Chair will call for questions from the public at 2:56 p.m.

**8. NEXT MEETING**

The next Electoral Area A Advisory Planning and Heritage Commission Meeting is scheduled for August 19, 2024 at 2:00 pm at the Gray Creek Hall.

**ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area A Advisory Planning and Heritage Commission meeting be adjourned at 2:57 p.m.

**Carried**

Approved by  
Julie March, Chair

---

# Harvey P. Truax

Tracy Kew

Submitter

Tracy

Submission Date

Jul 17, 2024 3:35 PM

Date of Application:

Jul 12, 2024

Which Recreation Commission are you applying to for Financial Aid:

Recreation Commission No. 4 - Area K & Village of Nakusp

Are you applying for Financial Aid on behalf of an organisation/society?

Yes

Organisation/Society Name:

Royal Canadian Legion, Branch #20

President/Contact Name:

Harvey P. Truax

Contact Name:

Tracy Kew

Contact Phone Number:

(250) 265-3033

Mailing Address:

PO Box 157, 404 1st Street NW  
Nakusp, BC, VOG 1R0

Contact Email:

[legionna@columbiacable.net](mailto:legionna@columbiacable.net)

Project Title:

Halloween Event for the whole Community

Project Type:

Capital Project

New or Continuing Project:

Continuing

Amount of Financial Aid Requested (Capital):

1800.00

Project Start Date: Oct 13, 2024

Project End Date: Nov 1, 2024

Estimated Number of Participants: > 50

Will there be a Membership or Admission Fee? No

Brief Description of Project: Create an annual Halloween event in the Legion Hall for the whole community to attend, young and old.

Project Location: 404 1st Street NW, Nakusp, BC V0G 1R0

Please provide a brief bio/credentials of the main project leader(s): Tammy Glentworth spearheaded the group of volunteers to create a Halloween event for our community. She has created a Halloween venue at her home for years and decided to bring it into the Village to share her enthusiasm for Halloween for everyone to enjoy.

What is the purpose and goal(s) of the project? To provide an annual community Halloween event for everyone to attend. Creating a safe environment for children, a warm and dry place in case of inclement weather conditions, and easy access for those with mobility issues.

How does this support and help to develop the local economy or add value to the community? Due to the rising economy families and seniors are feeling financial impact and struggling to afford social events. We want to be able to provide this open community event at no cost to whoever wishes to participate and be involved in this annual community event. The Legion demonstrates a deep commitment to all facets of our community, serving as a vital hub for both adult and children's events. Our central location is ideal venue to host a variety of community activities.

Does this project compete with already established groups or businesses? No

Will this proposed activity/project be advertised and if so, how? It will be advertised on Facebook (the Legion page and the Nakusp Communicator page), signs will be posted throughout the Village, advertise on the Legion's electronic sign board, and advertised in the local newspaper.

How will support from the Recreation Commission be recognised? There will be signage when entering the Hall for the event, stating that this event would not be possible without the assistance from Recreation Commission #4.

Do you have a partner for this project? No

Have you accessed other funds for this project? No.

REVENUE:

	Budget	Description
Recreation Grant Funds	\$1800	Halloween Event
Donations		
Organisation's Contributions	\$200	RCL's contribution
Incoming Revenues		

	Budget	Description
Fundraising		
Other Grants		
Other		
Other		
Other		
Other		
Other		
<b>TOTAL REVENUE</b>	<b>\$2,000</b>	

**EXPENDITURES:**

	Budget	Description
Professional Fees/Honoraria		
Office Expenses*		
Facility Rentals	<b>\$350</b>	<b>Hall Rental</b>
Equipment/Supplies	<b>\$500</b>	<b>Decor Rental</b>
Advertising/Marketing	<b>\$100</b>	<b>Poster &amp; newspaper ad</b>
Other*	<b>\$250</b>	<b>Hardware, candy bags, etc.</b>
Other*	<b>\$300</b>	<b>Music/Entertainment</b>
Other*	<b>\$500</b>	<b>Candy &amp; popcorn machine for kids</b>
Other*		
Other*		
<b>TOTAL EXPENDITURES</b>	<b>\$2,000</b>	
<b>TOTAL REVENUE - EXPENDITURES</b>	<b>\$2,000</b>	

1. List of Executive Officers for your Organisation/Society, if applicable.



**Legion Executive.pdf**  
457.32 KB

2. Copy of your Organisation/Society's AGM minutes, if applicable.



**G-23-11-20.pdf**  
784.71 KB

3. Copy of your Organisation/Society's latest fiscal financial statement, if applicable.



**Trial Balance.pdf**  
1.41 MB

7. List of other organisations or businesses that support your



idea, and attach any letters of support.



**Letters of Support.pdf**  
1.12 MB

8. Any additional information in support of the application.



**Budget.pdf**  
93.42 KB

I Acknowledge That:

I have read, understood the above and consent to the information herein provided.

Authorised Signature:



Date Signed:

Jul 12, 2024

Full Name:

Tracy Kew, on behalf of RCL Branch #20

Get Page URL

<https://rdck.jotform.com/draft/0190a87f60e276f5b681d7640467ba6940c4>

Email

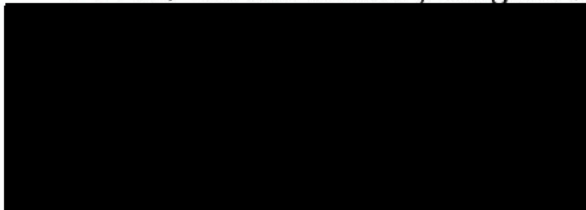
[recreationgrants@rdck.bc.ca](mailto:recreationgrants@rdck.bc.ca)



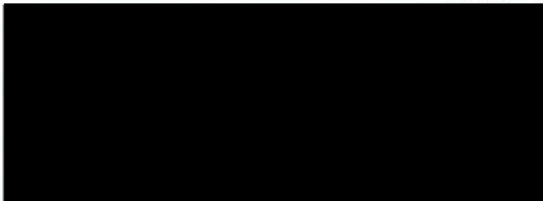
Royal Canadian Legion Branch #01-20  
PO Box 157  
404 1<sup>st</sup> Street NW  
Nakusp, BC V0G 1R0  
Email: legionna@columbiacable.net  
Office: 250 265 3033 ~Lounge: 250 265 3214

**2024 Officers:**

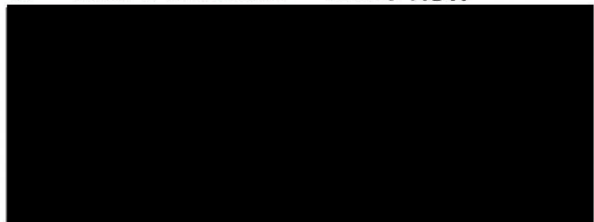
President / Service Officer / Sargent-at-Arms – Harvey P. Truax



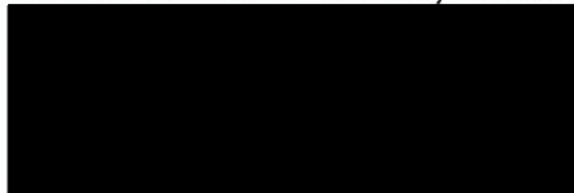
1<sup>st</sup> Vice-President – Ken Williams



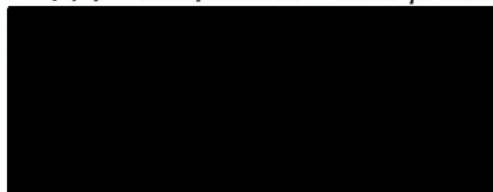
2<sup>nd</sup> Vice-President – Dave Kew



Finance Chairman – Crossley Coates



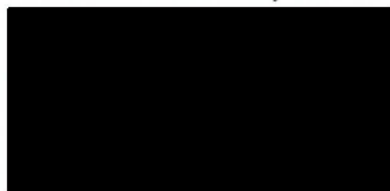
Poppy Chairperson – Cheryl Truax



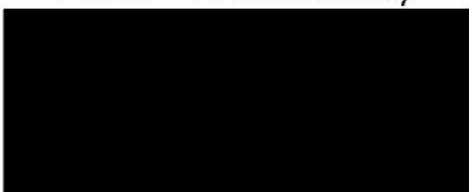
Executive – Bill Cowan



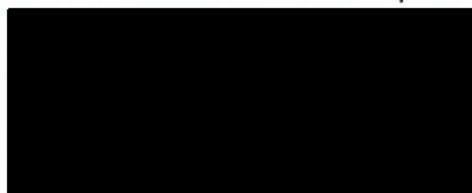
Executive – Henry Hulshof



Executive – Richard Tooley



Executive – Rhonda Tooley



## **Royal Canadian Legion Br #20 – General Meeting – November 20<sup>th</sup>, 2023**

**Attendees:** A General Meeting was called on Monday, November 20<sup>th</sup>, 2023 at the Legion Lounge at 7:00 pm, with 25 voting members present.

To accept the minutes of the September 18<sup>th</sup>, 2023 General Meeting minutes as presented.

***Motion:*** Moved by Bill Cowan, second by Henry Hulshof to accept the minutes as presented. Motion carried.

### **Old Business:**

- Install the “No Parking” signs to the posts at the Hall stairs.

### **Bar:** (Harvey Truax)

- Comrade Harvey reported the Bar has been doing well the last month.
- Going forward, Bill Cowan will be looking after the bar.

### **Bingo:** (Ken Williams)

- Comrade Ken reported regular Bingo sees about 16-18 people each week.
- November 26<sup>th</sup> is a Drop-In Bingo for the 2024 Grad Class.
- Bingo will run until December 14<sup>th</sup> (Turkey Bingo) and resume January 4<sup>th</sup> 2024.
- Looking at grant opportunities with KSCU, Nakusp Community Foundation and NACFOR to purchase a new Bingo machine.

### **Building & House:** (Ken Miller)

- Comrade Harvey reported the big Legion sign is not working at all now. Harvey will contact Kevin from Mascon and see if he can help us out.

### **Cemetery & Cenotaph:** (Crossley Coates)

- Everything looks good at the Cenotaph; Village has been keeping up with things.

### **Complaints:** (Harvey Truax)

- Nothing to report.

### **Entertainment:**

- Looking at the spring 2024.

**Financial Report:** (Crossley Coates)

- Comrade Crossley reviewed the Financial Reports.  
**Motion:** *Moved by Crossley Coates, seconded by Ken Williams, to accept the Financial Reports as presented. Motion carried.*

**Grounds & Signboard:** (Henry Hulshof)

- Comrade Henry reported that the grounds have been cleaned up for winter and he wanted to thank Larry Mair for helping out.
- The sign board is up to date.

**Honours & Awards:** (Dave Kew)

- Comrade Dave reported that Service Awards were given out on Remembrance Day.

**Hospital Visiting:**

- Comrade Guy reported that member Hillary Bitten had a heart attack, was transferred to Kelowna but is back and on the road to recovery.

**New Membership:** (Dave Kew)

- It was recommended by the Executive to accept the application for New Membership for Dorothy Drebet.  
**Motion:** *Moved by Dave Kew, seconded by Bill Cowan, to accept the Application for Membership for Dorothy Drebet . Motion carried.*

**Poppy:** (Cheryl Truax)

- A very successful Poppy Campaign started on Friday, October 24<sup>th</sup>. Funds collected to date is \$14,822.96 and there is still \$400 to come in. Last year total was \$14,708.40. The Poppy Campaign year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Comrade Cheryl would like to shout out a big thank you to the generosity of the local businesses, the general public for their contributions, to the canvassers that did the streets, the money counters, the ladies that prepared the luncheon, the ladies that made the hot chocolate and cookies and all the members that donated the sweets.
- **Motion:** *Moved by Cheryl Truax, seconded by Henry Hulshof to spend up to \$2000 for prizes for the Poster and Literary Contest. Motion carried.*



### **Public Relations:**

- Arrow Lakes News “What’s Happening at the Legion”, Facebook page and the ASLCS Creative Connections Calendar (on-line calendar) is updated regularly.

### **Pull-Tabs:** (Richard Tooley)

- Comrade Richard reported that pull-tabs are doing well.

### **Sports:** (Henry Hulshof)

- Comrade Henry reported that the dart boards are moved and functional. Darts will start on Thursday, November 23<sup>rd</sup>.

### **Ways & Means:** (Cheryl Truax)

- Comrade Cheryl reported the Silent Auction held on October 13 & 14 brought in \$1,343. A thank you to everybody that helped out, Tracy Kew and Rhonda Tooley, also everyone that donated items. Without the donations, we could not have had it.
- Meat Draws are going really well. November is Nakusp Minor Hockey and December is the Legion’s. Thank you to Doug & Heather Peters for organizing the workers for the draws, the workers and to all the people that support the clubs and the Legion.
- The Christmas Craft Fair that was held on Saturday, November 18<sup>th</sup> was very successful. We took in \$244.50 at the door; the kitchen brought in \$391.89; \$275 from the bake table; table rental brought in \$270 for profit of \$1,171.39 after expenses.

Comrade Cheryl thanked Lyn Stewart who worked the door; Alice Smith and Gail Ponto who worked the bake table. Thank you to the kitchen crew of Evelyn Hurry, Kim Johnson, Jackie Doyle, Sonja Alstad Bakker and Shirley Weatherhead for the borscht.

Comrade Cheryl also wanted to thank Christie Dodd for shelf holder with a chalk board; Tracy Kew for a bag of goodies; Dorothy Drebet for the Veggie & Dip Tray; Garth Moorehouse for the snowmen. The winners were as follows: Lyn Stewart – Veggie & Dip Tray; Germaine Kinsey – Shelf with a chalk board; Cassidy – bag of goodies; Loretta – snowmen; and Poinsettia – Guy.

### **Correspondence:**

- Thank you card from Bursary recipient, Brody Wanstall.
- It was recommended by the Executive to donate \$200 to the Canadian Council of the Blind (CCB), BC / Yukon Division.

**Motion:** Moved by Ken Williams, seconded by Dick Holt, to donate \$200 out of Gaming to the Canadian Council of the Blind (CCB), BC / Yukon Division.

Motion carried.

- It was recommended by the Executive to donate \$200 to the Okanagan Military Tattoo – May 25 & 26, 2024 (donated \$200 for the 2023 Tattoo).

**Motion:** Moved by Crossley Coates, seconded by Richard Tooley, to donate \$200 out of Gaming to the Okanagan Military Tattoo (May 25/26, 2024).

Motion carried.

- Light Up Our Hospital Lights – the Arrow Lakes Hospital Foundation – needs our help.

**Motion:** Moved by Lyn Stewart, seconded by Evelyn Hurry, to donate \$1000 out of Poppy (SUE) to the Arrow Lakes Hospital Foundation’s Light Up the Lights campaign. Motion carried.

### **Reports of Special Committees:**

- Louis Michaud has volunteered to install ¼ round trim around the new flooring in the lounge to finish it off.

### **New Business:**

- It was noted that children are allowed in the lounge as long as food is served but only until 10:00 pm.

### **Other New Business:**

- **Motion:** Moved by Cheryl Truax, seconded by Joanne Cowan, to nominate Rhonda Tooley to the Executive. By acclamation.
- The 2024 Executive: Harvey P. Truax – President; Ken Williams – 1<sup>st</sup> Vice-President; Dave Kew – 2<sup>nd</sup> Vice-President; Crossley Coates – Finance Chair; Bill Cowan, Henry Hulshof, Richard Tooley, Rhonda Tooley and Cheryl Truax – Executive-at-Large.

**Adjournment – 7:26 pm.**

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**President**

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**Secretary**

**Royal Canadian Legion #20**  
**Trial Balance As at 12/31/2023**

Ac...	Account Description	Debits	Credits
1020	Cash Floats	1,500.00	-
1021	Medical deposit Refunds	100.00	-
1022	Office Petty Cash	100.00	-
1023	Liquor Float	1,000.00	-
1030	Kootenay Savings Credit union S...	25.00	-
1050	KSCU Reserve Account	7,356.63	-
1055	Savings Bank Account	0.00	-
1060	Chequing Bank Account	55,939.42	-
1067	BCLC	2,000.04	-
1080	Debit Receivable	672.48	-
1083	Credit Card Receivable	163.71	-
1085	5165 cash	535.00	-
1087	General Grant	0.00	-
1088	CBT Grant	0.00	-
1089	New Horizon Grant	0.00	-
1100	A/R General	0.00	-
1200	Accounts Receivable	0.00	-
1205	Allowance for Doubtful Accounts	0.00	-
1220	Payroll Advances	0.00	-
1300	Purchase Prepayments	0.00	-
1305	Pre Paid Insurance	3,312.60	-
1310	Pre Paid Utlillies Village of Nakusp	0.00	-
1315	Pre Paid Property Tax Villiage of N	910.75	-
1320	Prepaid Per Cap re Dommion Co...	8,784.09	-
1325	Pre Paid Business License	325.00	-
1330	Pre Paid Rental	0.00	-
1340	BC Hydro owe/credit	585.17	-
1510	Deposits re Tanks/Kegs/Bottles	738.19	-
1520	Draught Beer	1,212.60	-
1530	Bottle Beer	1,640.14	-
1540	Cider/Cooler	1,059.98	-
1550	Liquor	2,381.83	-
1555	Wine	209.27	-
1560	Non-Alcohol	434.53	-
1570	Bar Snacks	132.03	-
1580	Break-Open Tickets	5,362.90	-
1585	Legion Regalia-Retail	0.00	-
1586	Dabbers	0.00	-
1810	Equipment (PA)	30,534.00	-
1812	Accm. Amort Equipment	-	30,534.00
1820	Office Furniture & Equipment	4,150.00	-
1825	Accum. Amort. Office-Furn. & Eq...	-	4,150.00
1840	Furniture & Fixtures	175,102.78	-
1845	Accum. Amort. -Furinture/Fixtures	-	175,702.78
1860	Building	370,584.00	-
1865	Accum. Amort. -Building	-	361,784.00
1880	Land	100.00	-
1910	Computer Software	0.00	-
1920	Goodwill	0.00	-
1930	Incorporation Cost	0.00	-
2100	Accounts Payable	-	3,271.17
2115	Accounts payable General	-	0.00
2120	CBT Grant	-	0.00
2130	New Horizon Grant	-	0.00
2134	NACFOR	-	0.00
2135	NA	-	0.00
2140	NA	-	0.00
2145	NA	-	0.00
2160	NA	-	0.00
2170	Vacation payable	-	0.00
2180	EI Payable	-	0.00
2185	CPP Payable	-	0.00
2190	Federal Income Tax Payable	-	0.00
2230	WCB Payable	-	307.40
2234	Gaming Due to/from	-	0.00

**Royal Canadian Legion #20**  
**Trial Balance As at 12/31/2023**

Ac...	Account Description	Debits	Credits
2235	Bingo Due to/from	-	0.00
2236	LA # 20 Due to/from	-	0.00
2237	Poppy due to/from	-	0.00
2238	Deposit refund re rentals	-	0.00
2240	Member Draw	-	0.00
2245	Fundraising EXP or Event	-	0.00
2250	Build mural	-	3,000.00
2260	NA	-	0.00
2270	NA	-	0.00
2280	NA	-	0.00
2370	GST Charged on Sales	-	0.00
2372	HST Charged on Sales - Rate 2	-	0.00
2375	GST Paid on Purchases	0.03	-
2380	HST Payroll Deductions	-	0.00
2385	GST Adjustments	1,264.91	-
2400	PST charged on Sales	-	0.00
2405	PST paid on purchaes	-	0.00
2460	Membership-pre payment	-	11,050.00
2620	Bank Loans	-	0.00
2630	Mortgage Payable	-	0.00
2640	Loans from Owners	-	0.00
3010	Owners Contribution	-	0.00
3015	Owners Withdrawals	-	0.00
3560	Retained Earnings - Previous Year	-	62,807.75
4020	Draught Beer	-	20,893.83
4021	Purchases Draught Beer	7,576.26	-
4030	Bottle Beer	-	25,762.69
4031	Purchases Bottle Beer	9,760.51	-
4033	Off Sales	-	788.27
4034	Cost of Offssales	584.34	-
4040	Cider/Cooler	-	5,542.31
4041	Purchases Cider/Cooler	1,834.59	-
4050	Liquor	-	20,982.10
4051	Pruchases Liquor	3,859.21	-
4055	Wine	-	5,760.83
4056	Pruchases Wine	2,055.63	-
4060	Non Alcohol	-	4,837.19
4061	Pruchases Non-Alcohol	1,171.66	-
4070	Bar Snacks	-	716.59
4071	Purchases Bar Snacks	242.01	-
4080	Kitchen-Bingo	-	0.00
4081	Kitchen cost	-	0.00
4082	Bingo Dabbers	-	0.00
4084	Bingo Dabber cost	-	0.00
4090	Retails Sales	-	247.11
4091	Purchases of Retail	129.00	-
4105	Grant Monies	-	40,540.00
4110	General Donations	-	5,263.00
4115	Donation in Leui of	-	616.25
4120	Operating Revenue from Fund R...	-	8,592.76
4121	Fundraising Cost	-	36.65
4200	Medical Donation	-	1,418.75
4220	Sales Returns	-	0.00
4240	Sales Discounts	-	0.00
4410	BCLC -Keno Revenue	-	51,148.50
4411	Keno Distcounts	426.00	-
4412	Keno Cancelation	-	0.00
4413	Keno Validations	23,858.50	-
4414	Vouchers	-	2,715.00
4415	Keno Commision	-	2,700.33
4416	Keno Administration fee	-	0.00
4417	na	-	0.00
4418	Cost of Keno	30,653.50	-
4420	BCLC-Pull Tab Sales	-	10,551.00
4421	Pull Tab pay outs	5,373.00	-

Sch 11  
(7)

Sch 111  
(8)

**Royal Canadian Legion #20**  
**Trial Balance As at 12/31/2023**

Ac...	Account Description	Debits	Credits
4423	Pull Tab Purchases	2,037.53	-
4440	Interest Revenue	-	0.00
4450	PST Commision	-	505.96
4455	Gaming Commision	-	4,039.85
4460	Rental Revenue	-	7,091.41
4465	Gaming Rental	-	6,416.66
4470	Memebership Dues	-	12,345.00
5020	Bar Supplies	1,415.20	-
5030	Bar Maintance/Repairs	1,888.00	-
5031	Grant upgrades	0.00	-
5040	Games Exp	145.88	-
5100	Member promo	10.70	-
5120	Branch Promo	166.32	-
5130	Color Promo	0.00	-
5140	Honour&Awards Promo	330.70	-
5145	Member Entertainment	2,693.72	-
5150	Lounge Rentals	937.99	-
5155	Lounge Telephone	1,232.00	-
5156	Lounge Internet	0.00	-
5160	Licenses / Permits	0.00	-
5165	Cash over/short	0.00	-
5170	Rounding	0.36	-
5190	Janitorial-wages	3,749.76	-
5200	Janitorial Supplies	991.51	-
5202	COVId 19 2020 supplies	0.00	-
5220	Spillage	86.58	-
5240	Write off waste/bad debts	-	0.22
5290	Lounge Expenses	0.00	-
5300	Freight Expense	149.84	-
5410	Bartender -wages	22,178.84	-
5413	Casual	993.23	-
5420	EI Expense	935.83	-
5430	CPP Expense	1,435.61	-
5440	WCB Expense	307.40	-
5464	1 Expense	0.00	-
5465	2 Expense	0.00	-
5466	3 Expense	0.00	-
5467	4 Expense	0.00	-
5468	5 Expense	0.00	-
5470	Employee Benefits	0.00	-
5601	Bookkeeper-wages	8,140.80	-
5602	Office-Wages	6,917.05	-
5603	sub office wage	0.00	-
5604	Open door rebate	0.00	-
5610	Accounting & Legal	0.00	-
5615	Advertising & Promotions	45.48	-
5620	Bad Debts	0.00	-
5625	Business Fees & Licenses	943.75	-
5630	Insurance	7,350.60	-
5635	Internet	937.32	-
5640	Courier & Postage	116.00	-
5645	General Frieght cost	0.00	-
5650	Currency Exchange & Rounding	0.00	-
5660	Amortization Expense	0.00	-
5680	Credit/Debit Card Charges	1,345.98	-
5685	Service Charges	0.00	-
5690	Interest & Bank Charges	297.85	-
5700	Office Supplies	1,305.07	-
5710	Office Equipment	604.43	-
5711	Building upgrades	176.38	-
5720	Property Taxes	2,305.38	-
5730	Building & Yard Maintance	1,801.57	-
5731	Grant upgrades	2,971.95	-
5740	Water & Sewer Villiage	6,676.07	-
5750	Utlilities Hydro	6,626.06	-

**Royal Canadian Legion #20**  
**Trial Balance As at 12/31/2023**

Ac...	Account Description	Debits	Credits
5760	Rent	0.00	-
5765	Repair & Maintenance	9.00	-
5780	Telephone	1,298.17	-
5784	Travel -Zone/ Convention	369.95	-
5788	Zone Assessment	0.00	-
5789	Zone per cap	402.00	-
5790	Dominion Per cap	10,020.82	-
5890	CBT Grant	17,088.11	-
5892	New Horizon Grant	6,941.28	-
5894	American Express Commissions	0.00	-
5896	Other Credit Card Commissions	0.00	-
5899	Total Credit Card Commissions	0.00	-
		<u>892,119.36</u>	<u>892,119.36</u>

Year end 2023

Till one 600.00

Verified

Till two 600.00

Verified

Coin float 300.00

Verified

Petty cash office 100.00

Verified

Medical float 100.00

Verified

#1

## Halloween Party 2024

Tammy Glentworth [REDACTED]

Mon 6/3/2024 4:17 PM

To: [REDACTED]

To Royal Canadian Legion, Branch 20

I am in full support of the Legion sponsoring a Halloween event for the adults and especially for the children of Nakusp. We have such a wonderful community and these sort of events are so important to our community.

Sincerely

Tammy Glentworth

Sent from my Galaxy



June 5, 2024

To Whom it May Concern,

This is a letter of support for the Legion's 2024 Halloween Event. Last year my family (ages 5, 6, 37 & 41) attended the drop in haunted house. All of us really enjoyed its amazing decorations, spirit and goodie bags. It's still a topic of conversation today! We hope that you will aid this group in creating another incredible community enrichment event for all ages.

Seriously Spooked,

A handwritten signature in blue ink, consisting of several overlapping loops and a vertical line extending downwards.

Crystal Cross

03Jun2024

Hello Rhonda,

RE: RC Legion Branch 20 Community Halloween Party

I am writing to express my enthusiastic support for the RC Legion's initiative to hold an annual Halloween Night for Kids in the Hall. The RC Legion consistently demonstrates a deep commitment to all facets of our community, serving as a vital hub for both adult and children's events.

The Legion's central location makes it an ideal venue to host a variety of community activities. Last year's Halloween event was a resounding success, providing families with joy and children with a safe and enjoyable environment.

I wholeheartedly support the RC Legion's efforts to foster community spirit and bring our community closer together.

Thank you

Joanne Cowan



04/06/2024

To whom it may concern

I am writing in support of Rhonda Tooley's application for an RDCK grant to help with funding for a community Halloween even at the Royal Canadian Legion Branch 20, Nakusp.

Last year's event was a huge success, with over 150 visitors. This included all ages and provided easy access for those with mobility issues.

Many comments were made complimenting those who arranged and put the event on, and as the weather was poor it gave everyone a safe, warm and comfortable environment to enjoy and have fun.

Best regards

Julie Drew

## Halloween

Sandi Coates [REDACTED]

Mon 6/3/2024 3:01 PM

To [REDACTED]

Dear Rhonda, I am in support for sure, of applying for a grant to continue with the event held on Halloween night at our Royal Canadian Legion, branch number 20. I like that the kids and parents don't have to worry about safety in the streets, weather doesn't necessarily deter, and I have heard about what a great success it was last year.

Good luck and thank you for doing this for our kids, grandkids, and adults

Sincerely,

Sandi Coates

Sent from my iPhone



Rhonda Tooley [REDACTED]

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**Fw: Halloween Event**

1 message

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Rhonda Tooley [REDACTED]

Tue, Jun 4, 2024 at 1:05 PM

To: Rhonda Tooley [REDACTED]

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**From:** Wendy Drinkwater [REDACTED]

**Sent:** Monday, June 3, 2024 1:14 PM

**To:** [REDACTED]

**Subject:** Halloween Event

I attended the Halloween events at the Royal Canadian Legion.

What a great idea for the parents and kids alike!! A safe and fun venue for the that will surely only get better going forward.

The decor was amazing!

It was evident that a lot of planning and work went into the event. Kudos to the organizers, their helpers and to the Legion for supporting the community and its Families. Well done!

Regards

Wendy Drinkwater

# HALLOWEEN - OPEN COMMUNITY EVENT

## BUDGETED EXPENSE REPORT

**Purpose: To have an open social community based event**

From 2024-10-21

To 2024-11-01

**Location** Royal Canadian Legion Branch 20 Nakusp

Date	Description	Rate	Total
2024-10-21	Décor Rental Fee	\$500.00	\$500.00
2024-10-21	Poster material, printing & newspaper advertisement	\$100.00	\$100.00
2024-10-21	Misc. Items (hardware, candy bags, etc.)	\$250.00	\$250.00
2024-10-26	Entertainment (Music)	\$300.00	\$300.00
2024-10-31	Candy and popcorn machine for kids	\$500.00	\$500.00
2024-10-31	Hall Rental Fee	\$350.00	\$350.00
<b>Total</b>		<b>\$2,000.00</b>	<b>\$2,000.00</b>
		<b>Subtotal</b>	<b>\$2,000.00</b>
		<b>Total</b>	<b>\$2,000.00</b>

**Approved by** Legion Executive Board (Entertainment Committee)



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**ARROW CREEK WATER TREATMENT & SUPPLY COMMISSION  
OPEN MEETING MINUTES**

A meeting of the Arrow Creek Water Treatment & Supply Commission was held at 9:00 am on Tuesday July 30, 2024, through a hybrid model.

**Join by Meeting Link:**

<https://rdck-bc-ca.zoom.us/j/96157378643?pwd=Rlnb7Ab4pZ8TcHXtY93P2cl2T3MBFB.1&from=addon>

**Meeting ID:** 961 5737 8643

**Meeting Passcode:** 442936

**Join by Phone:**

+1 778 907 2071 Canada

833 958 1164 Canada Toll-free

**Locations:**   <sup>(1)</sup> Council Chambers, Town of Creston, 238 – 10<sup>th</sup> Ave N., Creston, BC  
                      <sup>(2)</sup> RDCK Board Room, 202 Lakeside Drive, Nelson, BC

**COMMISSION MEMBERS**

Commissioner D. Dumas	Councillor, Town of Creston (Chair)	<sup>(1)</sup> In-person
Commissioner R. Tierney	Director Electoral Area B	<sup>(1)</sup> In-person

**COMMISSION MEMBERS ABSENT**

Commissioner K. Vandenberghe	Director Electoral Area C
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**RDCK STAFF**

M. Morrison	Corporate Officer/Manager of Corporate Administration	
U. Wolf	General Manager of Environmental Services	<sup>(2)</sup> In-person
C. Gainham	Utility Services Manager	
A. Divlakovski	Water Operations Manager	<sup>(2)</sup> In-person
A. Richardson	Water Operations Supervisor, East	
E. Clark	Meeting Coordinator	<sup>(2)</sup> In-person

**TOWN OF CRESTON STAFF**

C. Farynowski	Manager of Engineering	<sup>(1)</sup> In-person
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**1. CALL TO ORDER & WELCOME**

General Manager Uli Wolf assumed the chair and called the meeting to order at 9:06 am.

**2. ELECTION OF COMMISSION CHAIR**

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

General Manager Wolf called for nominations the first time.

Commissioner Tierney nominated Commissioner Dumas.

Commissioner Dumas accepted the nomination as Chair.

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

**2.2 Declaration of Elected or Acclaimed Chair**

General Manager Uli Wolf ratified the appointed Commissioner Dumas as Chair of the Arrow Creek Water Treatment & Supply Commission for 2024.

**3. COMMENCEMENT OF REGULAR COMMISSION MEETING**

Commissioner Dumas assumed the chair.

**4. CALL TO ORDER & WELCOME**

**4.1 Traditional Lands Acknowledgement Statement**

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

**4.2 Adoption of Agenda**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the July 30, 2024 Arrow Creek Water Treatment & Supply Commission meeting, be adopted as circulated.

**Carried**

**4.3 Receipt of Minutes**

The December 1, 2023 Arrow Creek Water Treatment & Supply Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Arrow Creek Water Treatment Plant HVAC System**

The Commission Report dated July 22, 2024 from Alex Divlakovski, Water Operations Manager, providing a summary of options from Building Energy Solutions Ltd for upgrades to the HVAC system at Arrow Creek Water Treatment Plant, 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 Service S251 Water Utility – Area B (Arrow Creek) to increase account 60000 Capital Expenses by \$159,000, increase Account 45000 Transfer from Reserves by \$169,320 and increase account 59500 Transfer to Other Service by \$10,320 in order to complete all recommended HVAC upgrade options in 2024.

**Carried**

## **5.2 Arrow Creek Water Treatment Plant Ceramic Filtration Feasibility Study Update**

The Commission Report dated July 26, 2024 from Jeannine Bradley, Project Manager providing a progress update relating to the Arrow Creek Water Treatment Plant Ceramic Filter Feasibility Study, has been received.

**Moved** and seconded,  
AND Resolved:

That the Arrow Creek Water Treatment and Supply Commission direct staff to proceed with the award of additional consulting services to a maximum value of \$23,298 plus GST to Associated Engineering (B.C.) Inc. for the Arrow Creek Water Treatment Plant Ceramic Filter Feasibility Study and that this cost be accommodated under account 60000.

**Carried**

## **5.3 Creston Valley Alternative Water Source Feasibility Study**

Chris Gainham, Utility Services Manager provided a verbal report on the Creston Valley Alternative Water Source Feasibility Study.

## **5.4 O&M and Capital Update**

### **Operations and Maintenance**

- *Membrane Filter Trains 1 & 2 are currently passing MITs, Trains 3 & 4 are not passing but need to remain in production due to peak demands from higher consumption in both Erickson and the Town of Creston. We are confident that the WTP permeate water is meeting its treatment goals as the finished permeate water turbidity remains below the benchmark of 0.1 NTU.*
- *Identified a crack in the flange of the backpulse tank. The flange is a single unit with the tank. We are analysing all options to remedy, but may require tank replacement.*
- *Replaced out-of-date fire extinguishers and batteries in the door entry safety lights.*
- *Replaced pump shelf, piping and valves for the sodium bisulphite used in membrane cleans.*
- *Put new bolts and a repair kit in the chlorine pump used for cleans.*
- *Annual WTP instrumentation calibration and inspection.*
- *Replace 2 of the Membrane Filter Train specific inline turbidity analyzers.*
- *WTP Road from front gate to creek intake diversion will have gravel added to thin or muddy (organics) areas, and graded.*
- *Work in-house on sealing up heat loss areas into the various rooms in the WTP as determined by using an infrared camera. Several locations have been sealed with Styrofoam insulation and weather stripping for all the doors is on order.*

### **Capital Projects**

- *New UV Reactor #2 and piping installed, waiting for new wiring to be installed at end of July. UV#2 unit will be commissioned in early August and controls scaled and updated in local SCADA.*

## **6. ARROW CREEK WATER COMMISSION GOVERNANCE**

Mike Morrison, Corporate Officer/Manager of Corporate Administration opened the discussion on the proposed Arrow Creek Water Treatment and Supply Commission Establishment Bylaw No. 2871, 2023. The following documents have been received:

- Proposed Arrow Creek Water Treatment and Supply Service Bylaw No. 2871
- Response letter from the Town of Creston dated July 23, 2023

Below is a summary of the discussion:

### Current Situation

- *Most service planning, operations, maintenance and budgeting matters are already directed by the Commission under the existing Commission Bylaw authority*
- *Current Commission Bylaw prohibits consideration of staffing matters*
- *Commission not exercising the current authority to enter into agreements or create policies*
- *Some decision making authority is already delegated to staff under the Utilities Bylaw*
- *In the absence of Commission Bylaws stating otherwise, the bylaws and polices of the RDCK apply by default*

*The Local Government Act prohibits the RDCK Board from delegating the following powers to a Commission:*

- *The adoption of bylaws, including the Procedures Bylaw*
- *Adoption of a Financial Plan*
- *Acquiring or expropriating land*

*Note that the above is not a complete list, there are other prohibitions less relevant to the Commission.*

*The province discourages the delegation of the following powers/ duties:*

- *Contracting and purchasing policies*
- *Seeking of legal advice*
- *Legal risk management*
- *Financial management policies*

*Any delegation of authority to the Commission must be specific and well defined.*

### Next Steps

*Town staff and RDCK staff to work together to determine specific delegated authorities to include in the draft bylaw that meet the following criteria:*

- *Reflect the current operation of the Commission*
- *Legally permissible*
- *Do not include areas of delegation discouraged by the Province*
- *Not already delegated to staff in the Utilities Bylaw*

**7. FINANCIAL STATEMENT**

The June 2024 Service Statement for S251 Water Utility - Area B (Arrow Creek), has been received.

**8. PUBLIC TIME**

The Chair called for questions from the public at 9:51 a.m.

**9. NEXT MEETING**

The next Arrow Creek Water Treatment & Supply Commission Meeting will be at the call of the Chair.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Arrow Creek Water Treatment & Supply Commission meeting adjourn at 9:52 a.m.

**Carried**

APPROVED

Approved via email

---

Councillor D. Dumas  
Chair, Arrow Creek Water Treatment & Supply Commission  
July 30, 2024 Meeting

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

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1. That the Board approve an amendment to the 2024 Financial Plan for Service S251 Water Utility – Area B (Arrow Creek) to increase account 60000 Capital Expenses by \$159,000, increase Account 45000 Transfer from Reserves by \$169,320 and increase account 59500 Transfer to Other Service by \$10,320 in order to complete all recommended HVAC upgrade options in 2024.



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**NELSON AND DISTRICT  
RECREATION COMMISSION NO. 5  
OPEN MEETING MINUTES**

**9:00 a.m.**

**Wednesday July 31, 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**

Commissioner Page	City of Nelson- Chair
Commissioner Morrison	City of Nelson
Commissioner Tait	City of Nelson
Commissioner Graham	Area E
Commissioner Newell	Electoral Area F

**MEMBERS ABSENT**

**STAFF**

Teresa Johnson	Meeting Coordinator
Trisha Davison	Alt. General Manager of Community Services
Craig Stanley	Regional Manager of Operations and Asset Management
Ryan Ricalton	Nelson & District Community Complex Facility Manager

**GUESTS**

Steve Thompson	Nelson Cares Society
Joanne Motta	Nelson Cares Society
David McCulloch	Nelson Sports Association

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

**1. CALL TO ORDER**

Chair Page called the meeting to order at 9:00 a.m.

**MOVED** and seconded,  
AND Resolved:

Guests Steve Thompson with Nelson CARES Society, and David McCulloch with Nelson Sports Association have freedom of the floor.

**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 July 31, 2024 Nelson and District Recreation No.5 meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The June 20, 2024 Nelson and District Recreation No.5 minutes, have been received.

**5. DELEGATE**

**5.1** Andrea Wilkey and Ron LeBlanc, from Community Futures Central Kootenay (CFCK) provided an update to the Commission about Community Futures Central Kootenay's film development and planning project to the Commission.

Notable points:

- Interest lies in having a seasonal film studio and office building added to the Nelson Civic Center, and maximize usage of the facility through augmentation with the existing recreation groups.
- Conversion of space to accommodate both film studio and recreation services would require modernization to arena.
- Quote received from contractor who specializes in arena work shows a projected estimate of 1.5 to 2 million dollars.
- Provincial contribution to the project will not exceed \$1 million dollars.
- From non-profit stand point, CFCK would hire a film liaison and funnel revenues back to the City of Nelson.
- Item of business will be added to the Long Term Campus Review and public interest in the project will be gauged via a pop up meeting.
- A report outlining Civic Center operations, including refrigeration plant replacement, will be brought forward by staff at the next Rec 5 meeting.
- Pioneer arena closing in 1-2 years is a consideration in planning for future regional use, with a significant change in culture expected along with changes in how people use the space.

## 6. STAFF REPORTS

### 6.1 Nelson & District Community Complex Quarterly Report

Ryan Ricalton, Nelson & District Community Complex Facility Manager, provided the Commission with an overview of the Commission Report dated July 17, 2024 regarding the Nelson & District Community Complex Quarterly Report.

### 6.2 School Skating Instruction Program

The Commission Report dated July 19, 2024 from Tia Wayling, Regional Programming Manager, re: School Skating Instruction Program, has been received. A verbal update from Trisha Davison, Alt. General Manager of Community Services was provided.

**MOVED** and seconded,

AND Resolved that it be recommended to the Board:

That staff be directed to bring back a report to an upcoming Commission meeting outlining the budgetary impacts to offer an instructional skating opportunity to schools starting in January 2025.

**Carried**

#### Recess:

The meeting recessed at 10:07 a.m. for a stretch break and reconvened at 10:16 a.m.

**MOVED** and seconded,

AND Resolved:

Guests Joanne Motta and Ron Little with Nelson CARES Society have freedom of the floor.

**Carried**

## 7. NEW BUSINESS

### 7.1 Proposed Front Street Affordable Housing Project

The Presentation dated July 2024 from Rob Stacey, Cover Architecture, re: Proposed Front Street Affordable Housing Project, has been received.

#### Recess:

The meeting recessed at 11:01 a.m. for a stretch break and reconvened at 11:10 a.m.

The Presentation dated July 2024 from Joanne Motta, Housing Director Nelson CARES Society, re: Proposed Front Street Affordable Housing Project, has been received.

**Moved** and seconded,

AND Resolved that it be recommended to the Board:

That the Board send a letter of support to Nelson Cares Society for the application to BC Housing and the City of Nelson for a workforce/below market housing project to be located between the Nelson and District Community Complex and 824 Front Street.

**Carried**

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

That the Board authorizes staff to complete the necessary needs assessment and feasibility analysis work for the recreational component of the potential project, in accordance with Service 226 standards, including consideration of:

1. Establish preferred method of project coordination with Nelson Cares Society
2. Inclusion of additional space for Nelson and District Community Complex expansion
3. Campus Study
4. Recovery of staff time costs
5. Collaboration with external funders
6. Establish preferred framework for agreement such as memorandum of understanding, contracts, agreements and land disposition terms.

AND FURTHER;

That the Board authorizes the Chief Administrative Officer the authority to review and approval the initial application to BC Housing to authorize the component of the potential project located on RDCK owned property.

**Carried**

**8. PUBLIC TIME**

The Chair called for questions from the public at 11:45 a.m. Two members of the public were in attendance, and no questions were presented.

Commissioner Newell left the meeting at 11:46 a.m.

**9. NEXT MEETING**

The next Nelson and District Recreation No.5 meeting is scheduled for August 28, 2024 at 9:00 a.m.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Nelson and District Recreation No.5 meeting be adjourned at 11:47 a.m.

**Carried**

**DIGITALLY APPROVED**

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Keith Page, Chair





# Board Report

**Date of Report:** August 6, 2024  
**Date & Type of Meeting:** August 15, 2024 Board Meeting  
**Author:** Mark Crowe, Regional Parks Planner, Trisha Davison, Regional Manger of Recreation and Client Services  
**Subject:** Proposed Front Street Affordable Housing Project  
**File:** 520-50  
**Electoral Area/Municipality:** City of Nelson, Electoral Area E & F

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide background information regarding Nelson & District Recreation Commission No. 5's recommendation to the Board. This recommendation is to issue a letter of support for the Nelson Cares Society's application to BC Housing, which seeks funding for an affordable accommodation project on RDCK owned property adjacent to the Nelson and District Community Complex (NDCC).

## SECTION 2: BACKGROUND/ANALYSIS

### Background

- In Fall 2023, in response to the BC Housing call for affordable housing development proposals Nelson Cares Society (Nelson Cares) and Share Housing participated in a series of meetings facilitated by the Nelson Area Economic Development Partnership, to advance local projects.
- Nelson Cares worked with the City of Nelson to identify possible locations for affordable housing.
- The City of Nelson owns 5 vacant lots at the corner of Front Street and Cedar Street, specifically at 818 & 824 Front Street. The City was aware the RDCK also had an interest in developing these lots for recreational purposes. Nelson Cares is particularly interested in these lots which have a combined area of 0.26 acres.
- In June, the City of Nelson passed the following resolution:

*THAT Council provide \$5,000 in financial support from the Affordable Housing Reserve Fund to Nelson Cares to support the pre-feasibility study of 818 to 824 Front Street SUBJECT TO: the application being supported by the Housing Committee and in consultation and support from Rec 5.*

- The RDCK owns land that the NDCC is located on and Nelson & District Recreation Commission No. 5 help guide the Board's decision making. The total lot size is 3.76 acres, which includes the NDCC buildings, parking and amenity areas. There is an undeveloped portion of RDCK land adjacent to the City of Nelson lots, approximately 0.13 acres, which is of interest to Nelson Cares.
- In June, Nelson Cares initiated conversations with RDCK Staff about a potential collaborative housing and recreational development that would merge City of Nelson and RDCK owned land into an approximately 0.39 acre parcel.

- In July, the project came to the Nelson & District Recreation Commission No. 5 for discussion with the request for a letter of support to include with their application to the BC Housing Project Development Fund for this initiative.
- In a collaborative effort with the City of Nelson and Nelson Cares Society, the Commission passed the following recommendation on June 20, 2024:

*The Nelson and District Recreation Commission supports, in principle, the pre-development work by the Nelson CARES Society to determine the feasibility of a potential workforce/below market housing project from the Nelson & District Community Complex footprint to 824 Front Street in Nelson;*

*AND FURTHER:*

*That the feasibility study identify how a recreation expansion of the Nelson and District Community Complex could be incorporated into the workforce/below market housing project so as to include the feasibility.*

- The Commission passed the following recommendation on July 31, 2024:

*That the Board send a letter of support to Nelson Cares Society for the application to BC Housing and the City of Nelson for a potential workforce/below market housing project to be located on RDCK owned property, between the Nelson and District Community Complex and 824 Front Street;*

*That the Board authorizes staff to complete the necessary needs assessment and feasibility analysis work for the recreational component of the potential project, in accordance with Service 226 standards, including consideration of:*

- 1. Establish preferred method of project coordination with Nelson Cares Society*
- 2. Inclusion of additional space for Nelson and District Community Complex expansion*
- 3. Campus Study*
- 4. Recovery of staff time costs*
- 5. Collaboration with external funders*
- 6. Establish preferred framework for agreement such as memorandum of understanding, contracts, agreements and land disposition terms.*

*That the Board authorizes the Chief Administrative Officer the authority to review and approval the initial application to BC Housing to authorize the component of the potential project located on RDCK owned property.*

#### Nelson & District Recreation Commission No. 5 Position

In principle, the Nelson & District Recreation Commission is in support of the project so long as the letter of support could be drafted in a way that recognized there were required processes the local government has to follow. At this juncture, the Board needs to consider involvement in this potential project. The first decision point to be made is providing a Letter of Support. This level of commitment is required in order to meet eligibility requirements of the grant application.

## Potential Project

The potential project concept design includes recreation amenities complimentary to the NDCC. Currently the design indicates there could be a 5,550-7,000 square foot space that could be designed for a variety of recreation purposes. The report from Cover Architecture provides a visual of the potential new building and recreation amenity (Attachment A). The presentation by Nelson Cares outlines the timeline and key milestones for the potential project. (Attachment B).

The potential project utilizes 0.26 acres of City of Nelson owned land and approximately 0.13 acres of RDCK owned land which would need to be assembled into a single 0.39 acre parcel by means of subdivision. The total contribution of RDCK owned land to the project is approximately 33% of the overall lot required.

The amount of floor space allotted for recreation purposes in the proposed project plan is approximately 10% of the overall floor space shown in the concept drawings. The space built for recreation would require the RDCK to lease the space from Nelson Cares.

## Required Letter of Support

Nelson Cares is preparing to apply for funding from the BC Housing Project Development Fund to advance their proposed project. They have been in contact with BC Housing funding coordinators, and a key requirement is a letter of support from the RDCK. This letter must confirm the RDCK's commitment to consolidating a portion of its land (approximately 0.13) with the adjacent City of Nelson property to create a new single parcel. It is highly recommended that the funding application be prepared by Nelson Cares for submission by August 15, 2024.

## Analysis

The purpose of this analysis is to show that the Commission is well positioned to evaluate this type of project, having completed a Recreation Masterplan and recent service review work, which has updated the bylaw.

**Recreation Masterplan:** This work is now almost 10 years old. The location at 824 Front Street was considered part of the Commission's strategic vision for future potential service delivery. The 2014 Recreation Masterplan considers 824 Front Street as part of the concept of a coordinated recreation campus which was one of the top 3 initiative that was supported by the community. During the Masterplan process, various conceptual options were presented for 824 Front Street which were intended to provoke ideas and generate conversation about recreation facility components and amenities at this location.

The Masterplan is/was intended to guide decision making with regards to potential for future recreation facilities and services provided by the Commission and other stakeholders. The Masterplan recommended preparing a plan for the campus.

*Masterplan Recommendation 13. Prepare a plan as follows for the Community Recreation Campus, including building and site improvements for review and comment by the public, user groups and consideration by the Nelson and District Recreation Commission, the City of Nelson and the RDCK*

**S226 Service Review:** This work of the Commission in 2022 was intended to inform a decision making on potential recreation projects. When two or more triggers are met, it is recommended to start feasibility analysis. The Nelson Cares project triggers the following:

- The NDCC Facility spaces currently being offered approach 80% to 90% utilization on a sustained basis.
- Nelson Cares Society and BC Housing are potential capital/operational partner that are committed and established and collectively represent sufficient membership or market segments to sustain use of the development for the life of the development
- Nelson Cares Society is an external partner (institution, municipality, volunteer and/or non-profit group) will lead the facility development initiative and has access to significant capital and/or operating resources.

**Service Bylaw:** Service S226 is governed by Nelson and District Community Facilities, Recreation, and Leisure Service. Establishment Bylaw No. 1623, 2003. The bylaw was amended in 2022 to modernize the method by which the Board must consider a new project. Subject to the Bylaw for the intended project a Project Development Review must be completed including:

- Feasibility Study;
- Community Engagement;
- Strategic and Tactical Planning; and
- Utilizing asset acquisition screening tools

**Nelson Campus Community Engagement:** This work is just getting underway and will fulfill the Masterplan commitment to prepare a plan for the campus. At this time it would be unknown as to what amenities and activities the community currently desires and therefore it is unknown as to whether the proposed recreation spaces would be appropriate or provide sufficient space for what may come from this engagement. This project will help the RDCK and the City of Nelson with future recreation planning decisions.

Next Steps:

When evaluating a potential project, the Board/Commission should ask the following critical question regarding facility expansion or the development of a new recreation facility:

*What steps does the Commission need to take to understand the feasibility/cost-benefit of the investment at the preferred location?*

Staff recommend moving forward with the required letter of support, with the understanding that needs assessment/feasibility analysis work must be completed as the project progresses. This will ensure that the development on RDCK owned land aligns with community needs and is grounded in solid reasoning. The outcome of this work will be a framework for collaborative efforts aimed at enhancing and realizing the potential of the project.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Financial considerations for the component service delivery function must be completed. This may include, business planning outlining capital partners, operating partners, sources of capital, and projection of operating costs.

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

Regional Districts are required to give public notice prior to the disposal of land or improvements pursuant to Section 272 of the Local Government Act. Disposing of property below market value is a form of assistance. A local government that wishes to dispose of property below market value must provide a public notice of its intention to grant assistance. This notice may be combined with the notice of disposition, and the notice must clearly state that it provides for both disposition and assistance.

### **3.3 Environmental Considerations**

There must be a biophysical impact/environmental impact statement for the project.

### **3.4 Social Considerations:**

Public engagement is essential in the planning process and this may be facilitated through the Nelson Campus Community Engagement work.

### **3.5 Economic Considerations:**

Combining multiple facilities under one roof or at one site can lead to operational cost economies of scale. The development of multiple facilities at one site or in one building envelope can also be more cost-effective during the design and construction process. Cost savings can be achieved through site costs such as parking and site servicing.

### **3.6 Communication Considerations:**

The project must demonstrate conformance to the broader regional/municipal strategic planning.

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

Needs assessment/feasibility analysis work must be completed as the project progresses.

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

Connects with the Board priorities to: (1) strengthen our relationship with our community partners; (2) manage our assets and service delivery in a fiscally responsible manner.

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

### Pros

- Clustering recreation amenities with adjacent developments can enhance siting efficiency in terms of site coverage, setback and building height.
- The development would seamlessly connect to the NDCC.
- This approach promotes economies of scale for development.
- There is potential for alignment between regional and city initiatives based on shared values.
- Opportunities exist for operational/capital partners to provide funding for the development
- The RDCK would not be responsible for the long term management of the building.
- The RDCK can lease the space under Service S226.
- As this is not a RDCK capital project it does not necessitating borrowing or referendum for voter approval.
- The required subdivision of land and the development would be led by Nelson Cares.
- It is thought that the Project Development Review can be completed as the project progresses.

Cons

- The project was not included in the 2024 workplan and the Project Development Review process will take considerable staff time.
- A quick turnaround is needed to apply for the funding. The deadline has been moved up to August 15, 2024.
- Subdivision and rezoning would be necessary, this responsibility would fall to Nelson Cares.
- It is currently what the value of the RDCK owned land is.
- If funding is not provided by the BC Housing Project Development Fund is not secured, the subdivision process will need to be paused.
- Both capital and operating costs for the leased space must be evaluated.

**SECTION 5: RECOMMENDATIONS**

That the Board provide a letter of support to the Nelson Cares Society to support the application to BC Housing for the potential affordable accommodation project to be located on the RDCK owned property, between the Nelson and District Community Complex and 824 Front Street;

AND FURTHER, that the letter indicate it is the RDCK’s intent to donate the RDCK lands to be assembled into a single parcel in conjunction with the adjacent City of Nelson owned property subject to legislated responsibilities and statutory requirements of the local government.

Respectfully submitted,

Trisha Davison, Regional Manager of Recreation and Client Services and Mark Crowe, Regional Parks Planner

**CONCURRENCE**

Chief Administrative Officer – Stuart Horn

Approved

General Manager of Community Services – Joe Chirico

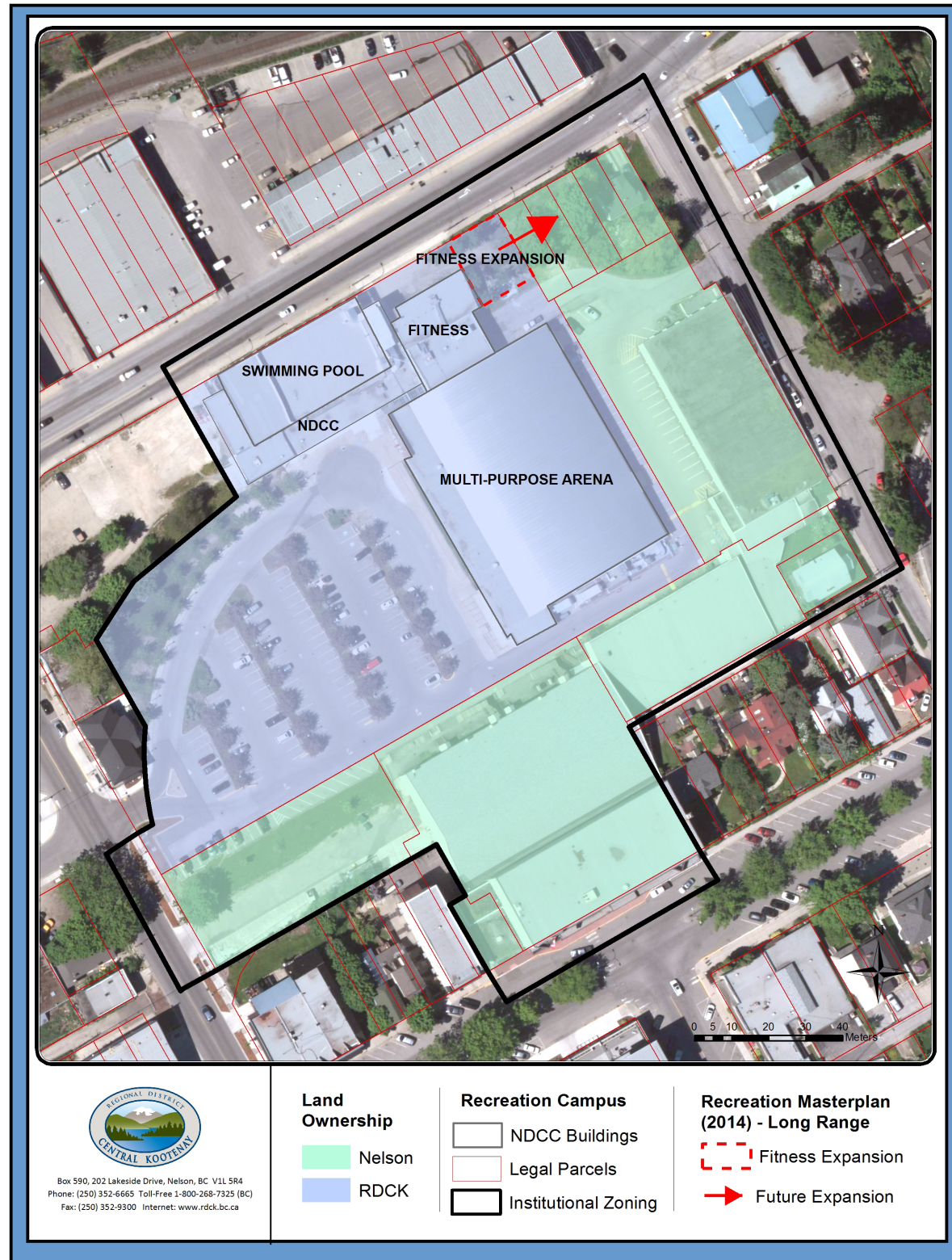
Approved

**ATTACHMENTS:**

Attachment A – Cover Architecture Proposal

Attachment B – Nelson Cares Presentation

# INFO GATHERING



## PROPOSED PROGRAM & REQUIREMENTS

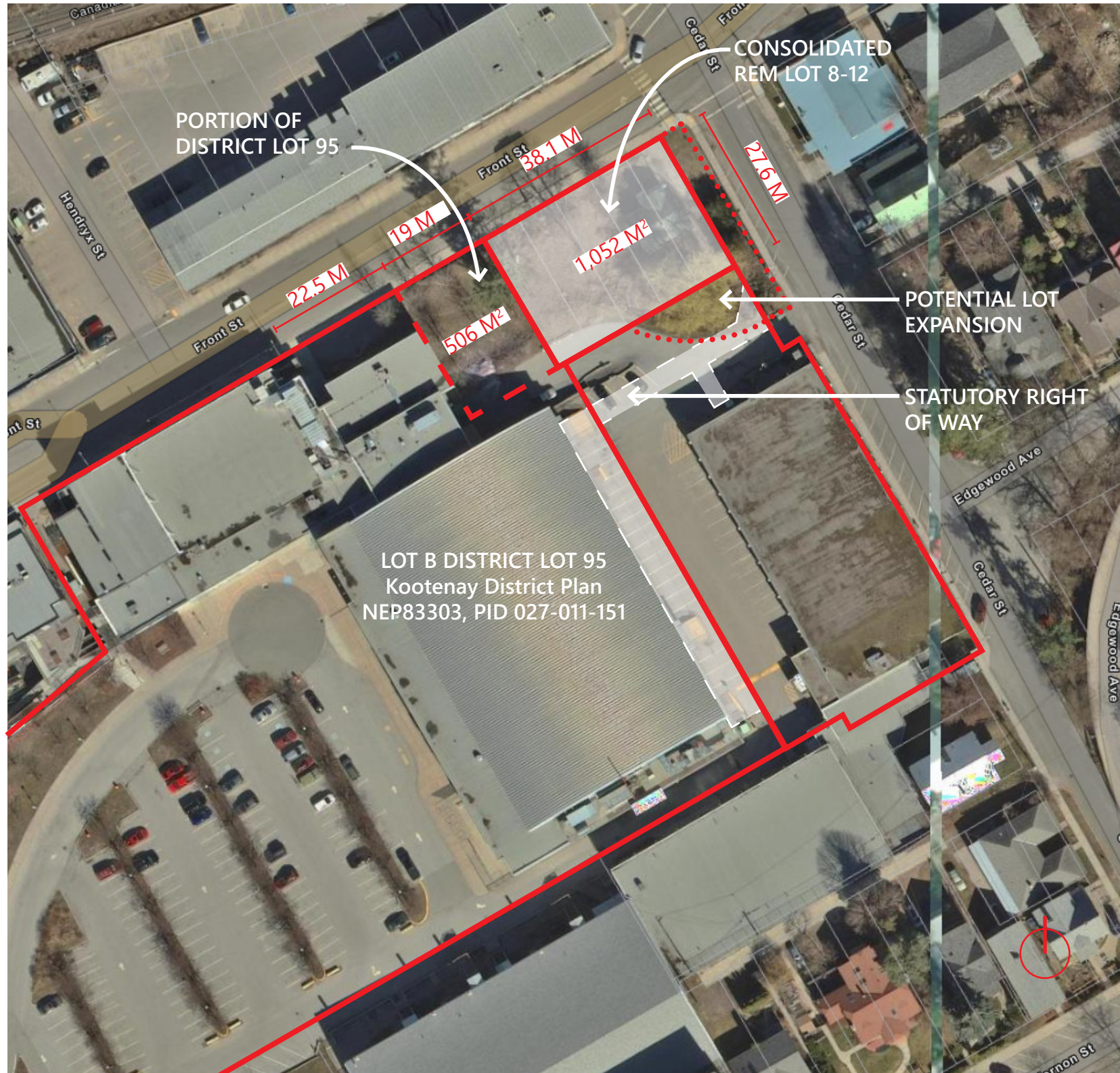
### Population to be served:

- Individuals with disabilities
- Low-income adults and families (including single-parents)
- Individuals in transition from homelessness

### Building Vision:

- Connect to the existing Nelson District Community Centre building and include recreation program space.
- A maximum of 30% of the total building area to be non-residential. Non-residential uses would include recreation and tenant amenity spaces.
- Maximize the building area, with up to 6-storeys.
- Parking provided at ground level, no underground parking if possible.
- Maximize the number of residential units, plus tenant amenity space.
- Provide a cluster of residential units for CLBC clients on the ground level.
- Unit typologies to include Studio, 1 Bedroom, 2 Bedroom, and 3 Bedroom with the majority of units being 1 Bedroom.

# SITE CONTEXT



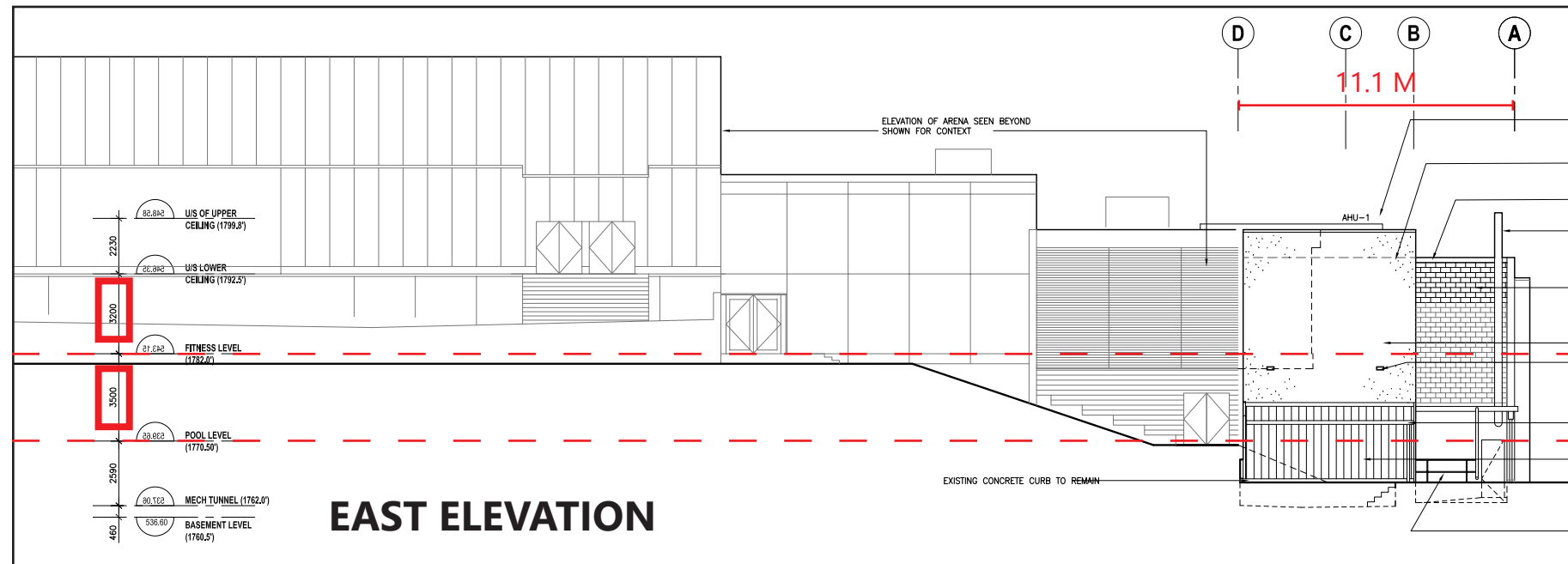
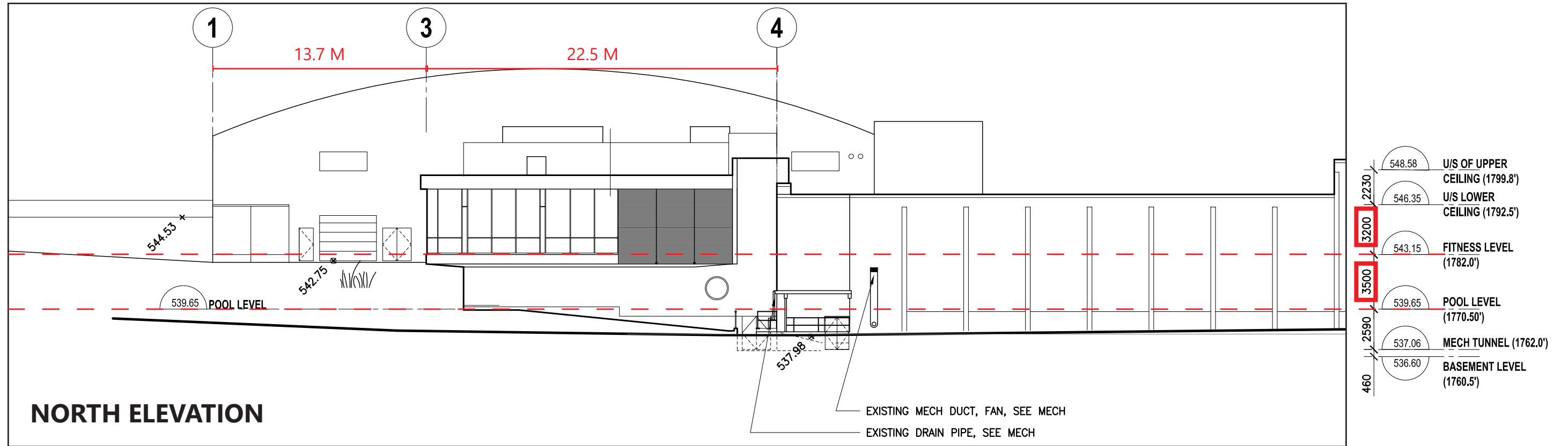
**NORTH CORNER**



**WEST CORNER**



# SITE CONTEXT



Existing Drawing reference: Nelson District Community Centre

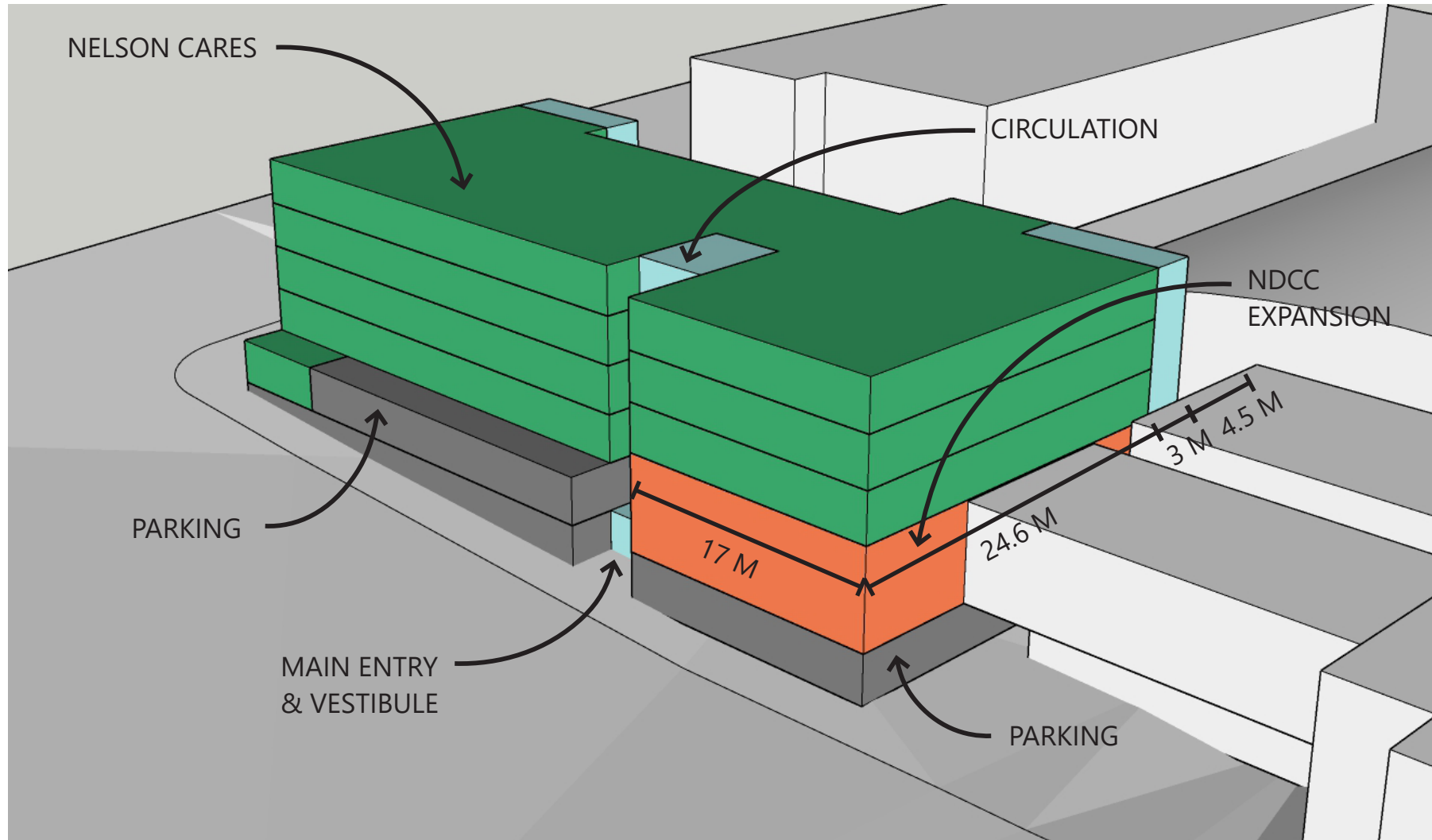
# BYLAW REVIEW

References: The Corporation of the City of Nelson: Zoning Bylaw No. 3199, 2013; Revised April 9, 2024.  
The Corporation of the City of Nelson: Off-Street Parking and Landscape Bylaw No. 3274, 2013; Revised April 9, 2024.

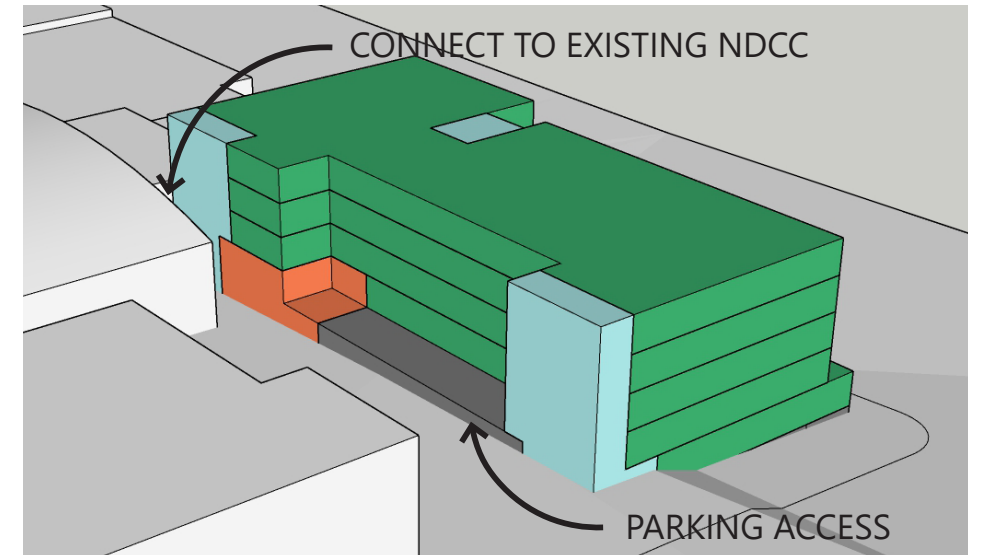
PROPERTY INFORMATION	
Civic Address:	824 Front St, Nelson, BC V1L 4B9
Legal Address:	REM LOT 8, 9, 10, 11, 12 BLOCK 59, DISTRICT LOT 95 KOOTENAY LAND DISTRICT PLAN NEP 9500
Current/ Proposed Zoning:	I1 - Insitutional Zone; Proposed: C1 - Core Commercial Zone
Authority Having Jurisdiction:	The Corporation of the City of Nelson
Current Use:	Vacant Lot
Lot Size:	0.26 acres
REGULATIONS	
Proposed Use:	Multi-Unit Residential (Permitted in combination with non-residential use occupying min. 50% of GFA at main level); Off-Street Parking; Participant Recreation Services - Indoor
Lot Area:	1045 sq.m (min. 278 sq.m)
Lot Width:	38.1m lot width (min. 7.6m)
Lot Coverage:	1045 sq.m coverage/ 1045 sq.m lot area = 100% (max. 100%)
Setbacks:	Front lot line: 0m Rear lot line: 0m; 1.5m if not serviced by access lane Exterior side lot line: 0m Interior side lot line: 0m; 3m if not serviced by access lane 3.0m if adjacent to a lot with a residential zoning
Building Height:	Principal: 15.5m (max. 16m) Accessory: (max. 4.5m)

Amenity Areas:	Minimum amenity areas for multi-residential or mixed use development consisting of five or more units in one building: calculated as 10 sq.m per bachelor unit, 15 sq.m per one bedroom unit, 20 sq.m per two bedroom unit, and 30 sq.m per three bedroom unit.  7 Bachelor Units x 10 sq.m per unit = 70 sq.m 38 One Bedroom Units x 15 sq.m per unit = 570 sq.m 4 Two Bedroom Units x 20 sq.m per unit = 80 sq.m 3 Three Bedroom Units x 30 sq.m per unit = 90 sq.m Total = 810 sq.m (indoor/outdoor amenity space)
Fence/Retaining Wall Height:	<3m
Waste/Recycling Collection:	Minimum one common collection area for use of occupants. Cannot be located in front yard or within 3m of a side lot containing a residential use. Must be screened from view of any street.  Min. 11 sq.m for multi-unit residential over ten dwellings.
Dwelling Size:	Min. width/depth: 4.5m Min. GFA: 26 sq.m
Emergency Access:	Max. 45m from front street curb to primary entrance of all dwelling units (1m wide unobstructed hard surfaced path)
PARKING/ LANDSCAPING	
Vehicle Parking:	Multi-Unit Residential: 1 space/DU + 0.1 Visitor Spaces per DU = 56 parking spaces + 6 visitor parking spaces required Participant Recreation Services: 1 space/10 sq.m assembly floor area = 38 parking spaces (approx.) Total = 100 parking spaces/ 2 (downtown parking area) = 50 parking spaces
EV Chargers:	1 per dwelling unit plus 2 per 10 spaces required for other uses. Required: 50 Level 2 EV Chargers
Accessible Parking:	2 accessible parking spaces required
Loading Spaces:	0 loading spaces required
Bicycle Parking:	Long Term: 1 space per dwelling unit x 56 units = 56 spaces Short Term: 6 spaces per 10 dwelling units = 36 spaces
Landscape Area:	Minimum 10% of lot area for commercial zones; may be waived where lot coverage exceeds 85%

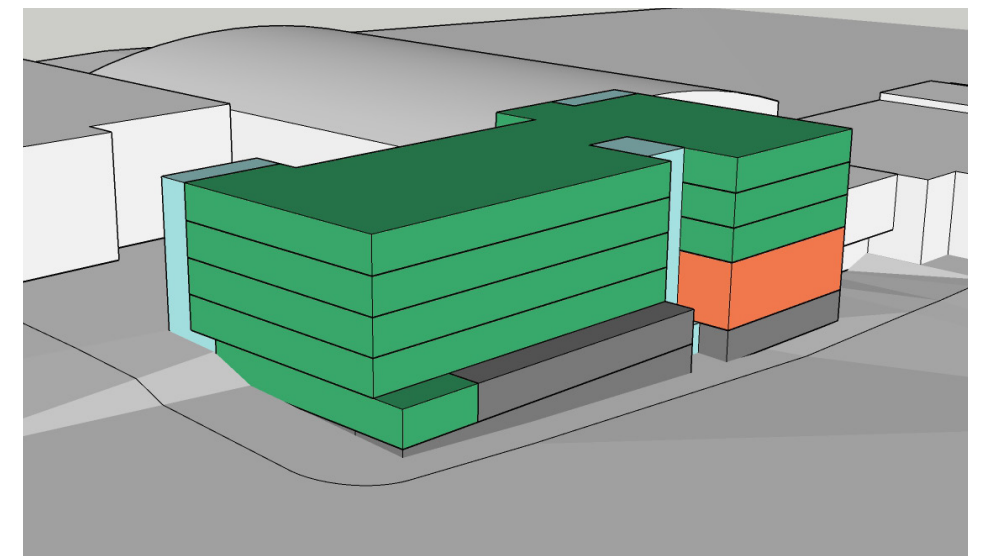
# SITE TEST FIT



**WEST CORNER**

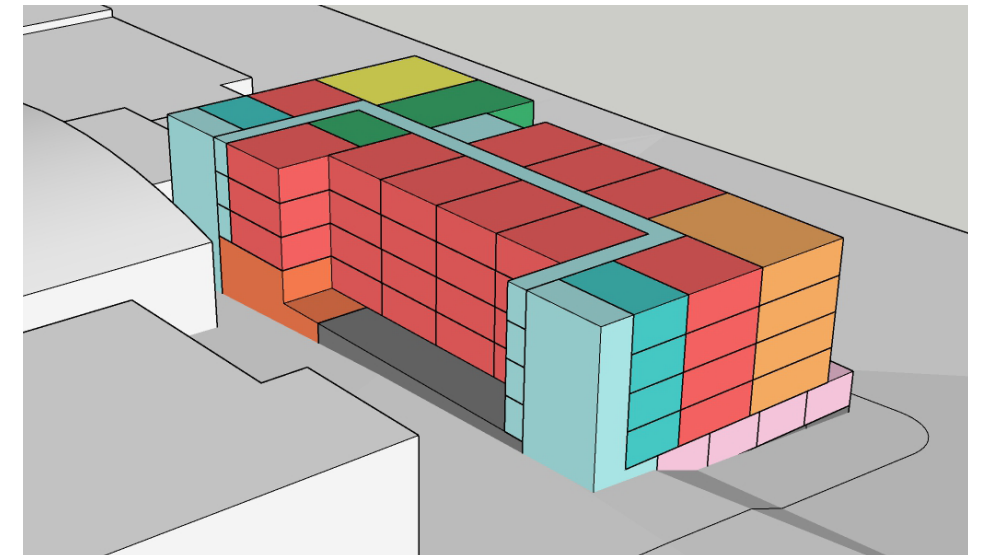
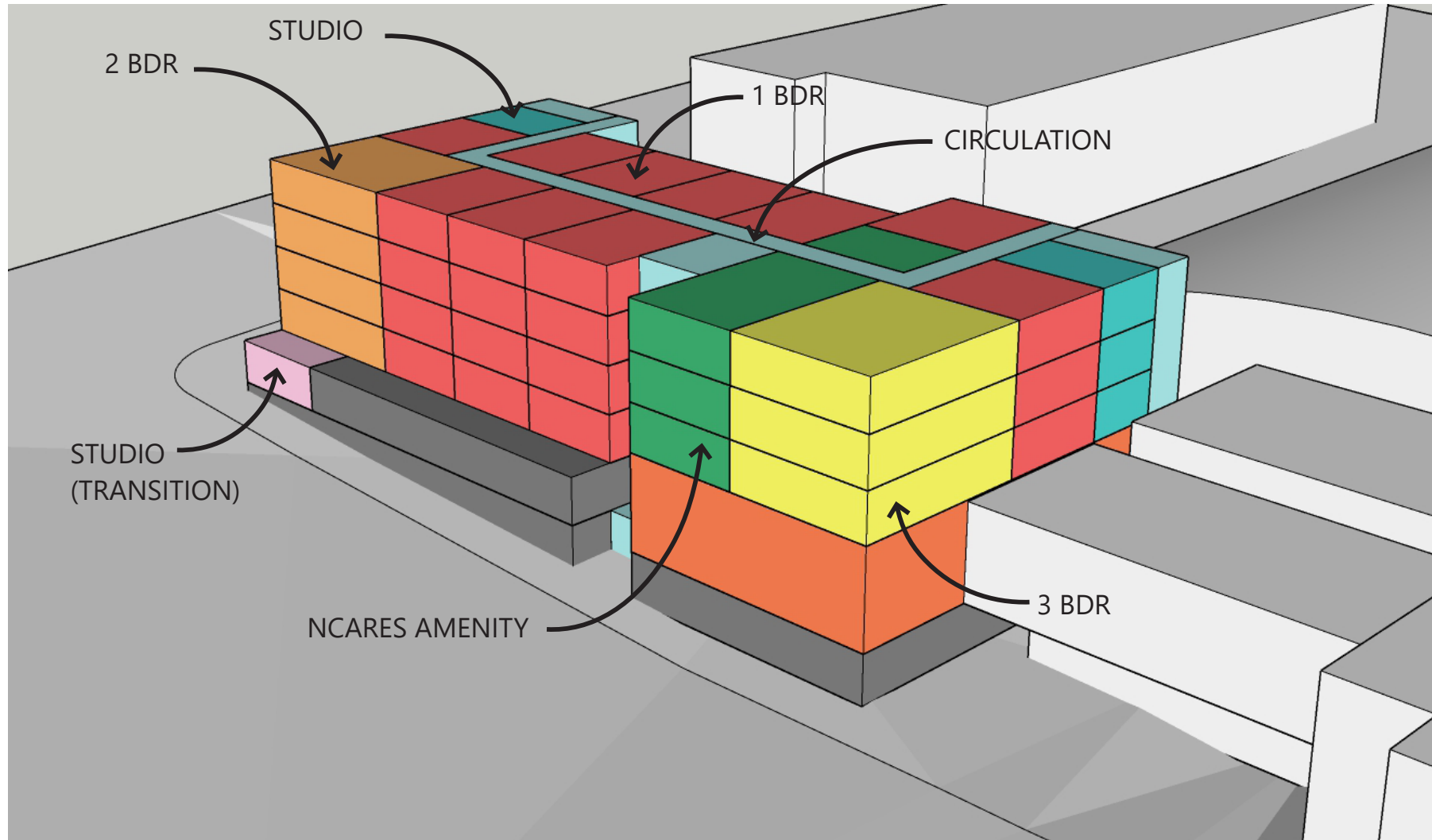


**EAST CORNER**

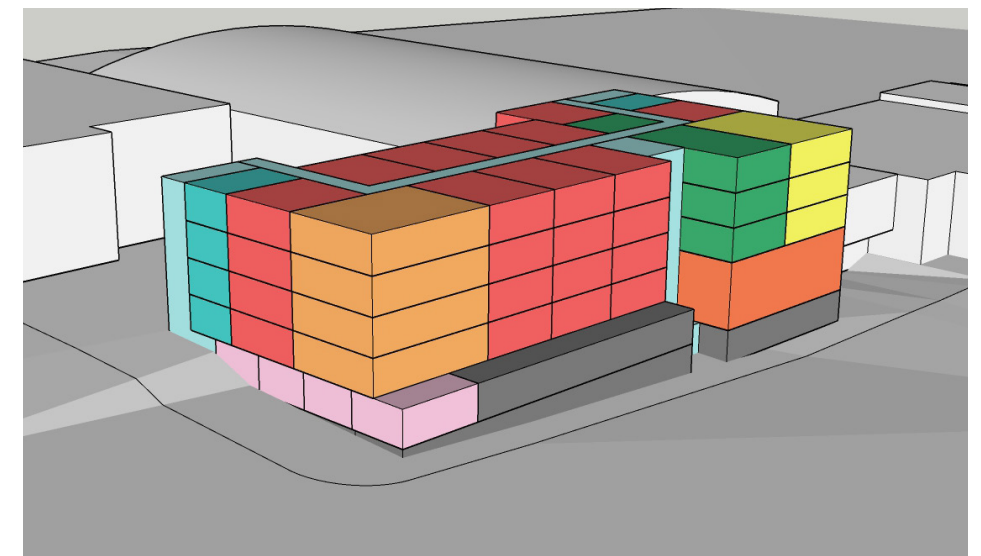


**NORTH CORNER**

# RESIDENTIAL TEST FIT



**EAST CORNER**

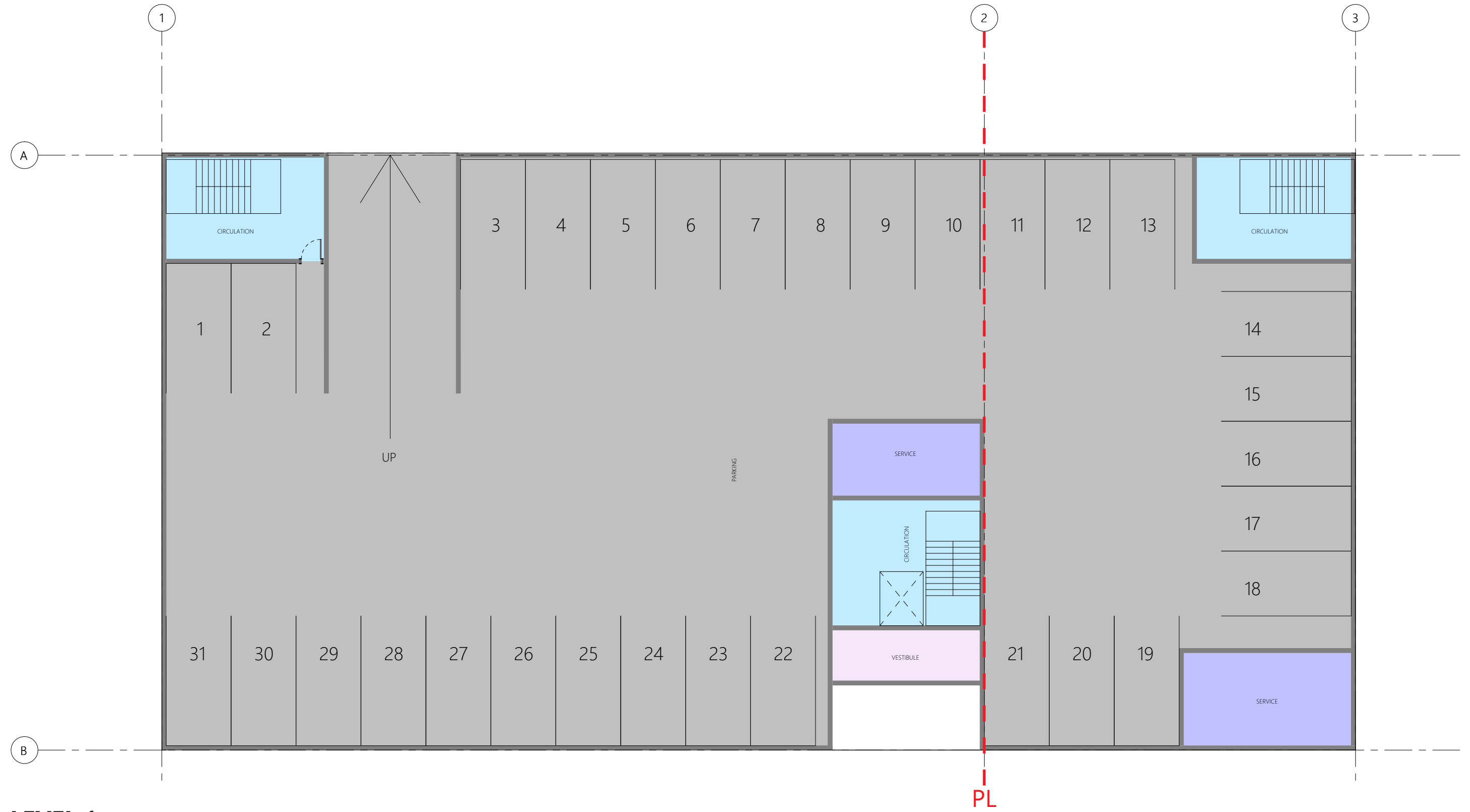


**NORTH CORNER**

## WEST CORNER

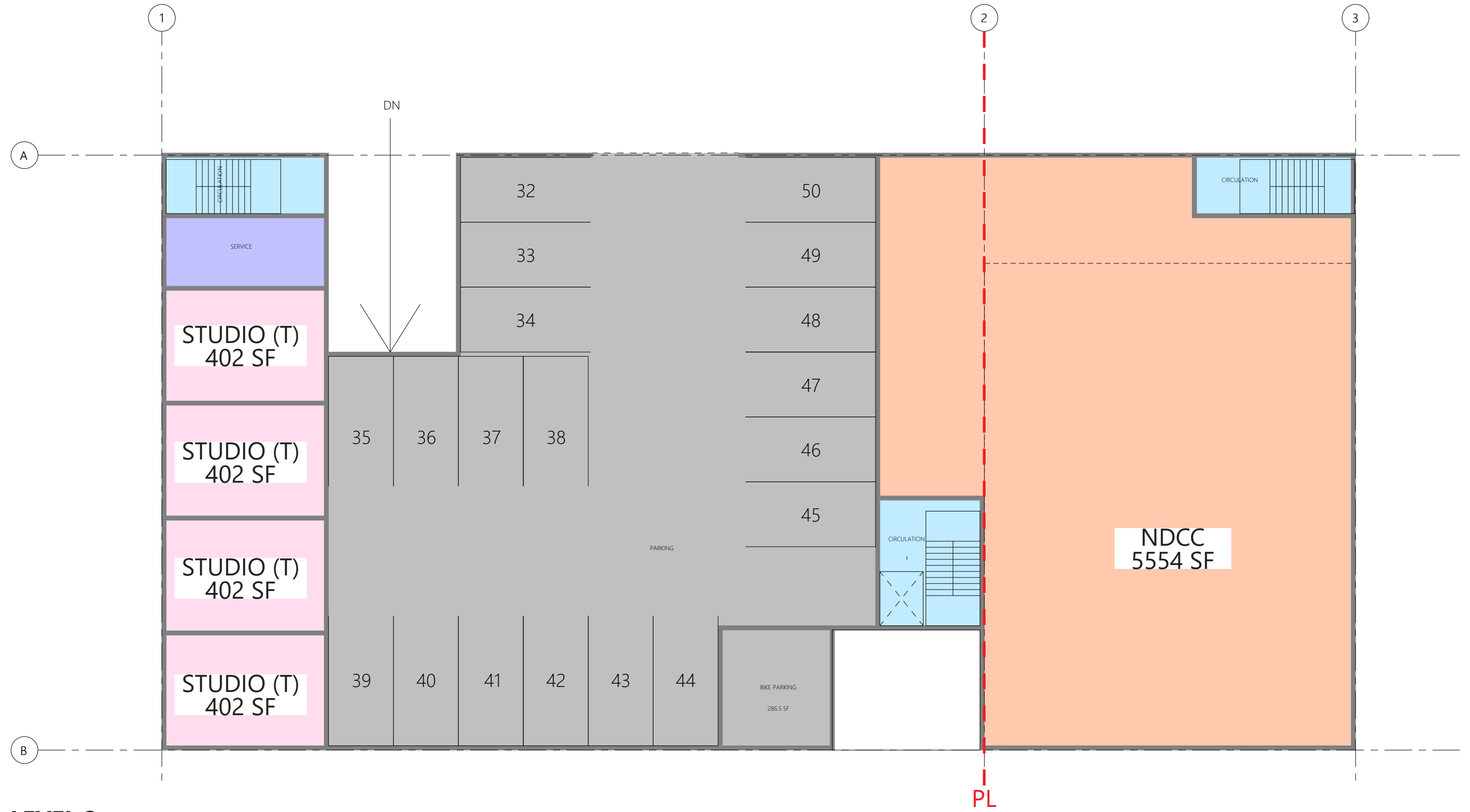
STUDIO (TRANSITION)	4
STUDIO	3
1 BDR	38
2 BDR	4
3 BDR	3
<hr/>	
TOTAL	56

# CONCEPT FLOOR PLANS



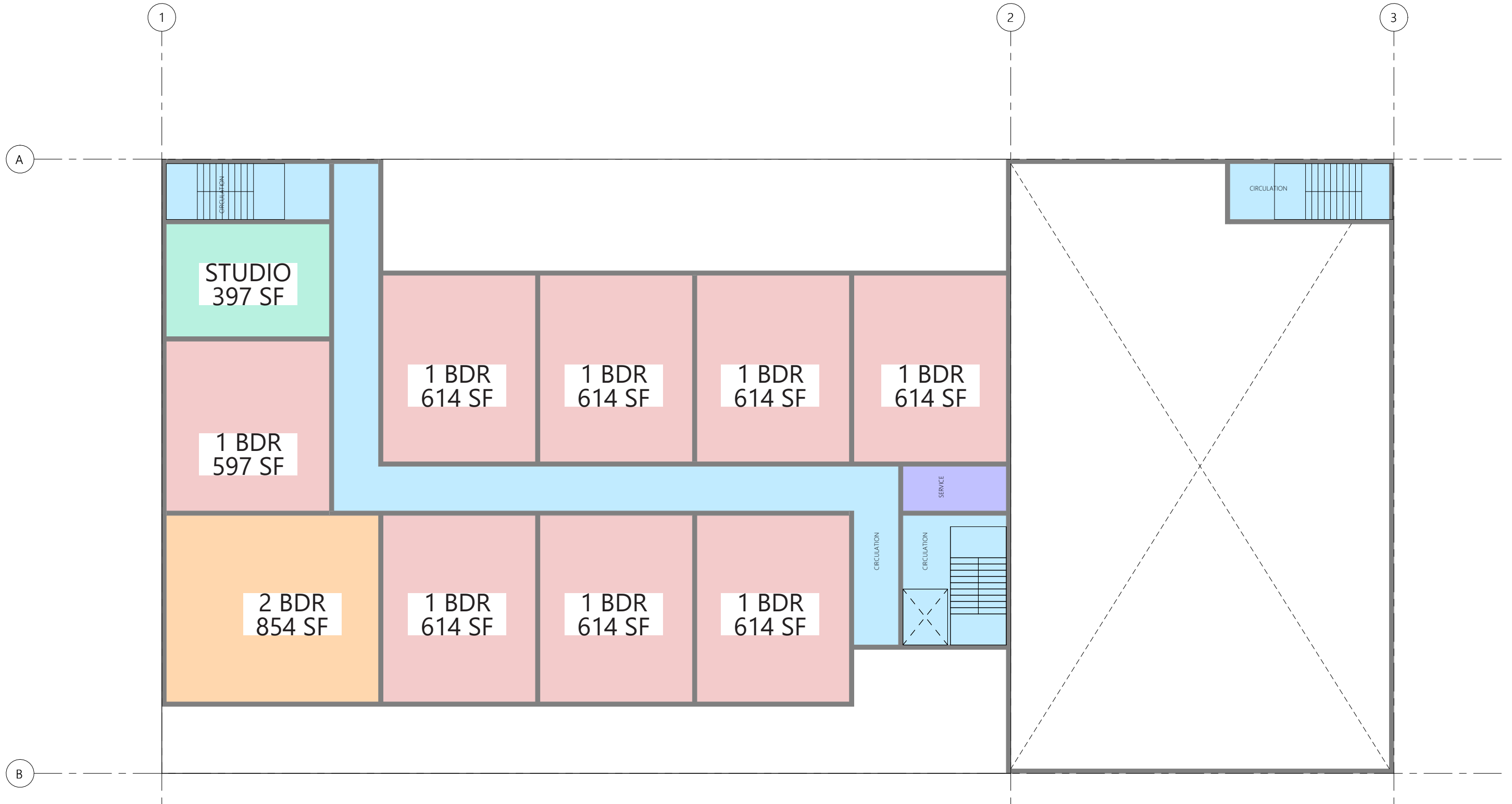
**LEVEL 1**

# CONCEPT FLOOR PLANS



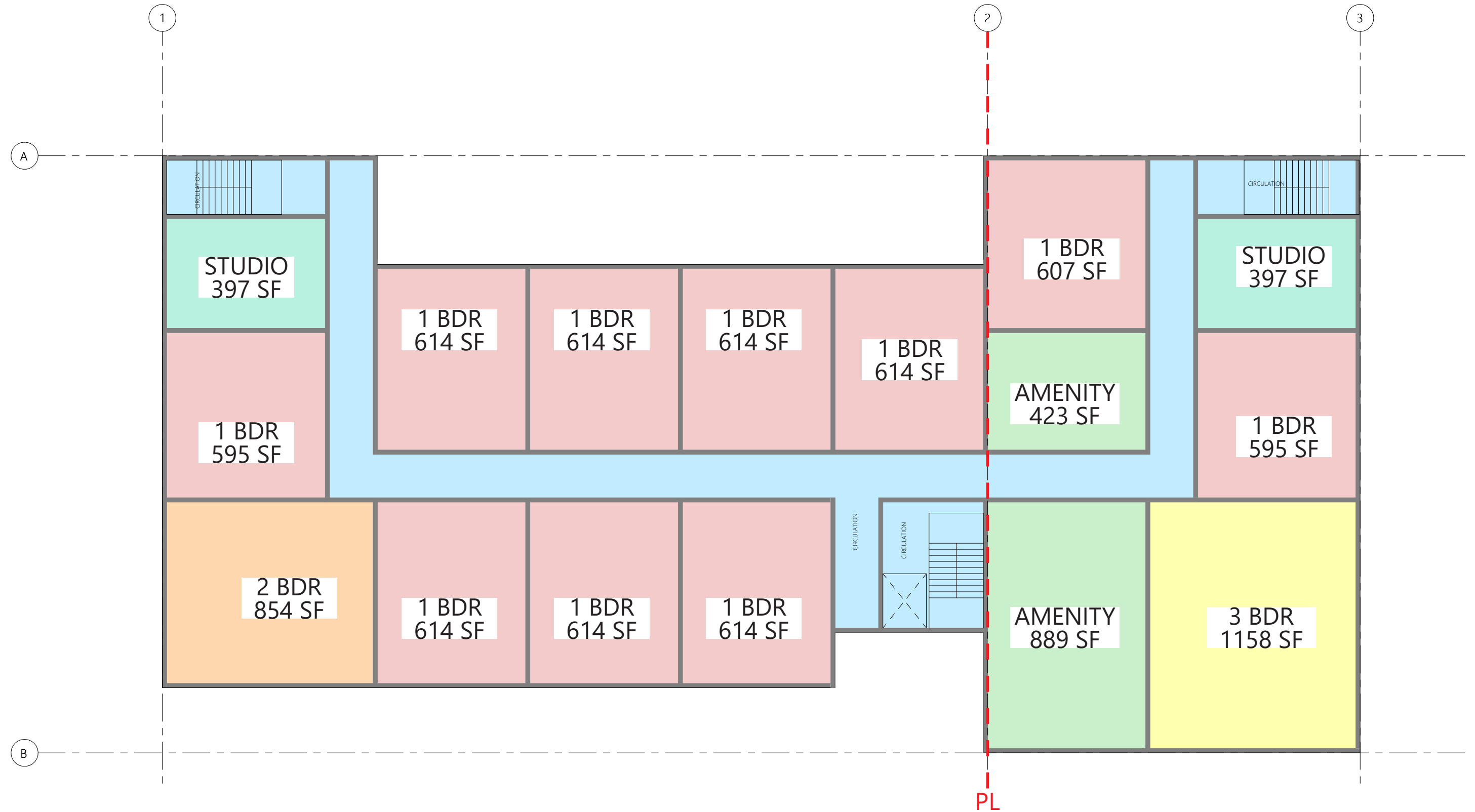
**LEVEL 2**

# CONCEPT FLOOR PLANS



**LEVEL 3**

# CONCEPT FLOOR PLANS



LEVEL 4-6



# CONCEPT ROOM SCHEDULE

ROOM SCHEDULE				
Department	Name	Level	Occupancy	Area

## T.O SLAB

	CIRCULATION	T.O SLAB		369.6 SF
	CIRCULATION	T.O SLAB		426.1 SF
	CIRCULATION	T.O SLAB		361.7 SF
	PARKING	T.O SLAB		13663.0 SF
	SERVICE	T.O SLAB		358.7 SF
	SERVICE	T.O SLAB		246.1 SF
	VESTIBULE	T.O SLAB		172.6 SF

## LEVEL 2

	BIKE PARKING	LEVEL 2		286.5 SF
	CIRCULATION	LEVEL 2		288.7 SF
	CIRCULATION	LEVEL 2		204.3 SF
	CIRCULATION	LEVEL 2		199.9 SF
	NDCC	LEVEL 2		5554.0 SF
	PARKING	LEVEL 2		6375.8 SF
	SERVICE	LEVEL 2		247.5 SF
	STUDIO (TRANSITION)	LEVEL 2		401.7 SF
	STUDIO (TRANSITION)	LEVEL 2		401.7 SF
	STUDIO (TRANSITION)	LEVEL 2		401.7 SF
	STUDIO (TRANSITION)	LEVEL 2		401.7 SF

ROOM SCHEDULE				
Department	Name	Level	Occupancy	Area

## LEVEL 3

	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		613.4 SF
	1 BDR	LEVEL 3		597.2 SF
	2 BDR	LEVEL 3		853.8 SF
	CIRCULATION	LEVEL 3		288.7 SF
	CIRCULATION	LEVEL 3		196.4 SF
	CIRCULATION	LEVEL 3		965.0 SF
	CIRCULATION	LEVEL 3		192.2 SF
	SERVICE	LEVEL 3		99.6 SF
	STUDIO	LEVEL 3		396.8 SF

## LEVEL 4

	1 BDR	LEVEL 4		613.4 SF
	1 BDR	LEVEL 4		613.4 SF
	1 BDR	LEVEL 4		613.4 SF
	1 BDR	LEVEL 4		613.4 SF
	1 BDR	LEVEL 4		613.4 SF
	1 BDR	LEVEL 4		613.4 SF
	1 BDR	LEVEL 4		613.4 SF

# CONCEPT ROOM SCHEDULE

ROOM SCHEDULE				
Department	Name	Level	Occupancy	Area

	1 BDR	LEVEL 4		597.2 SF
	1 BDR	LEVEL 4		606.9 SF
	1 BDR	LEVEL 4		595.1 SF
	2 BDR	LEVEL 4		853.8 SF
	3 BDR	LEVEL 4		1157.6 SF
	CIRCULATION	LEVEL 4		196.4 SF
	CIRCULATION	LEVEL 4		288.7 SF
	CIRCULATION	LEVEL 4		1568.8 SF
	CIRCULATION	LEVEL 4		195.8 SF
	NCARES AMENITY	LEVEL 4		888.8 SF
	NCARES AMENITY	LEVEL 4		422.9 SF
	STUDIO	LEVEL 4		396.8 SF
	STUDIO	LEVEL 4		395.5 SF

LEVEL 5

	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		613.4 SF
	1 BDR	LEVEL 5		597.2 SF
	1 BDR	LEVEL 5		606.9 SF

ROOM SCHEDULE				
Department	Name	Level	Occupancy	Area

	1 BDR	LEVEL 5		595.1 SF
	2 BDR	LEVEL 5		853.8 SF
	3 BDR	LEVEL 5		1157.6 SF
	CIRCULATION	LEVEL 5		196.4 SF
	CIRCULATION	LEVEL 5		288.7 SF
	CIRCULATION	LEVEL 5		1568.8 SF
	CIRCULATION	LEVEL 5		195.8 SF
	NCARES AMENITY	LEVEL 5		888.8 SF
	NCARES AMENITY	LEVEL 5		422.9 SF
	STUDIO	LEVEL 5		396.8 SF
	STUDIO	LEVEL 5		395.5 SF

LEVEL 6

	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		613.4 SF
	1 BDR	LEVEL 6		597.2 SF
	1 BDR	LEVEL 6		606.9 SF
	1 BDR	LEVEL 6		595.1 SF
	2 BDR	LEVEL 6		853.8 SF

# CONCEPT ROOM SCHEDULE

ROOM SCHEDULE				
Department	Name	Level	Occupancy	Area
	3 BDR	LEVEL 6		1157.6 SF
	CIRCULATION	LEVEL 6		196.4 SF
	CIRCULATION	LEVEL 6		288.7 SF
	CIRCULATION	LEVEL 6		1568.8 SF
	CIRCULATION	LEVEL 6		195.8 SF
	NCARES AMENITY	LEVEL 6		888.8 SF
	NCARES AMENITY	LEVEL 6		422.9 SF
	STUDIO	LEVEL 6		396.8 SF
	STUDIO	LEVEL 6		395.5 SF

Grand total: 93

75620.2 SF

# **NELSON CARES FRONT ST. AFFORDABLE HOUSING DEVELOPMENT**

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NELSON CARES:

JOANNE MOTTA, HOUSING DIRECTOR

MICHELE DELUCA, BOARD MEMBER

STEVE THOMPSON, BOARD MEMBER

# TIMELINE TO FUNDING APPLICATION

Task	Jul	Aug	Sep	Oct	Nov	Dec	Jan-25	Feb	
Rec Commission Support		◆							
Council & Board Letters of Support		◆							
Prepare PDF Application		●◆							
Consultation with RDCK			■						
Prepare CHF Application					■				
Rezoning			■						
RDCK Public Consultation			■					◆	

# KEY DATES

<b>Date</b>	<b>Description</b>
<b>Aug 15</b>	<b>RDCK Board Meeting</b>
<b>Aug 20</b>	<b>Nelson City Council Meeting</b>
<b>Aug 30</b>	<b>Apply for Pre-Development Funding</b>
<b>Sept. 3</b>	<b>Start Rezoning</b>
<b>Nov. 30</b>	<b>Finalize Size of Recreation Space</b>
<b>Jan 31, 2025</b>	<b>Submit CHF Application</b>

# REQUEST TO COMMISSION

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Recommendation that the RDCK Board provide:

1. Letter of Support for Project
2. RDCK Land Donation
3. RDCK staff be directed to prepare an MoU on land disposal, leasing, and recreation space



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

9:00 am MST  
 Thursday, August 1, 2024  
 Creston and District Community Complex – Erickson Room  
 312 19 Avenue North, Creston, BC

**COMMITTEE MEMBERS PRESENT**

Chair A. DeBoon	Town of Creston
Director G. Jackman	Electoral Area A
Director R. Tierney	Electoral Area B
Director K. Vandenberghe	Electoral Area C

**RDCK STAFF PRESENT**

S. Horn	Chief Administrative Officer
T. Davison	Regional Manager – Recreation and Client Services
C. Stanley	Manager of Recreation – Creston and District Community Complex
T. Dool	Research Analyst
R. Baril	Meeting Coordinator

**CRESTON STAFF**

J. Riel	Creston Fire Chief
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**1. ZOOM 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://rdck-bc-ca.zoom.us/j/94286100046?pwd=c6zp0gxiayBg0aLaPff4JRbb6QSpvX.1&from=addon>

**Join by Phone:**

855 703 8985 Canada Toll-free

**Meeting ID:** 942 8610 0046

**Meeting Password:** 128181

**In-Person Location:**

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

**2. CALL TO ORDER**

Chair DeBoon 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 AGENDA**

Moved and seconded,  
And resolved:

The agenda for the August 1, 2024 Creston Valley Services Committee meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The July 4, 2024 Creston Valley Services Committee minutes, have been received.

**6. DELEGATE****6.1 CRESTON VALLEY MINOR BASEBALL ASSOCIATION**

Adam Bourdon and Nathan Hennigar from Creston Valley Minor Baseball League presented their request for existing field updates in order to have a facility that is suitable for hosting tournaments for teams in the surrounding areas.

Discussion around another location that would be more appropriate to have four (4) baseball diamonds back to back has been an ongoing discussion for many years.

Drainage in the current location is problematic during rainy seasons.

The Committee suggested a growth maintenance and co-operative agreement with Staff as well as to present to the Committee more information and funding sources in the future.

Nathan and Adam answered the Committee's questions.

## **6.2 CRESTON VALLEY TENNIS CLUB**

Robin Douville and Chris Perkin from the Creston Valley Tennis Club presented their plan for future development of Kinsman Park consisting of four (4) Tennis courts and four (4) Pickle ball courts and/or Multi-purpose courts. They will be applying for a grant through Columbia Basic Trust (CBT). The Town of Creston has agreed to a land use agreement for a portion of Kinsman Park for future development of the Tennis Club proposal. The Tennis Club is looking for guidance from Staff in applying for grants.

Chris and Robin answered the Committee's questions.

## **6.3 CRESTON COMMUNITY AUDITORIUM SOCIETY**

Jason Smith, Board Member and Brenda Draper, President from the Creston Community Auditorium Society, requested that the Committee support the Auditorium Society as they move forward with their grant application for Community Works Fund to subsidize an upgrade to cost efficient LED lighting in the Auditorium.

Jason and Brenda answered the Committee's questions.

## **7. STAFF REPORTS**

### **7.1 CRESTON VALLEY FIRE: QUARTER 2 REPORT**

The Committee Report from Jared Riel, Creston Fire Chief, re: Creston Valley Fire: 2nd Quarter Report 2024, has been received.

Jared Riel, Creston Fire Chief, provided an overview to the Committee regarding the 2024 Second Quarter Report (Q2). Lawn and weed control done this quarter, provided by a local contractor. Jared shared that Engine 41 and Command 41 vehicles needed repairs this past quarter, which they prioritized and completed.

Jared answered the Committee's questions.

### **7.2 CRESTON AND DISTRICT COMMUNITY COMPLEX REPORT**

Craig Stanley, Regional Manager Operations and Asset Management, provided an overview of the report to the Committee.

Discussion re: Creston Education Centre (CEC) lease agreement to allow the use of the CEC to the Conseil Scolaire Francophone de la Colombie-Britannique (CSF) was discussed.

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

That the resolution 375/24, being:

*That the Board direct staff to enter into a Memorandum of Understanding with the Town of Creston to amend the lease for the use of the Creston Education Centre and that the Board Chair and Corporate Officer be authorized to sign;*

BE RESCINDED.

**Carried**

## **8. NEW BUSINESS**

### **8.1 DISCUSSION ITEM: CRESTON VALLEY FALL FAIR SOCIETY**

Tom Dool presented a request to the Committee to provide transportation for the Creston Valley Fall Fair from Creston Valley Transit service during the Creston Valley Fall Fair. Director Jackman suggested that the report be amended to a maximum service fee of \$1000.

Moved and seconded,  
And resolved:

That the Creston Valley Services Committee support the use of the Creston Valley Transit Service to provide fare free transportation between the Creston and District Community Complex (CDCC) and Creston Flats Stables during the Creston Valley Fall Fair.

**Carried**

## **9. OLD BUSINESS**

### **9.1 REVIEW ACTION ITEM LIST**

The Committee would like to remove Item #6 - Maintaining washroom facilities and garbage disposal at Martell Beach as well as Item # 10 - Martell Beach boat access from the Action List as these items are completed.

## **10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:16 a.m.

A member of the public inquired about who is maintaining the fire hydrants in the Town of Creston.

Suggestion of approaching Wynndel Irrigation District for this service.

## 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;

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

**Carried**

### 11.2 Recess of Open Meeting

Moved and seconded,

And resolved:

The Open Meeting be recessed at 11:19 in order to conduct the Closed In Camera meeting.

**Carried**

## 12. NEXT MEETING

The next Creston Valley Services Committee meeting is scheduled for September 5, 2024 at 9:00 a.m.

## 13. ADJOURNMENT

Moved and seconded,

And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:25 p.m.

**Carried**

Digitally Approved by

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Arnold DeBoon, Chair



## WATER SERVICES COMMITTEE Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, August 7, 2024 at 9:00 am PST through a hybrid meeting model.

Quorum was maintained throughout the meeting.

<b>ELECTED OFFICIALS</b>	<b>Director T. Newell</b>	<b>Area F (2024 Committee Chair)</b>	In-Person
<b>PRESENT:</b>	Director G. Jackman	Area A	In-Person
	Director R. Tierney	Area B	
	Director K. Vandenberghe	Area C	
	Director A. Watson	Area D	
	Director C. Graham	Area E	
	Director H. Cunningham	Area G	
	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
	C. Gainham	Utility Services Manager	
	A. Divlakovski	Water Operations Manager	In-Person
	E. Senyk	Water Services Liaison	In-Person
	E. Clark	Meeting Coordinator	In-Person

### 1. ZOOM 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://rdck-bc-ca.zoom.us/j/95493679077?pwd=x0hFRE0sb4o2OJ3zuq9INmQUcrguN.1&from=addon>

**Join by Phone:**

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

**Meeting ID:** 954 9367 9077

**Meeting Password:** 444070

**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 9:00 am.

**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 August 7, 2024 Water Services Committee meeting be adopted as circulated.

**Carried**

**2.3 Receipt of Minutes**

The June 5, 2024 Water Services Committee minutes, have been received.

**3. 2024 WATER AND WASTEWATER SYSTEM ACQUISITION POLICY**

The July 29, 2024 Committee Report from Chris Gainham, Utility Services Manager, regarding the adoption of the 2024 Water & Wastewater System Acquisition Policy, has been received.

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

That the Board adopt the 2024 Water and Wastewater System Acquisition Policy, and rescind Water and Wastewater System Acquisition Policy No. 600-03-04 (2012), effective immediately.

**Carried**

**4. CRESTON VALLEY ALTERNATIVE WATER SOURCE FEASIBILITY STUDY**

Chris Gainham, Utility Services Manager provided a verbal report on the Creston Valley Alternative Water Source Feasibility Study.

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

The July 26, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update on operations, maintenance and capital projects, has been received.

**6. SANCA NORTHERN PROPERTIES SERVICE ESTABLISHMENT BYLAW**

Uli Wolf, General Manager of Environmental Services provided a verbal report on the Sanca Northern Properties third reading at Board to remove properties from the Service establishment Bylaw.

**7. JUNE 2024 UTILITIES SERVICES STATEMENTS**

The June 2024 Summary of Utility Services Financial Statements, Budget and Expenditures to date, have been received.

**8. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 9:45 am.

**9. ADJOURNMENT**

**Moved** and Seconded,  
And Resolved:

The August 7, 2024 Water Services Committee meeting adjourned at 9:49 am.

**Carried**

CERTIFIED CORRECT

Approved by

\_\_\_\_\_  
Director T. Newell  
2024 Water Services Committee Chair



**BOARD RECOMMENDATIONS AS ADOPTED AT THE AUGUST 7, 2024 WATER SERVICES COMMITTEE MEETING**

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**RECOMMENDATION #1**

That the Board adopt the 2024 Water and Wastewater System Acquisition Policy, and rescind Water and Wastewater System Acquisition Policy No. 600-03-04 (2012), effective immediately.



**Chapter:** Environmental Services

**Section:** Utility Services

**Subject:** Water and Wastewater System Acquisition Policy

<b>Board Resolution:</b>	[Board resolution number]	<b>Established Date:</b>	[Date of policy]	<b>Revised Date:</b>	[Revised date of policy]
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## POLICY:

### PURPOSE:

The purpose of this policy is to guide the acquisition of existing water and wastewater systems within the boundaries of the Regional District of Central Kootenay (RDCK) that are not currently owned/operated by the RDCK, but are seeking transition to RDCK ownership and operation.

This policy aligns with the Water & Wastewater System Acquisition Plan to ensure evaluation and acquisitions are conducted based on a comprehensive business case for service establishment, considering community benefits, regional impact, and sustainable growth, with a detailed assessment of the following:

- Potential community and user benefits
- Evaluation and prioritization of acquisitions
- Potential Regional District and staffing impact
- Manageable growth
- Water and wastewater systems sustainability
- Potential costs to users

Under the Local Government Act, Regional District services, including water and wastewater services, are required to be fully financially independent. Each utility is operated as a discrete service and all costs incurred by a water or wastewater service has to be fully paid-for by the benefiting users, with the exception of funds from grants, if available. As a local government, the RDCK’s mandate is to provide reliable, cost-effective services to the public that meet applicable federal and/or provincial legislation, RDCK standards, industry standards, and engineering best practice.

### SCOPE:

This policy applies to all “Requesting Utilities” located within the boundaries of the RDCK that express an interest in becoming an RDCK service. The RDCK does not seek out systems to acquire – this is an applicant initiated process.



## DEFINITIONS:

**Asset Management:** The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

**Asset Management Plan:** A detailed strategic plan that outlines the maintenance, renewal, replacement, and upgrade of infrastructure over a specified period, typically 25 to 100 years, it also includes the costs, level of service and risk considerations to ensure sustainable service delivery.

**Business Plan:** A business plan is a formal written document containing the goals of a business, the methods for attaining those goals, and the time-frame for the achievement of the goals.

**Consultant System Assessment:** An evaluation conducted by an external consultant to assess the condition, regulatory compliance, and upgrade needs of a water or wastewater system.

**Evaluation Matrix:** A tool used to assess and prioritize potential system acquisitions based on user benefits, service delivery considerations, and financial implications.

**Expression of Interest (EOI):** A formal submission by a water or wastewater system indicating a desire to become a RDCK service. The EOI form is a living document that may be updated by staff from time to time and as required.

**Financial Plan:** A detailed budget outlining the expected revenues, expenses, and funding requirements for the new service over a specified period, typically five years.

**Infrastructure Replacement Timeline:** A schedule that outlines when specific infrastructure components need to be replaced or upgraded to maintain service levels and regulatory compliance.

**Requesting Utility:** The Utility providing water or wastewater services making an application to be acquired by the RDCK. This may be an Improvement District, strata corporation or other form of ownership/governance.

**System Transfer Agreement:** A legal agreement between the RDCK and the service representatives to transfer ownership and responsibility of the system to the RDCK.

**Water and Wastewater Systems Acquisition Plan** – A Board approved written document that provides a detailed description of the acquisition process, information and data requirements, business and financial considerations, for a Requesting Utility to become a RDCK Service.

## POLICY:

The RDCK Water and Wastewater System Acquisition Policy outlines the procedures and criteria for the acquisition of water and wastewater systems within the RDCK boundaries. This policy is designed to ensure that acquisitions are conducted in a manner that maximizes community benefits, ensures sustainable service delivery, aligns with RDCK's strategic goals and aligns with organizational capacity including staffing and workloads. The policy encompasses eligibility requirements, service levels, financial requirements and expectations, evaluation and prioritization criteria, public consultation processes, system assessment guidelines, approval procedures, and system transfer protocols. The policy aims to provide a transparent and traceable decision making framework, and an equitable and systematic approach to integrating new systems into the RDCK; ensuring that all acquisitions support the long-term sustainability and resilience of RDCK owned water and wastewater services in the region.

The following outlines the general process, steps, requirements, dependencies and milestones for a requesting utility to become a RDCK service:

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**Eligibility and Expression of Interest:**

- **Eligibility:** Any water or wastewater system within RDCK boundaries can submit an Expression of Interest (EOI) to become a regional service.
- **Expression of Interest Submission:** EOIs must be submitted using the form provided in Appendix A of the Acquisition Plan. EOIs can be submitted at any time, but submissions may be considered the following year.
- **Public Meeting:** A public meeting will be held during the EOI submission period to share information on the process, expectations, and standards for becoming a RDCK service.

**Service Levels and Financial Expectations:**

- **Financial Independence:** New services must be financially independent, with all costs borne by benefiting users unless grant funding is available.
- **Service Levels:** New acquisitions must ultimately meet RDCK standards. Plans must be implemented to address water quality, public health, safety, and environmental regulatory compliance.
- **Asset Management Plans:** Plans must identify required infrastructure replacement or upgrade timelines, estimated capital costs, and annual contributions to reserves.
- **Funding and Approval:** Service establishment bylaws, parcel tax bylaws, and borrowing bylaws (if required) must accommodate adequate funding levels for maintenance, upgrades, and replacements. Elector Approval must be obtained before service creation.

**System Assessment:**

- **Consultant Assessment:** A consultant will conduct a comprehensive system assessment, including a 25-year and 100-year asset management plan, and a 10-year upgrade plan with budgetary cost estimates. The scope of work for the assessment is provided in Appendix B of the Water and Wastewater Systems Acquisition Plan.

**Evaluation and Prioritization:**

- **Evaluation Criteria:** Systems will be evaluated by RDCK staff based on criteria established in the Plan.  
**Selection and Timing:** Selection will consider the potential service area, user benefit, financial considerations, and manageable growth. The RDCK will acquire only one or two Requesting Utilities per year. The acquisition process is expected to take 1.5 – 2.5 years.

**Public Consultation:**

- **Communication Lead:** Interested systems must assign an authorized individual as their communications lead to liaise with the RDCK and provide information to their community.
- **Public Meetings:** Public meeting will be held to provide detailed information on the acquisition process, system assessment findings, financial implications, and public approval process.

**Approval Process:**

- **Water Services Committee Review:** The Water Services Committee will review recommended systems for formal application and make recommendations to the Board.
- **Board Decision:** The RDCK Board of Directors will decide whether to proceed, pause, or terminate the acquisition process based on staff recommendations, public consultation results, and detailed reporting, including draft service establishment bylaws and financial plans.



Number: 600-03-09  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

- **Formal Application and Bylaws:** If approved, staff will prepare the necessary bylaws (service establishment, parcel tax, regulatory) and a preliminary five-year financial plan for Board consideration.

**Elector Approval:**

- **Approval Methods:** Elector Approval can be obtained through an assent vote (referendum) or Electoral Area Consent (petition), as governed by the Local Government Act and Community Charter.
- **Approval Costs:** The cost of the Elector Approval process will be covered by the RDCK but ultimately passed on to the benefiting service if acquisition is approved.

**System Transfer:**

- **Transfer Agreement:** An asset transfer agreement will be executed between the RDCK and authorized service representatives.
- **Final Transfer Activities:** Administrative, operational, and regulatory compliance procedures will be established before the final transfer. This includes setting up financial and billing systems, GIS mapping, drafting operation and maintenance procedures, scheduling maintenance activities, ensuring regulatory compliance, and establishing or transferring statutory right of ways.
- **Board Adoption of Rates:** The Board will adopt system rates as part of the annual Utilities Fees and Charges Bylaw update.

**RELATED LEGISLATION:**

- Drinking Water Protection Act
  - Water Sustainability Act
  - Utilities Commission Act
  - Local Government Act
  - Community Charter
-



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

Tuesday, August 13, 2024 at 1:00 p.m.  
RDCK Hybrid Meeting

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### COMMITTEE MEMBERS PRESENT

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

### COMMITTEE MEMBERS ABSENT

Director T. Newell	Electoral Area F
Director A. Davidoff	Electoral Area I

### GUEST

Director K. Page	City of Nelson
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### STAFF PRESENT

M. Morrison	Manager of Corporate Administration
S. Sudan	General Manager of Development and Community Sustainability Services
P. Marshall-Smith	Sustainability Planner
A. Leffelaar	Climate Action Intern
D. Ditson	Community Resilience Coordinator
S. Kindred	Administrative Assistant, Development & Community Sustainability Services

**1. ZOOM 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 PST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/96614743953?pwd=YGwftMbOe4oDp5V3QdtQ5n5bLjfl9H.1&from=addon>

**Join by Phone:**

- 1 778 907 2071 Canada
- 833 955 1088 Canada Toll-free

**Meeting ID:** 966 1474 3953

**Meeting Password:** 947510

**In-Person Location:**

RDCK Boardroom  
202 Lakeside Drive  
Nelson, BC

**2. CALL TO ORDER**

Chair Main called the meeting to order at 1:05 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 August 13, 2024, Community Sustainable Living Advisory Committee meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The June 18, 2024 Community Sustainable Living Advisory Committee minutes, were received.

**6. STAFF REPORT**

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

The Committee Report dated August 18, 2024 from Paris Marshall Smith, Sustainability Planner, was received.

**DIRECTOR PRESENT** Director Vandenberghe joined the meeting at 1:13 p.m.

That Director Keith Page have freedom of the floor.

**7. OLD BUSINESS**

**7.1 FOR DISCUSSION: COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE TERMS OF REFERENCE UPDATE**

The Committee Report dated July 24, 2024 from Paris Marshall Smith, Sustainability Planner, was received.

Moved and seconded,

**MOTION ONLY**

That the Board direct staff to amend the Community Sustainability Living Advisory Committee Terms of Reference to a Committee Bylaw,

AND FURTHER to prepare a CSLAC project fund administrative policy for the Community Sustainability Living Advisory Committee.

Moved and seconded,

And resolved:

**AMENDMENT TO THE MOTION**

That the foregoing motion, being:

*That the Board direct staff to amend the Community Sustainability Living Advisory Committee Terms of Reference to a Committee Bylaw,*

*AND FURTHER, to prepare a CSLAC project fund administrative policy for the Community Sustainability Living Advisory Committee.*



be amended by replacing “amend the”, with “draft a” and “Terms of Reference to a Committee Bylaw” with “Bylaw to replace the Terms of Reference”; replace “to” with “that staff” and “administrative policy for the Community Sustainability Living Advisory Committee” with “policy”, thus reading:

*That the Board direct staff to draft a Community Sustainability Living Advisory Committee Bylaw to replace the Terms of Reference;*

*AND FURTHER, that staff prepare a Community Sustainability Living Advisory Committee project fund policy.*

**Carried**

Moved and seconded,  
And resolved:

**MAIN MOTION**

That the Board direct staff to draft a Community Sustainability Living Advisory Committee Bylaw to replace the Terms of Reference;

AND FURTHER, that staff prepare a Community Sustainability Living Advisory Committee project fund policy.

**Carried**

**RECESS/**

The meeting recessed at 2:05 p.m. for a break and reconvened at 2:12 p.m.

**RECONVENED**

**DIRECTOR ABSENT**

Director Vandenberghe left the meeting at 2:19 p.m.

**7.2 FOR DISCUSSION: 2023 STATE OF CLIMATE ACTION (SOCA)**

The Board Report dated May 24, 2024 from Paris Marshall smith, Sustainability Planner, was received.

**8. NEW BUSINESS**

**8.1 FOR DISCUSSION: 2024 AGE-FRIENDLY COMMUNITIES GRANTS**

The Committee Report dated July 24, 2024 from Paris Marshall Smith, Sustainability Planner, was received.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board direct staff to submit an application to the 2024 Age-friendly Communities Grants for the Regional Mobility Working Group in the amount of \$25,000;

AND FURTHER, if successful, grant funds be allocated to the A108 Development Services and the previously allocated \$15,000 Local Government Climate Action Program funding (res 384/24) be returned to S100 reserve;

AND FURTHER, that staff be authorized to enter into a contribution agreement with BC Healthy Communities should the RDCK be awarded funding.

**Carried**

**9. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at 2:48 p.m.

**10. NEXT MEETING**

The next Community Sustainable Living Advisory Committee meeting is scheduled for October 15, 2024 at 1:00 p.m.

**11. ADJOURNMENT**

Moved and seconded,  
And resolved:

The Community Sustainable Living Advisory Committee meeting be adjourned at 2:51 p.m.

**Carried**

Approved by

---

Leah Main, Chair



**1. WEBEX REMOTE MEETING INFO**

**Join by Meeting Link:**

<https://rdck-bc-ca.zoom.us/j/94704262288?pwd=h2JwBANvOVMLEjX8bSQcCthMUAjLAo.1&from=addon>

**Meeting Code:** 947 0426 2288

**Meeting Passcode:** 731144

**Join by Phone:**

+1 778 907 2071 Canada

833 703 8985 Canada Toll-free

**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**

Chair 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:

That Item INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL (ICI) RECYCLING CONTRACT be added as a late item to the agenda.

**Carried**

**Adoption of the Agenda**

**Moved** and seconded,

And resolved:

The Agenda for the August 14, 2024 Joint Resource Recovery Committee meeting be adopted as amended.

**Carried**

**2.3 Receipt of Minutes**

The July 14, 2024 Joint Resource Recovery Committee Minutes have been received.

**3. TOWN OF CRESTON SEPTAGE RECEIVING FACILITY SERVICE**

The August 7, 2024 Committee Report from Todd Johnson, Environmental Coordinator regarding the Town of Creston Septage Receiving Facility Service, has been received.

**4. EXTENDED PRODUCER RESPONSIBILITY PROGRAM CONCERNS**

Amy Wilson, Resource Recovery Manager provided an update on the letter currently being drafted to the Province to address Extended Producer Responsibility (EPR) program concerns.

The following item has been received:

- Draft letter regarding Extended Producer Responsibility Programs in the RDCK.

**Moved** and seconded,

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

That the Board send the letter as drafted to the Ministry of Environment and Climate Change Strategy regarding the Extended Producer Responsibility Programs in the RDCK.

**Carried**

**RECESS / RECONVENE** The meeting recessed at 2:25pm for a break and reconvened at 2:36pm.

**5. GROHMAN NARROWS TRANSFER STATION EXPANSION CONTRACT AWARD**

The August 7, 2024 Committee Report from Jeannine Bradley, Project Manager on the award of the Grohman Narrows Transfer Station Expansion Contract Award, has been received.

**Moved** and seconded,

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

That Resolution #351/24 being:

*That the Board approve the RDCK enter into a Consulting Services Agreement with Ward Engineering and Land Surveying Ltd. for the Grohman Narrows Transfer Station Expansion Project and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$88,275.00 plus GST with the fund of the project coming from Service A11& Recycling Program – Central Subregion.*

BE RESCINDED.

**Carried**

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

*That the Board approve the RDCK enter into a Consulting Services Agreement with Ottotod Engineering Corporation for the Grohman Narrows Transfer Station Expansion project, and that the Chair and Corporate Office be authorize to sign the necessary documents to a maximum value of \$60,609.00 plus GST;*

AND FURTHER, that the costs be paid from Service A117 Recycling Program – Central Subregion.

**Carried**

**6. INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL (ICI) RECYCLING CONTRACT**

Amy Wilson, Resource Recovery Manager will provide verbal report on the proposed ICI Recycling Contract with Waste Management (WM) of Canada.

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

*That the Board approve the indemnification provisions included within Agreement No. 23-2023 ENV (Provision of collection, transportation and marketing of Industrial, Commercial and Institutional Old Corrugated Cardboard) to the effect of indemnifying Waste Management of Canada against losses that may result from the actions of the RDCK.*

**Carried**

**7. PUBLIC TIME**

The Chair called for questions from the public and members of the media 2:52 pm.

No questions from the media or the public.

**8. ADJOURNMENT**

**Moved** and seconded,  
And resolved:

The Joint Resource Recovery Committee meeting adjourned at 2:53 pm.

**Carried**

CERTIFIED CORRECT

Approved by  
G. Jackman, Chair



August 14, 2024

Joint Resource Recovery Committee Meeting

**BOARD RESOLUTIONS AS ADOPTED AT THE AUGUST 14, 2024 JOINT RESOURCE RECOVERY COMMITTEE MEETING**

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**RECOMMENDATION #1**

That Resolution #351/24:

*That the Board approve the RDCK enter into a Consulting Services Agreement with Ward Engineering and Land Surveying Ltd. for the Grohman Narrows Transfer Station Expansion Project and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$88,275.00 plus GST with the fund of the project coming from Service A11& Recycling Program – Central Subregion.*

BE RESCINDED.

**RECOMMENDATION #2**

*That the Board approve the RDCK enter into a Consulting Services Agreement with Ottotod Engineering Corporation for the Grohman Narrows Transfer Station Expansion project, and that the Chair and Corporate Office be authorize to sign the necessary documents to a maximum value of \$60,609.00 plus GST;*

AND FURTHER, that the costs be paid from Service A117 Recycling Program – Central Subregion.

**RECOMMENDATION #3**

*That the Board approve the indemnification provisions included within Agreement No. 23-2023 ENV (Provision of collection, transportation and marketing of Industrial, Commercial and Institutional Old Corrugated Cardboard) to the effect of indemnifying Waste Management of Canada against losses that may result from the actions of the RDCK.*

**RECOMMENDATION #4**

*That the Board send the letter as drafted to the Ministry of Environment and Climate Change Strategy regarding the Extended Producer Responsibility Programs in the RDCK.*



# Director's Report

Garry Jackman – Area A – Wynndel/East Shore  
Kootenay Lake

**Report Date:** August 5, 2024

## Columbia Basin Regional Advisory Committee (CBRAC)

I was able to listen in to most of the July 17<sup>th</sup> presentation (from noon to 1pm) for CBRAC members on the screening of the award-winning Bringing the Salmon Home documentary, followed by discussion with representatives of Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative. It was a good overview of the importance of salmon and for me helps frame the need for the renewed Columbia River Treaty to consider and mitigate the environmental impacts of the hydro and flood control projects.

BC Hydro will be hosting another update on the lower Columbia operations, including Duncan dam, on the morning of August 12<sup>th</sup> as well as hosting an open session for the public in the evening of August 14<sup>th</sup>. I registered for both, appreciating the smaller CBRAC forum but also being able to listen to questions and concerns from the public during the open sessions.

As an agreement-in-principle (AIP) has been reached between Canada and the U.S. that creates a roadmap for modernizing the Columbia River Treaty, CBRAC members were provided with an AIP Briefing on Thursday, July 18 from 12pm – 1pm Pacific Time. Over the coming weeks the focus will be on how to structure community outreach, including community meetings, in the fall to provide additional information and receive public feedback on the AIP. For now, look for the [AIP page](#) on the B.C. CRT website which contains a summary of the AIP and answers to frequently asked questions. I noted that one link I had been providing for updates is not currently up to date and did not provide information on the agreement in principle. Now I recommend you go to <https://engage.gov.bc.ca/columbiarivertreaty/sign-up/> for updates and to sign up to receive the newsletters directly for the CRT negotiations.

All Kootenay residents may be interested in the activities of the International Joint Commission (IJC) Board. As I have noted in the past, the IJC Board is being expanded and their mandate is being reviewed. Late afternoon on August 6<sup>th</sup> the IJC scheduled a session on the impacts of pollution on the Elk River and downstream watercourses. I signed up for this session and should be able to provide information next month.

## Regional Connectivity Committee (RCC)

The next meeting will be held on August 29<sup>th</sup>.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)





**Garry Jackman**  
Director of Electoral Area A – Wynndel/  
East Shore Kootenay Lake

July 30, 2024

Community Prosperity Fund  
Dear Evaluation Committee,

**RE: Letter in support of the Creston Non-Profit Housing Collective’s funding application to the Community Prosperity Fund**

I am pleased to endorse the Creston Non-Profit Housing Collective’s application for funding to strengthen their partnership and secure an operations manager.

As the fifth term Director on the RDCK Board for Area A – Wynndel/East Shore Kootenay Lake, I have seen several local volunteer associations struggle over the years to pull together some very needed projects, as well as to continue to operate the existing projects such as Bluebell Manor in Riondel and a number of facilities in Creston. Despite the efforts of these groups, the need for non-market housing in the Creston Valley and along the east shore of Kootenay Lake has intensified post-pandemic, leaving vulnerable households at greater risk of housing instability and energy poverty. Volunteer-run housing organizations, historically under-resourced, can no longer sustainably manage the complex and multi-faceted demands of housing provision.

In early 2024, four of Creston’s housing providers formed the Creston Non-Profit Housing Collective (the Housing Collective) to pool resources in a bid to move towards greater sustainability. The partners are now at a critical juncture as regards the continuation of their collaboration. A funding award from the Community Prosperity Fund would provide crucial support to this collaborative effort by allowing the Housing Collective to pivot from a volunteer-based operating model to the professional delivery of non-profit housing services. This would be a first for our community and a vital step forward in combating housing insecurity in the wider Creston Valley.

Securing an operations manager is crucial to formalize the collaboration of the Housing Collective partners and to ensure efficient housing service delivery, thereby supporting community vitality through expanded housing options in Creston Valley. For these reasons, I fully support a funding award to the Housing Collective.

If you have any questions or want further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Garry Jackman".

Garry Jackman  
RDCK Director Area A – Wynndel/East Shore Kootenay Lake

cc:  
Angela Lund – RDCK Deputy Corporate Officer



**Cheryl Graham**  
Director of Electoral Area E

File No. Backpack Lending

July 9, 2024

**RE: Letter of Support for Harrop-Procter's Watershed Protection Society for the "Nature Discovery Learning Backpack lending library" Grant Application**

To Whom It May Concern:

I am pleased to provide a letter of support for the Harrop-Procter Watersheds Protection Society (Watersheds Canada) application for funding for a new Nature Discovery Backpack lending library.

I am the Area Director for Electoral Area E of the Regional District of Central Kootenays where the Harrop-Procter Watershed is located.

Pending a successful grant application, the following will be available through the Nature Discovery Backpack program:

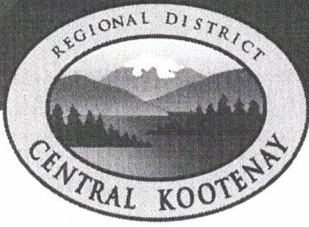
1. Free Nature Discovery Learning Backpacks which contain all materials needed for students to engage with their local environment. These Backpacks will include items such as lessons, mini water test kits, identification guides, binoculars, and more;
2. Staff support from Watersheds Canada; and
3. An in-person workshop will be delivered in your area to engage students and families in using the tools in their Backpacks. These workshops will be organized in partnership with Watersheds Canada staff and Harrop-Procter Watershed Protection Society, and other interested volunteers and community members and groups.

The RDCK fully supports the backpack Lending Library and is pleased to provide an In-kind donation of advertising the backpack program to our community through our local Area E Community E-Newsletter which is widely read across the Area.

If you have any questions regarding our support for the proposed project, please feel free to contact me.

Sincerely,

Cheryl Graham  
Director, Electoral Area E



**Walter Popoff**  
Director of Electoral Area H

File No. 240806

August 6, 2024

Trevor Kanigan  
Selkirk Truss (2010) Ltd.  
& Gold Island Forest Products Ltd.  
[Trevor@SelkirkTruss.com](mailto:Trevor@SelkirkTruss.com)

Dear: Mr Kanigan

**RE: Selkirk Truss (20210) Ltd. Expansion Project**

Please consider this as my letter of support for your grant application to the BC Manufacturing Jobs Fund to expand and improve your engineered wood products operation in the Playmor Junction area of the Slocan Valley.

As Area H (Slocan Valley) Director, I am happy to see well-planned investment in the expansion of your product line that will deliver an economic boost to our rural region and impact positively the local community in job creation and new home construction.

I look forward to seeing this project progress and thank you for considering my letter of support for this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Popoff".

Walter Popoff  
Regional District of Central Kootenay  
Area H (Slocan Valley)

**Angela Lund**

---

**To:** Mike Morrison  
**Cc:** Stuart J. Horn  
**Subject:** RE: UBCM seeks member feedback on protocol with First Nations Leadership Council

**From:** Raelene Adamson <[ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)>

**Sent:** August 7, 2024 11:20 AM

**To:** Mike Morrison <[MMorrison@rdck.bc.ca](mailto:MMorrison@rdck.bc.ca)>

**Subject:** UBCM seeks member feedback on protocol with First Nations Leadership Council

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

## UBCM seeks member feedback on protocol with First Nations Leadership Council

### PLEASE DISTRIBUTE ACCORDINGLY

UBCM and the First Nations Leadership Council are working on drafting a Relationship Protocol. In accordance with UBCM's Executive policies, we are inviting UBCM members to vet this initiative by indicating whether they do or do not support this initiative. The Protocol is a nonbinding agreement, and its purpose is to promote dialogue, build relationships between local governments and First Nations, and advance reconciliation and collaboration on specific initiatives.

In September 2023, members of the UBCM Executive met with the First Nations Leadership Council and discussed the opportunity of entering into an MOU together. The First Nations Leadership Council (FNLC) is comprised of the political executives of the BC Assembly of First Nations (BCAFN), First Nations Summit (FNS), and the Union of BC Indian Chiefs (UBCIC). Together they represent all First Nations in BC. Establishing a formalized relationship with the FNLC is a natural progression for UBCM as we currently have a Protocol on Cooperation and Communication with FNS, under which we administer the Community to Community Forum program. The proposed Relationship Protocol does not replace UBCM's longstanding relationship and Protocol with FNS, which represent those First Nations in BC who are part of the BC Treaty Process.

Over the last few months, under the direction of the UBCM Indigenous Relations Committee and with support from the UBCM Executive, staff have been working with the First Nations Leadership Council to develop a draft protocol. UBCM members have shown that advancing reconciliation is important to them by passing resolutions supporting action

In September 2023, members of the UBCM Executive met with the First Nations Leadership Council and discussed the opportunity of entering into an MOU together. The First Nations Leadership Council (FNLC) is comprised of the political executives of the BC Assembly of First Nations (BCAFN), First Nations Summit (FNS), and the Union of BC Indian Chiefs (UBCIC). Together they represent all First Nations in BC. Establishing a formalized relationship with the FNLC is a natural progression for UBCM as we currently have a Protocol on Cooperation and Communication with FNS, under which we administer the Community to Community Forum program. The proposed Relationship Protocol does not replace UBCM's longstanding relationship and Protocol with FNS, which represent those First Nations in BC who are part of the BC Treaty Process.

Over the last few months, under the direction of the UBCM Indigenous Relations Committee and with support from the UBCM Executive, staff have been working with the First Nations Leadership Council to develop a draft protocol. UBCM members have shown that advancing reconciliation is important to them by passing resolutions supporting action on the Truth and Reconciliation Commission's Calls to Action, UNDRIP and Missing and Murdered Indigenous Women and Girls Calls for Justice. Entering into a Protocol with FNLC, provides UBCM with greater opportunities for proactive collaboration with Indigenous leadership as the Province implements UNDRIP.

As prescribed by section 4.1(c) of UBCM's Executive policies, all proposals for new MOU's or agreements must be vetted by the membership. Our intent is to sign the Relationship Protocol on September 16<sup>th</sup> at the Province-wide Community to Community Forum. Like UBCM, the First Nations Leadership Council is also undertaking their own internal vetting process with their membership.

**ASK:** UBCM is asking the membership, do you or do you not support this initiative? Please provide one response from your community via your CAO by August 28<sup>th</sup>. Your response can be emailed to Marlene Wells at UBCM at [mwells@ubcm.ca](mailto:mwells@ubcm.ca).

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Union of BC Municipalities | 60-10551 Shellbridge Way | Richmond, BC V6X 2W9 CA

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## Angela Lund

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**From:** EAO Act Review EAO:EX <EAO.ActReview@gov.bc.ca>  
**Sent:** July 10, 2024 9:17 AM  
**Cc:** EAO Act Review EAO:EX  
**Subject:** Notification to Municipal Governments: Upcoming Engagement  
**Attachments:** 410993 - Act Review Notification Letter - Municipal Governments - FINAL.pdf

You don't often get email from eao.actreview@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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Good Morning,

Please see the attached correspondence on behalf of Assistant Deputy Minister Chris Trumpy, notifying you that the B.C. Environmental Assessment Office is preparing to undertake a review of the *Environmental Assessment Act*, which will begin in late 2024.

If you have any questions or comments, please email us at [EAO.ActReview@gov.bc.ca](mailto:EAO.ActReview@gov.bc.ca).

Thank you,

**HANNAH TOROK-BOTH**

Program Assistant

Environmental Assessment Office

Government of British Columbia

OFFICE: 236-478-2883

[Twitter.com/BC\\_EAO](https://twitter.com/BC_EAO)



**The EAO respectfully acknowledges that it carries out its work on the territories of First Nations throughout British Columbia.**

*This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.*

Reference: 410993

July 10, 2024

**SENT VIA EMAIL**

To whom it may concern:

The Environmental Assessment Office (EAO) wishes to notify you of its upcoming legislative review of the [Environmental Assessment Act, 2018](#) (the Act). The Act outlines the process for conducting assessments for major projects in British Columbia that are reviewable under the Act and carrying out monitoring, compliance, and enforcement activities on those projects.

As [required by the Act](#), the Minister of Environment and Climate Change Strategy must initiate a review of the Act within five years of the Act coming into force (December 16, 2019). This means the review must begin by December 16, 2024, as seen below:



Figure 1: Timeline of the Environmental Assessment Act (2018) Act Review and Supporting Processes.

...2

As part of the review preparation phase, the EAO will be engaging with First Nations, industry associations, and other associations including the Union of BC Municipalities (UBCM), to identify potential areas of focus for the review. This initial engagement, which will take place during the summer of 2024, will focus only on issues identification so that the EAO can be sure it understands what the key issues are with the Act. The EAO will not consider making changes to the Act until after the Act Review has begun.

If you would like to notify us of any issue with the Act and/or its regulations that you have identified, please contact UBCM with this information. Once the Act Review has begun, local governments, and all other interested and affected groups, will have the chance to participate in a future round of engagement.

#### **Further information**

If you have any questions related to the Act Review or the upcoming engagement of industry associations, please contact [EAO.ActReview@gov.bc.ca](mailto:EAO.ActReview@gov.bc.ca).

Sincerely,



Chris Trumpy  
A/Chief Executive Assessment Officer and Associate Deputy Minister



## Angela Lund

---

**From:** Sydney Murphy <Sydney.Murphy@saanich.ca>  
**Sent:** July 11, 2024 11:02 AM  
**Subject:** District of Saanich UBCM Resolution  
**Attachments:** UBCM Resolution\_BC Hydro Projects.pdf

You don't often get email from sydney.murphy@saanich.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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Good morning,

Please find the attached UBCM Resolution on behalf of Saanich Council regarding BC Hydro Projects.

Thank you kindly,

Sydney Murphy  
Executive Assistant to the Mayor  
Mayor's Office  
District of Saanich  
770 Vernon Avenue  
Victoria BC V8X 2W7  
t. 250.475.5510  
e. [sydney.murphy@saanich.ca](mailto:sydney.murphy@saanich.ca)  
[www.saanich.ca](http://www.saanich.ca)

---

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOŁELP (Tsartlip), BOKÉCEN (Pauquachin), STÁUTW (Tsayout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at [Saanich.ca/spotlight](http://Saanich.ca/spotlight).



**UNION OF BRITISH COLUMBIA MUNICIPALITIES RESOLUTION REGARDING BC HYDRO PROJECTS – ESTABLISHMENT OF FUNDING FOR CLIMATE ACTION ECOSYSTEM RESTORATION**

WHEREAS the *BC Hydro and Power Authority Act* and associated statutes references other Acts within its scope, including the *Climate Change Accountability Act* and *Environmental Management Act*. Various communities have experienced that their operations do not fully comply with these Acts or the Provincial Government's Nature-Based 2030 Climate Change targets to protect land, preserve nature, and reverse diversity loss. Moreover, the Authority does not allocate a budget for adequate eco-restoration in areas where its activities have harmfully impacted biodiversity. Financial support is crucial to the success of hydro projects and the realization of provincial climate change targets;

AND WHEREAS to prepare the Province for the impacts of climate change, it is essential that BC Hydro collaborates with local governments, stakeholders, and landowners. The *BC Hydro Power and Authority Act* must also prioritize ecosystem retention in its mandate to provide affordable power while minimizing environmental impact, restoring biodiversity and in the process support local governments' Climate Action Plans;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities recommend the Provincial Government mandate an amendment to the *BC Hydro and Power Authority Act* to incorporate a budget for Climate Change Ecosystem Restoration as well as technologies that support tree retention and/or re-planting in all its projects, thus demonstrating the Provincial Government's commitment to its Nature-Based 2030 Climate Change targets.

## Angela Lund

---

**From:** WLRS DMO WLRS:EX <WLRS.DMO@gov.bc.ca>  
**Sent:** July 12, 2024 10:24 AM  
**Subject:** South-East Initiatives Secretariat Announcement (ref: 42574)  
**Attachments:** 42574 - SEI Stakeholder Letter - DM.pdf

You don't often get email from wlrs.dmo@gov.bc.ca. [Learn why this is important](#)

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Good morning,

Please find attached letter from Deputy Minister's Lori Halls and Kevin Jardine regarding the announcement of the South-East Initiatives Secretariat.

Sincerely,

Office of the Deputy Minister  
Ministry of Water, Land and Resource Stewardship



Reference: WLRS 42574 / ENV 411381

July 12, 2024

VIA EMAIL

Hello:

We are writing today to share the announcement of a new cross-ministry office the Province has established in the Southeast. Called the South-east Initiatives Secretariat (SEI Secretariat), it has been established to address the multitude of inter-related initiatives, permitting priorities, stewardship and reconciliation opportunities underway in the Southeast in a more effective and timely way.

The SEI Secretariat is a cross-disciplinary and cross-ministry team under the leadership of a dedicated Assistant Deputy Minister (ADM), Laurel Nash. While a major driver for this initiative is a more coordinated approach in managing the opportunities and challenges associated with mining in the Elk Valley, the intent is to create a structure which will enable a more wholistic and integrated approach throughout the entire region.

Comprised of ministry representatives across the Natural Resource Sector (Environment and Climate Change Strategy; Energy, Mines and Low Carbon Innovation; Water, Land and Resource Stewardship; Forests; and Indigenous Relations and Reconciliation), the SEI Secretariat will collaborate and work under one ADM to better prioritize, streamline and coordinate our work. Laurel Nash has taken on the role of Assistant Deputy Minister of the SEI Secretariat, bringing with her strong relationships with First Nations, industry and connections across the provincial government.

Should you have any immediate questions about these changes, please do not hesitate to reach out to ADM Laurel Nash ([laurel.nash@gov.bc.ca](mailto:laurel.nash@gov.bc.ca)) directly. In any event, ADM Nash will be reaching out in the next few weeks to offer the opportunity to schedule some time to discuss this new structure and the opportunities it presents.

Looking forward to our continued work together,

Lori Halls  
Deputy Minister  
Ministry of Water, Land and Resource  
Stewardship

Kevin Jardine  
Deputy Minister  
Ministry of Environment and Climate  
Change Strategy

## Angela Lund

---

**To:** Stuart J. Horn  
**Subject:** RE: ForestryWorksforBC Letter to RDCK

**From:** ForestryWorksforBC <[hello@forestryworksforbc.ca](mailto:hello@forestryworksforbc.ca)>

**Sent:** July 22, 2024 11:33 AM

**To:** Stuart J. Horn <[SHorn@rdck.bc.ca](mailto:SHorn@rdck.bc.ca)>

**Cc:** [ken.kalesnikoff@kalesnikoff.com](mailto:ken.kalesnikoff@kalesnikoff.com)

**Subject:** ForestryWorksforBC Letter to RDCK

You don't often get email from [hello@forestryworksforbc.ca](mailto:hello@forestryworksforbc.ca). [Learn why this is important](#)

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

Good morning. Please find attached a letter to the Regional District of Central Kootenay Board of Directors. The body of this email and attachments are requested to be placed on the next board meeting agenda under “correspondence”. Thank you for your time and consideration.

The ForestryWorksforBC team, on behalf of:

Ken Kalesnikoff  
President and CEO  
Kalesnikoff  
Sent via [CrossBox](#)

July 22, 2024

RDCK Board of Directors  
Regional District of Central Kootenay  
202 Lakeside Drive  
Nelson, BC,

Sent Via Email: c/o CAO Stuart Horn, [shorn@rdck.bc.ca](mailto:shorn@rdck.bc.ca)

RE: ForestryWorksforBC

Dear Central Kootenay Regional District Board Members,

We are writing to local governments across British Columbia to introduce the ForestryWorksforBC campaign, a new grassroots initiative to raise awareness about the critical role forestry plays in the well-being of rural and urban communities.

The ForestryWorksforBC campaign is a collective effort that represents over 1000 forest-based organizations and companies, including many small and medium sized and intergenerational family-owned businesses across British Columbia. We believe that a better and brighter future in this province needs a strong forest sector.

Forestry matters in every corner of B.C. From hospitals to schools, roads, and communities; forestry has been the foundation of all that we hold dear in this province. Forestry is a renewable sector – and it has been a thriving sector while harvesting just a fraction of one percent of the forest land base each year. But the future of forestry in BC is uncertain.

Harvest levels have dropped by 42% since 2018 and half of BC's mills have been lost in the last two decades. Today, harvest levels have fallen to less than 60% of the sustainable allowable annual cut (AAC) set by the province's chief forester.

When access to the AAC is unreliable, harvest levels drop, government revenues for critical services decline, and the impact reaches every British Columbian. Here are a few quotes from voices across the province:

- *"I don't see a future in my industry in BC... It kills me to leave this Province as my family all live here. My wife is a nurse... her hospital is severely understaffed and (they will) will cry to see another hole to fill."*
- *"As businesses disappear, so do the jobs and many small communities have nothing to replace them with. The communities themselves become unstable."*
- *"I am 24 years old...I used to think this was a career I could cherish but I can no longer see myself pursuing a lifelong career in forestry."*

- *“Our province is losing some of its most productive workers, successful contractors and essential investment dollars every day.”*

Through the ForestryWorksforBC campaign, people are rallying their voices to let our provincial leaders know these impacts are too much, and that without reliable and timely access to the AAC, we have a lot more to lose than mills.

The momentum is growing in communities. [Mayor Kermit Dahl of Campbell River](#) raised concerns in a public letter to the minister for forests; the [Kamloops council](#) has recognized a critical need to support forestry through a forestry-focused resolution submitted the Union of BC Municipalities convention this fall; and Lheidli T’enneh [Chief Dollen Logan and George Lampreau, chief of the Simpcw First Nation](#) near Barriere were joined by the mayors of McBride, Prince George, and Valemount to voice their concern over the crisis in the forest sector.

We ask that you include a discussion of this important topic on the next board meeting agenda and consider joining other communities in sending a letter to provincial representatives to let them know that ForestryWorks for your community too. You can see a template letter on our website at <https://forestryworksforbc.ca/send-the-message/>

We invite you to review the attached press release and visit our website to learn more. We will be following up shortly to request an opportunity to present to your board about our concerns and this important initiative.

Sincerely,



Ken Kalesnikoff  
President and CEO  
Kalesnikoff

for/ ForestryWorksforBC

Attachments/ 2

# Forestry Works for BC



Forestry matters in every corner of BC. From hospitals, schools and roads and communities; forestry has been the foundation of all that we hold dear in this province.

## A Stronger BC Needs a Stronger Forest Sector

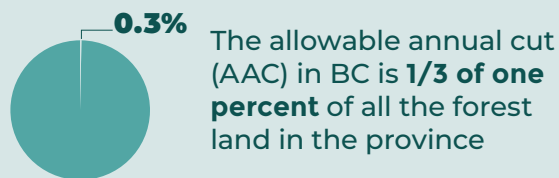
- Help with people's everyday costs
- Deliver more homes for people, faster
- Strengthen health and mental health care
- Deliver services people rely on
- Support a stronger, cleaner economy
- Build infrastructure for the future

## Get Involved

It is not trees versus jobs; its quality of life and an allowable annual cut we can all count on. It's time BC's leaders commit to **both** because **ForestryWorksforBC**.

- **Send a message to government** — by mail or on our website
- **Follow us on social media** and share the campaign with your community
- **Ask your MLA and MLA candidates how they'll help ensure** that forestry provides for BC into the future

## The Future of BC Forestry is Uncertain



...**but**...government-issued cutting permits have slowed



...**and now**...harvest levels are less than 60% of the sustainable AAC.



hello@ForestryWorksForBC.ca  
ForestryWorksForBC.ca

#ForestryWorksForBC



Take action!  
Send your MLA letter today!



## Who We Are

We are a group of forest-based organizations and companies, representing more than 1,000 businesses engaged in all aspects of British Columbia's forestry sector. We are proud to stand up for tens of thousands of workers and their families who are concerned about the future of forestry in British Columbia.



This campaign includes the voices of regular British Columbians who have sent letters to provincial leaders sharing their personal stories, as well as a range of organizations and companies that have all played a part in building British Columbia's forest sector and are committed to a better future for our province.

**\$7 Billion** of local goods and services purchased

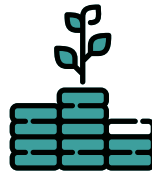


Supporting 9,900 businesses in over **340** communities and **120** Indigenous Nations and organizations\*

**\$6.6 Billion**



in annual government revenues that support essential public services and infrastructure.



**\$15.8 Billion**

Investment in BC's future by the forest sector in operations and upgrades across communities between 2013-2022.

## Forestry Supports Employment

The sector provides about nearly 50k direct jobs and supports even more.

Forestry supports 51,000+ additional jobs through supporting local business.

**48,725** Direct Jobs **100,000**

All combined, forestry supports **over 100,000** BC jobs

The Forestry Sector Supports **More than**

**\$9 Billion**

in wages, salary, and benefits.

\*Source: 2019 Regional Supply Chain Study- COFI.org

**FORESTRY  
WORKS FOR BC**

hello@ForestryWorksForBC.ca  
ForestryWorksForBC.ca

#ForestryWorksForBC



Take action!  
Send your MLA  
letter today!

## New Initiative Calls on British Columbians to Stand Up For Forestry

VANCOUVER, British Columbia, June 3, 2024 – A new grassroots initiative is encouraging British Columbians to be better informed on B.C.'s forest sector and take action through various activities including [online letters](#) and informing local governments to raise the importance of forestry to British Columbians.

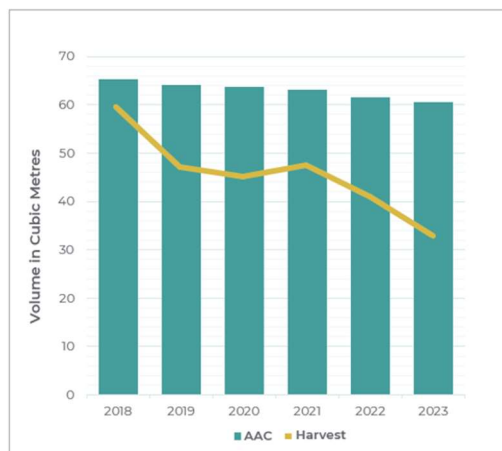
Across the province, small, medium and large forest companies, family-owned enterprises and local businesses have joined forces through ForestryWorksForBC, a new grassroots initiative to address the sectors' uncertain future and its impact on British Columbians and communities that rely on the revenues from forestry to support critical services like roads, schools, and health care.

“Forestry matters in every corner of B.C., from hospitals, schools and roads and communities; forest jobs and forest revenues have been the foundation of all that we hold dear in this province,” said Bob Brash, executive director of the Truck Loggers Association. “Ensuring reliable and timely access to the allowable annual cut (AAC) means we can build affordable, climate-friendly homes for British Columbians; and we can keep people in their homes and communities with good paying jobs.”

In the last 20 years nearly half of all B.C. sawmills have closed. Some of this is the result of natural forces like wildfire and mountain pine beetle but increasing policy changes and escalating complexity have created instability and reduced cutting permits and investment. Today harvest levels are less than 60 per of the AAC set by the Province's chief forester.

Dean Garofano, president and chief operating officer at Delta Forestry Group, has been conducting crew talks across the company and hanging posters around the mill to build momentum for the campaign. “Our workers see the lack of logs coming in, and they are concerned about the future not just for themselves but the communities they call home,” said Garofano. “This initiative gives everyone who cares about forestry and the future of this province a voice – when BC's forest sector does well, we all do better.”

**A Rapid Decline in Harvest Levels**



Source: BC AAC and Harvest Levels 2018-2023 – COFI.org

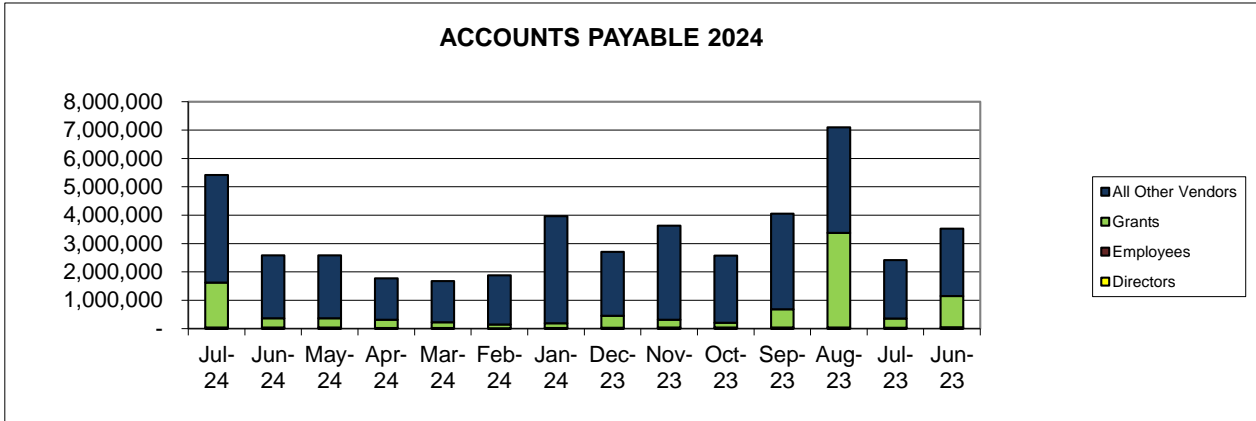
- 30 -

For More Information:

Visit: [www.forestryworksforbc.ca](http://www.forestryworksforbc.ca)

Email: [hello@forestryworksforbc.ca](mailto:hello@forestryworksforbc.ca)

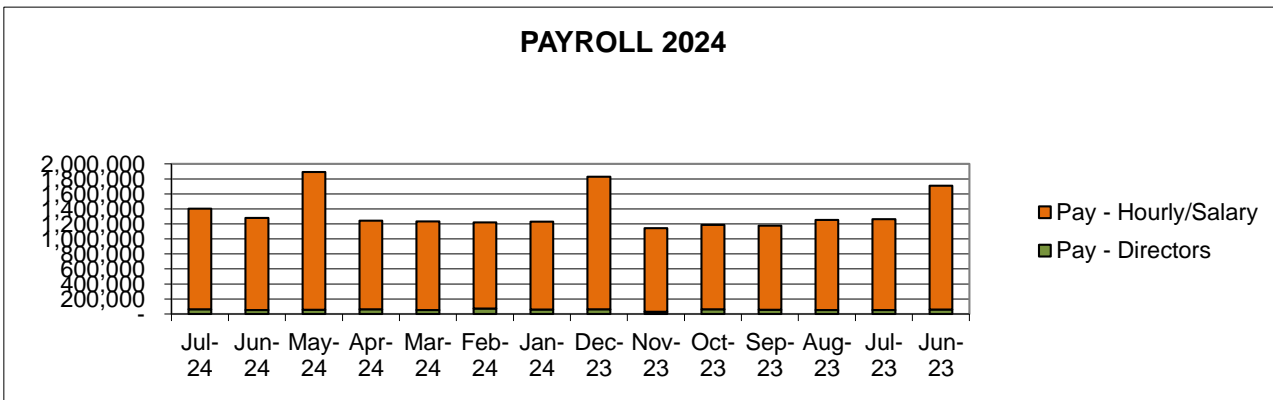
## Financial Expenditure Report for July 2024



	Number of Payments	Value	% of Total
	1,247	\$5,415,622	
<b>Top 80% of payments by value</b>	62	4,327,365	80%
<b>Remaining 20% of payments by value</b>	1,185	1,088,257	20%
<b>Total</b>		<b>\$5,415,622</b>	<b>100%</b>

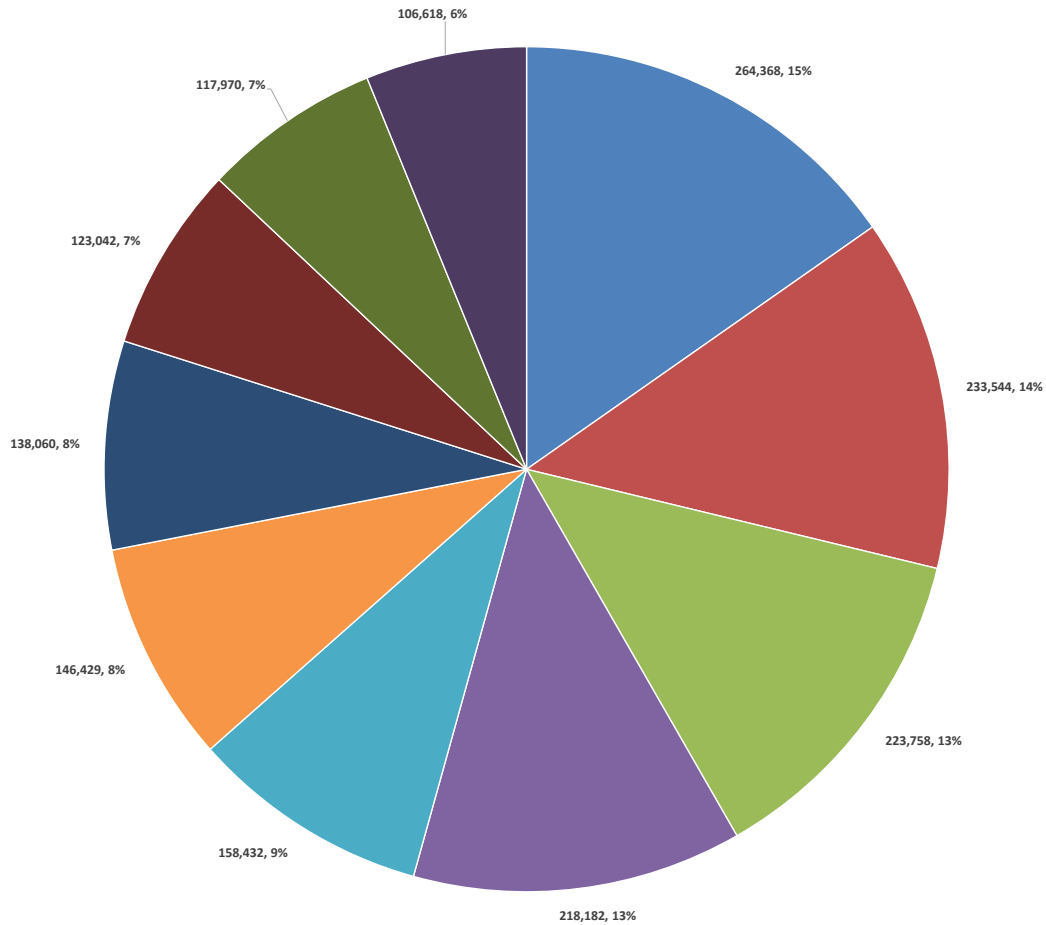
	Number of Payments	Value	% of Total
	1,247	\$5,415,622	
<b>Payments to Directors</b>	44	10,118	0.2%
<b>Payments to Employees</b>	170	31,436	0.6%
<b>Subtotal</b>		<b>41,554</b>	<b>0.8%</b>
<b>Discretionary and Community Development Grants</b>	74	1,582,651	29.2%
<b>Other Vendors</b>	959	3,791,418	70.0%
<b>Subtotal</b>		<b>5,374,069</b>	<b>99.2%</b>
<b>Total</b>		<b>\$5,415,622</b>	<b>100%</b>

Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	1140	91%	107	9%



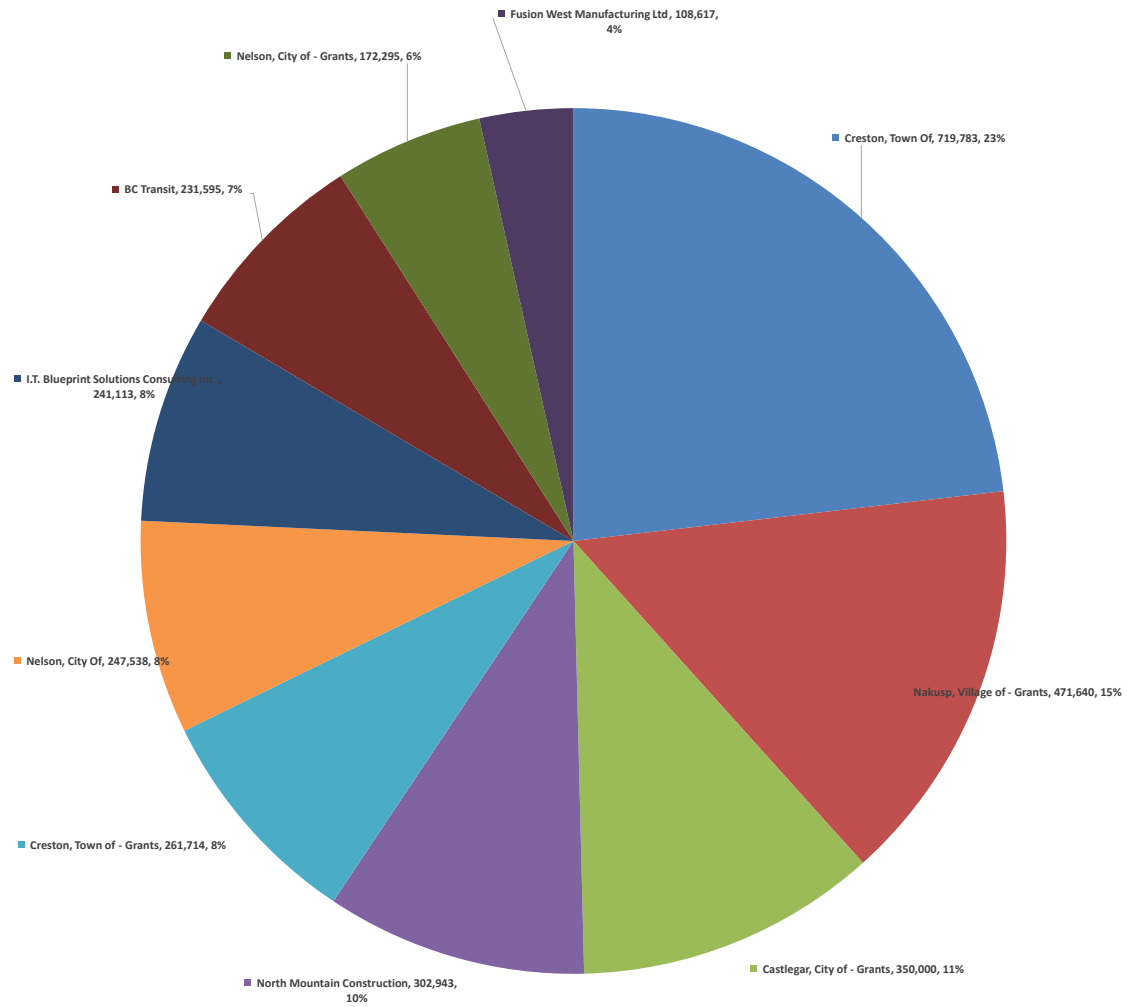
	Number of Payments	Value	% of Total
		\$1,401,661	100%
Directors		63,459	4.5%
Hourly/Salary		1,338,202	95.5%

## Top 10 Services by Amount Spent



- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slocan and Area H, I, J, and K
- Recreation Facility-Creston and Areas B, C and Area A
- General Administration
- Emergency Consolidated Services
- Refuse Disposal (East Subregion)-Creston and Areas A, B and C
- Emergency Communications 911
- Recreation Commission No.8-Slocan and Area H
- Economic Development-Area A
- Recreation Facility-Nelson and Areas F and Defined E

## Top 10 Vendors by Value



- Creston, Town Of
- Nakusp, Village of - Grants
- Castlegar, City of - Grants
- North Mountain Construction
- Creston, Town of - Grants
- Nelson, City Of
- I.T. Blueprint Solutions Consulting Inc.
- BC Transit
- Nelson, City of - Grants
- Fusion West Manufacturing Ltd

### Accounts Payable Top 80% of Payments for July 2024

Top 80% of payments by value	Number of Payments		Value
	62	\$	4,327,365
AIG Insurance Company of Canada	1	\$	51,519.00
Balfour Recreation Commission	1	\$	12,750.00
BC Transit	4	\$	231,595.48
BES-Building Energy Solutions Ltd.	1	\$	40,110.00
Bowick Electric	1	\$	18,212.25
Brenton Industries Ltd	1	\$	85,647.09
Castlegar, City Of	1	\$	22,614.35
Castlegar, City of	1	\$	350,000.00
Cathro Consulting Ltd	1	\$	27,714.75
CDW Canada Corp	1	\$	11,558.06
Creston Electric Inc.	2	\$	100,021.46
Creston Pet Adoption Welfare Society	1	\$	13,100.36
Creston Valley Blossom Festival (CVBF)	1	\$	18,193.46
Creston, Town Of	4	\$	719,783.00
Creston, Town of	5	\$	261,714.20
FortisBC - Electricity	2	\$	32,644.29
Fusion West Manufacturing Ltd	1	\$	108,616.83
GFL Environmental Inc.	1	\$	41,801.91
I.T. Blueprint Solutions Consulting Inc.	1	\$	241,113.49
Insight Canada Inc.	1	\$	14,363.23
Kan-West Roads Ltd	1	\$	28,718.66
Keefer Ecological Services Ltd.	1	\$	15,304.62
Martech Electrical Systems Ltd	1	\$	17,015.25
Morrow Bioscience Ltd	1	\$	15,216.48
Municipal Insurance Association Of BC	1	\$	21,675.00
Nakusp, Village Of	1	\$	89,529.44
Nakusp, Village of	2	\$	471,640.00
NDB Construction Ltd.	1	\$	44,194.15
Nelson Hydro	1	\$	18,529.34
Nelson, City Of	2	\$	247,538.11
Nelson, City of	3	\$	172,295.00
New Denver, Village Of	1	\$	74,175.00
New Denver, Village of	1	\$	17,852.00
North Mountain Construction	1	\$	302,942.78
Paper Crane Media Ltd.	1	\$	16,065.00
Protecting Animal Life Society (P.A.L.S.)	1	\$	24,295.14
RC Strategies Inc.	1	\$	11,124.19
Regional District of Kootenay Boundary	1	\$	23,712.74
Rocky Mountain Phoenix	1	\$	101,405.21
Royal Canadian Legion #29 Creston	1	\$	12,150.00
Salmo, Village of	1	\$	14,754.60
Tetra Tech Canada Inc.	1	\$	15,874.67
The Corporation of the Village of Salmo	1	\$	71,085.01
Total Power Limited	1	\$	40,768.00
Tremlock Properties Ltd	1	\$	38,845.03
Wild West Drilling Inc	1	\$	17,586.73

## Accounts Payable Bottom 20% of Payments for July 2024

Remaining 20% of payments by value	Number of Payments		Value
	1,185	\$	
			<b>1,088,257</b>
1162588 BC LTD	1	\$	5,000.62
1400142 BC Ltd.	1	\$	1,016.39
1445357 BC Ltd DBA: Rook Design Media	1	\$	618.24
2 Pump Paul's Gas and Snacks	1	\$	1,333.94
5 Star Services and Products Inc.	1	\$	147.00
A&G Supply Ltd	1	\$	2,771.51
A-3 Plumbing Heating & Gas Fitting Ltd	4	\$	5,247.67
ACE Courier Services	5	\$	297.27
Air Liquide Canada Inc	4	\$	327.23
All Rite Rooter Sewage Pumping Services	1	\$	372.75
Alligator Pie Catering	1	\$	758.10
ALS Canada Ltd.	3	\$	1,565.14
Alumichem Canada Inc.	1	\$	214.93
Amistoso, Ira	1	\$	75.00
Anderson, Georgina Lynn	1	\$	75.00
Andex Equipment Rentals	3	\$	1,037.77
Andrew Sheret Ltd	5	\$	3,934.75
Archibald, Katherine	1	\$	75.00
Arena Resources Corp.	2	\$	2,561.52
Arrow Glass Limited	1	\$	1,568.00
Arrow Lakes Cross Country Ski Club	1	\$	1,606.38
Arrow Mountain Carwash & Mini Storage Ltd	2	\$	6,300.00
Arrow Park Community Association	1	\$	5,562.00
Arrow Professional Landscaping	1	\$	2,625.00
Associated Engineering	3	\$	12,458.61
Associated Fire Safety Equipment	5	\$	8,303.54
Atomic Crayon	1	\$	983.87
Authorized Security Ltd.	1	\$	252.00
Automated Aquatics Canada Ltd	1	\$	1,461.95
B&L Security Patrol (1981) Ltd	1	\$	1,752.45
B.C. Scale Co. Ltd.	2	\$	2,804.69
Bailey, Ann	2	\$	275.00
Bancroft, Michael	1	\$	205.80
Barnhouse, Greg	2	\$	714.50
BC Hydro & Power Authority	2	\$	1,941.64
BC Product Stewardship Council	1	\$	500.00
BC Transit	1	\$	5,819.90
Bee Awareness Society	1	\$	621.18
Bergeron, Genevieve	1	\$	479.50
Bernhardt, Hope	1	\$	25.00
Bibby, Michael	1	\$	106.40
Big Cranium Design	1	\$	671.45
Bill's Heavy Duty Enterprises (2004) Ltd.	10	\$	16,775.59
Black Press Group Ltd	1	\$	351.72
Bodley, Peter	1	\$	75.00
Boughton Law Corporation	1	\$	2,016.00
Brandt Castlegar 16503808	4	\$	1,948.01
Brandt Creston 82000-54379	1	\$	31.34
Breath Love Enterprises Ltd. O/A Mountain Valley Station	1	\$	260.00
Breisnes, Jon	1	\$	159.60
Brenton Industries Ltd	2	\$	1,594.61
Briggs, Nathan	3	\$	919.10
British Columbia Recreation & Parks Association	3	\$	2,898.00
Brogan Fire & Safety	10	\$	26,699.21
Brown, Matthew	1	\$	75.00
Buckler, Brandon LJ	2	\$	194.35
Bumstead, Brian	1	\$	75.00
Burch, Melanie	1	\$	75.00
C.A. Fischer Lumber Co. Ltd.	13	\$	1,408.08
Cadieux, Jonathan	1	\$	75.00
Calvert-Smith, Corrina	1	\$	264.00
Canada Post Nelson Stn Main	1	\$	345.15
Canadian Centre for Occupational Health and Safety	6	\$	119.70
Canadian Linen & Uniform	4	\$	391.86

Remaining 20% of payments by value	Number of Payments		Value	
	1,185	\$		1,088,257
Canadian Red Cross Society	1	\$		523.10
CanGas Propane Inc.	1	\$		298.94
Canoe - Kal Tire Castlegar	3	\$		5,361.77
Canyon Community Association	1	\$		500.00
Caro Analytical Services	2	\$		2,921.78
Carrier Enterprises Canada	2	\$		2,451.68
Cascade Lock & Safe	1	\$		28.00
Castlegar & District Community Services Society (CDCSS)	1	\$		10,588.50
Castlegar Friends of Parks and Trails Society (2001)	2	\$		7,598.60
Castlegar Hockey Society	1	\$		693.00
Castlegar Villa Society	1	\$		6,750.00
Castlegar, City Of	4	\$		2,440.94
CDW Canada Corp	1	\$		103.26
Central Kootenay Garbage Club Inc.	1	\$		9,817.50
Chezenko, Sadie	1	\$		35.00
Civic Auto Repair	1	\$		792.11
Clark, Gerald	4	\$		355.00
Clarke, Angela	1	\$		75.00
Clarke, Ryan	5	\$		544.52
Classic Glass & Trim	1	\$		119.96
Cleartech Industries Inc	5	\$		16,848.52
Cline, Grace	1	\$		47.60
Cloverdale Paint Inc	1	\$		445.26
Columbia Basin Broadband Corporation	1	\$		5,000.80
Columbia Basin Trust	1	\$		300.00
Columbia Wireless Inc	5	\$		408.80
Comfort Welding Ltd	11	\$		1,008.85
Connect Hearing	1	\$		750.75
Cowan's Office Supplies	17	\$		2,894.95
Crawford Bay Store	7	\$		899.29
Crescent Valley Community Hall Society	1	\$		2,100.00
Creston Card & Stationery	1	\$		69.38
Creston Electric Inc.	1	\$		2,520.00
Creston Tree Service	1	\$		252.00
Creston Truck Service Ltd. DBA Kootenay Peterbilt	3	\$		2,176.76
Creston Valley Chamber Of Commerce	2	\$		6,441.25
Creston Valley Chamber of Commerce	3	\$		1,550.00
Creston Valley Fall Fair Association	2	\$		3,750.00
Creston, Town Of	1	\$		1,148.45
Creston, Town of	1	\$		6,236.10
Cunningham, Hans	3	\$		656.60
Cupe Local 2262	4	\$		10,790.67
Cupe Local 748	4	\$		2,948.63
Custom Dozing Ltd	2	\$		5,082.00
Danyluk, Richard	1	\$		75.00
Darling, Christy L	1	\$		25.00
Dave's Plumbing Ltd	4	\$		10,200.06
Davidson, Gregory	3	\$		6,649.26
Davis, Leah	1	\$		25.00
Davison, Trisha	1	\$		345.80
Day, Grant	1	\$		50.40
DB Perks & Associates Ltd	5	\$		4,089.62
DHC Communications Inc	1	\$		43.74
Dominion Govlaw LLP	4	\$		2,467.84
Dool, Tom	1	\$		757.92
Doran, Andrew	2	\$		321.20
Doug's Disposal Service	2	\$		273.74
Downtown Automotive	4	\$		2,916.00
Dye, Shane	1	\$		131.23
East Shore Internet Society	2	\$		129.92
Eckman, Shanna M	1	\$		50.00
Edgewood Community Club	1	\$		650.00
Edgewood Community Parks Board	1	\$		7,200.00
Eichenauer, Cedra	1	\$		25.00
Emco Corporation	1	\$		1,594.10
Environmental Operators Certification Program	12	\$		1,995.00
Eric Etelamaki Holdings	1	\$		630.00
Esler, Christina	1	\$		75.00
Evoke Buildings Engineering Inc.	1	\$		1,987.13



Remaining 20% of payments by value	Number of Payments		Value
	1,185	\$	
Expresslane Deliveries	1	\$	359.52
Federated Co-Operatives Ltd	6	\$	4,691.63
Feeney, Carly	1	\$	40.00
Fehr, Carol	2	\$	1,016.78
Fergie, Barbara	1	\$	75.00
Fletcher, Allison	1	\$	325.00
FortisBC - Electricity	35	\$	32,528.62
Fortisbc - Natural Gas	4	\$	19,068.35
Four Star Communications Inc	1	\$	125.74
Fraser Valley Building Supplies Inc.	5	\$	351.44
Freightliner of Cranbrook Ltd.	3	\$	2,514.14
Froehlich, Clifford	2	\$	399.45
G and W Lawncare	1	\$	105.00
Garrigan, Patrick	1	\$	75.00
Geber, Sequoyah	3	\$	233.80
Gerrard, Kelly	1	\$	25.00
GFL Environmental Inc.	1	\$	9,345.00
Gibbons, Donald	3	\$	1,067.50
Gilbert Parts Depot	4	\$	100.88
Gilbert, Ryan	2	\$	1,316.40
Graham, Cheryl Elaine	3	\$	372.94
Gray Creek Store	2	\$	121.61
Gray's Contracting	3	\$	1,832.74
Greene, Gregory	2	\$	680.50
Greep, Wes	1	\$	220.50
Groenhuysen, Rene	1	\$	246.82
Guillevin International Inc	2	\$	273.28
Habljak, Julia	1	\$	75.00
Hach Sales and Service Canada Ltd	1	\$	8,878.24
Hall Printing	2	\$	1,042.90
Halliday, Geoffrey	1	\$	257.60
Hamilton, Alayne	1	\$	75.00
Handley, Ella	1	\$	55.45
Hanegraaf, Henny (Henrica)	4	\$	1,358.49
Heritage Roofing & Sheet Metal Ltd.	2	\$	682.50
Herman, Maria	1	\$	1,228.30
Hewat, Suzan	1	\$	994.90
Higgins, Stephen	1	\$	173.60
Highland Consulting Ltd	1	\$	4,460.28
Hills, Erika	1	\$	75.00
Hipperson Hardware	2	\$	62.66
Hi-Pro Sporting Goods Ltd	2	\$	4,639.39
Hitchon, William DBA: 5th Gear	1	\$	2,750.00
Hi-Way 9 Express Ltd	1	\$	41.94
Holeshot Originals	1	\$	228.38
HomePlus Products	1	\$	102.04
Hopkyns, John (Chris)	2	\$	138.00
Hufty's Leasing Ltd	1	\$	547.66
Hume Hotel	1	\$	322.00
HuskyPro	1	\$	1,898.35
Hywood Truck & Equipment Ltd	14	\$	14,352.97
I.T. Blueprint Solutions Consulting Inc.	1	\$	1,976.47
ICEsoft Technologies Holding Ltd	1	\$	3,360.00
IEP Energy Economics Ltd.	2	\$	13,583.29
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,028.60
Infosat Communications	1	\$	228.50
Inland Allcare	15	\$	3,866.80
Interior Health Authority - Environmental Health	1	\$	147.00
Interior Reforestation Co. Ltd.	1	\$	9,019.50
Iron Mountain	1	\$	565.90
Island Business Print Group Ltd.	1	\$	991.20
Jackman, Garry	3	\$	952.90
Jacobs Snow & Mow	1	\$	80.00
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	33	\$	2,477.15
JB's Mobile Locksmith	1	\$	420.00
Jennifer Wickwire	2	\$	725.00
Johnston, Richard	1	\$	58.43
Jorgenson, Karin	1	\$	75.00

Remaining 20% of payments by value	Number of Payments		Value
	1,185	\$	
Kaslo Baseball & Softball Association	1	\$	10,800.00
Kaslo Building Maintenance	1	\$	609.00
Kaslo Building Supplies	1	\$	15.15
Kaslo Community Services Society	2	\$	1,850.20
Kaslo Front Street Market	4	\$	132.84
Kaslo Home Hardware	1	\$	34.66
Kaslo Infonet Society	2	\$	237.00
Kaslo to Sandon Rails to Trails Society	1	\$	1,550.00
Kaslo, Village Of	4	\$	473.01
Kaslo, Village of	2	\$	20,000.00
Kathy Gordon's Cleaning Services	6	\$	940.50
Keech, Kalin	1	\$	75.00
Kel Print	1	\$	52.83
Kelly's Maintenance and Services	1	\$	3,062.48
Kelowna, City of	1	\$	1,151.00
Kemlee Equipment Ltd	1	\$	54.84
Kennlyn Enterprises	5	\$	2,420.79
Keyes, Gregory	1	\$	50.00
Killen, Isabel	1	\$	75.00
Kokanee Chalets	2	\$	2,533.13
Kokanee Park Marina	1	\$	3,150.00
Kone Inc	1	\$	2,593.50
Kootenay Carshare Cooperative	1	\$	1,407.56
Kootenay Christian Fellowship (Our Daily Bread)	1	\$	7,449.22
Kootenay Gallery of Art, History and Science	3	\$	8,523.50
Kootenay Ground Maintenance Ltd.	2	\$	3,698.82
Kootenay Ignite Mentorship Society	2	\$	375.00
Kootenay Industrial Supply Ltd	13	\$	1,097.59
Kootenay Valley Water & Spas	8	\$	179.00
Lardeau Valley Historical Society	1	\$	5,000.00
Lardeau Valley Opportunity Links Society	2	\$	9,000.00
Lay, Jessie	1	\$	102.20
Leffelaar, Steven A	1	\$	115.00
Lehnert, Chris	1	\$	100.80
Lesperance Mendes	1	\$	829.92
Levine, Jesse	1	\$	76.50
Lewandowski, Opal	1	\$	61.60
Lidstone & Company	2	\$	3,612.35
Lifesaving Society (Burnaby)	13	\$	5,925.53
Lillies, Rebecca	2	\$	961.80
Linde Canada Inc.	1	\$	186.98
Little h Design Works	3	\$	8,823.94
Lockwood, Diana LD	2	\$	194.42
Lo-Cost Propane	2	\$	1,700.81
Logtenberg, Richard JC	1	\$	18.55
Lordco Parts Ltd	12	\$	614.37
Lorencz, Cal	1	\$	149.90
Lunn, Jessica	1	\$	105.00
Mackie, Daneve	1	\$	47.60
Mad Dog Electrical and Construction	2	\$	7,362.72
Magaw, Donna	2	\$	145.00
Maglio, Benjamin	3	\$	104.40
Main, Leah	3	\$	526.60
Malekow, Pamela	3	\$	480.30
Mandelli, Mattia	1	\$	25.00
Manhas, Aditya	1	\$	75.00
Marshall, Charity	2	\$	167.40
Martech Motor Winding Ltd	2	\$	731.50
Massif Music Festival Society	1	\$	4,500.00
Mathes, Loren	2	\$	112.10
Matthews, Audrey	1	\$	75.00
Mayday Electric Ltd	1	\$	269.21
McClelland, Annette	2	\$	92.20
McCuaig, Stuart	1	\$	75.00
McFaddin, Maria June	1	\$	68.70
McLaren-Caux, Aiden(Kenneth)	2	\$	960.56
McMaster, Brice	1	\$	75.00
Medical Technology Inc	1	\$	861.00
Mega Technical Holdings Ltd	1	\$	808.32

Remaining 20% of payments by value	Number of Payments		Value
	1,185	\$	
Mental Health Commission of Canada	1	\$	350.00
Menzies, Taylor	1	\$	75.00
Micah's Plumbing & Heating Ltd.	2	\$	2,536.85
Michaud, Shawn T	1	\$	50.00
Mid Town Motors	1	\$	173.49
Mills Office Productivity	4	\$	522.68
Minister of Finance	4	\$	7,964.64
Minister Of Finance - Product Distribution Centre	2	\$	520.24
Ministry of Transportation and Infrastructure	1	\$	73.68
Mitchell Supply Ltd	5	\$	169.69
Modern Air Filtration Corp.	1	\$	4,956.89
Monsen, Janine E	1	\$	1,367.46
Morrison, Erin	6	\$	1,084.40
Morrison, Janice A	1	\$	280.00
Munch, Deborah	1	\$	75.00
Nakusp Home Hardware	1	\$	376.84
Nakusp Mixed Slow Pitch Society	1	\$	9,000.00
Nakusp, Village Of	1	\$	4,856.76
Nakusp, Village of	1	\$	1,989.00
Nanaimo, City of	14	\$	3,576.83
Napa Auto Parts (Nelson)	2	\$	472.06
Navigata Communications Ltd. dba ThinkTel	1	\$	16.68
Nelson & District Chamber of Commerce	1	\$	1,000.00
Nelson & District Hospice Society	1	\$	500.00
Nelson Building Centre Ltd	31	\$	7,574.08
Nelson Civic Theatre Society	1	\$	5,977.08
Nelson Daily	1	\$	462.00
Nelson Farmers Supply Ltd	10	\$	387.55
Nelson Food Cupboard	1	\$	9,944.96
Nelson Hydro	13	\$	5,575.72
Nelson Leafs Hockey Society	1	\$	6,515.25
Nelson Nordic Ski Club	1	\$	8,925.00
Nelson Nordic Ski Club	1	\$	619.93
Nelson Tennis Club	1	\$	2,500.00
Nelson, Calvin	2	\$	127.15
Nelson, City Of	6	\$	7,967.30
New Denver & Area Youth Centre Society	1	\$	500.00
Newell, Thomas	3	\$	58.98
North Shore Water Utility Nelson Ltd.	1	\$	462.00
Northtown Rental & Sales	3	\$	80.64
Oglow's Paint & Wallcoverings Ltd	1	\$	76.49
Ok Tire & Auto Service (Nelson)	1	\$	50.00
Okanagan Office Systems	9	\$	8,426.44
Ootischenia Community Society	1	\$	9,000.00
Orion Fire Distribution Ltd.	1	\$	2,330.72
Orkin Canada Corporation	3	\$	555.18
Ortiz, Alleli	1	\$	75.00
Oso Negro	2	\$	110.30
Overland West Freight Lines Ltd	6	\$	6,228.96
P.R.C. Cab Co. Ltd. DBA: Glacier Cab Company	3	\$	74.70
Pass Creek Neighbourhood Association	1	\$	600.00
Passmore Laboratory Ltd	6	\$	1,350.00
Pedersen, Stewart	2	\$	455.95
Pete's Mobile Small Engine	1	\$	108.64
Peyton, Claire DBA: Upstream Environmental Consulting	2	\$	3,563.28
Pipe, Nicolai	2	\$	131.00
Popoff, Walter A	4	\$	502.40
Posgate, Evelyn	1	\$	75.00
Prestige Lakeside Resort	8	\$	2,484.00
Priore, Amy-Beth	1	\$	122.08
Pro-Cut Industries Ltd.	1	\$	5,804.13
Proft, Leanne	1	\$	1,729.83
Purolator Inc	3	\$	389.92
Pyramid Building Supplies	6	\$	1,052.99
Rae, Christine	1	\$	75.00
Raugust, Shelley	2	\$	191.90
RC Strategies Inc.	1	\$	6,426.00
Receiver General	1	\$	94.64
Recreation Nakusp Society	1	\$	9,000.00

Remaining 20% of payments by value	Number of Payments		Value
	1,185	\$	
Reliance Office Services Ltd	1	\$	2,520.00
Riondel Cable Society	3	\$	560.00
Riverside Farm	5	\$	11,223.12
Roadpost Inc. T46274	2	\$	891.53
Roblee Trucking	1	\$	1,947.75
Rocky Mountain Agencies	5	\$	19,350.28
Rocky Mountain Phoenix	2	\$	3,135.65
Roenspiess, Ethan (Kai)	3	\$	257.00
Roth IAMS	1	\$	4,305.00
Roussell, Chris	1	\$	25.00
Ruhnke, Ravyn	1	\$	75.00
Sabir, Chris	1	\$	25.00
Salmo Community Resource Society	1	\$	3,850.00
Salmo Valley Youth & Community Centre	1	\$	866.67
Salmo, Village of	2	\$	13,000.00
Salmons, Susanne	1	\$	75.00
Savazzi, Amelia	1	\$	98.00
Schmidt, Julie	1	\$	75.00
Scott, Jennifer	1	\$	75.00
Seidelin, Gregory	2	\$	1,197.00
Selkirk Pest Control	1	\$	262.50
Selkirk Security Services Ltd	1	\$	63.01
SFJ Inc.	1	\$	4,218.68
Shapovalov, Shannon	1	\$	75.00
Sharun, Dave	1	\$	79.80
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,125.57
Shaw Cable	26	\$	4,020.28
Sherwin-Williams Canada Inc.	1	\$	420.19
Shorter, Greg	4	\$	1,840.40
Silverking Contracting	1	\$	896.00
Silverton Building Supplies Ltd	2	\$	22.18
Simpson, Jennifer	2	\$	110.00
Sk Electronics Ltd	13	\$	5,836.66
Skyway Hardware	7	\$	324.95
Slocan Fitness Centre	1	\$	4,500.00
Slocan Lake Arts Council	1	\$	4,500.00
Slocan Park Community Hall Society	3	\$	1,075.11
Slocan, Village of	2	\$	1,700.00
SLR Consulting (Canada) Ltd.	1	\$	2,452.77
SMC Monitoring Corporation	1	\$	157.50
Smienk, Johannes	1	\$	10.81
Speedpro Signs	1	\$	670.67
Speedpro Signs (Trail)	1	\$	571.20
Speedy Glass Creston (8787) (1042700 BC Ltd.)	1	\$	237.65
Sperling Hansen Associates Inc	1	\$	9,060.67
Sprogis, Russel	1	\$	75.00
Stafford Welding	5	\$	2,688.00
Steeves and Associates	3	\$	13,151.25
Sterling Backcheck Canada Corp.	1	\$	31.06
Stewart, Heather	1	\$	21.75
Stimac, Josip	1	\$	605.60
Storey, Bryan	1	\$	54.60
Strand and Godfrey Appraisals Ltd.	1	\$	5,985.00
Sullivan Stone Company Ltd	1	\$	4,526.55
Sullivan, Kevin	1	\$	75.00
Sun Life Assurance Company of Canada	2	\$	1,211.07
Sundry Vendor	17	\$	20,655.29
Superior Lighting & Bath	2	\$	275.27
Superior Propane	1	\$	39.90
Taghum Shell (1997)	12	\$	1,238.66
Team Aquatic Supplies	1	\$	66.15
Technical Safety BC	2	\$	2,386.10
Telus Communications Inc	7	\$	8,311.10
Telus Communications Inc. Mascon by Telus	5	\$	1,312.64
Telus Mobility	4	\$	18,810.40
Terus Construction Ltd.	1	\$	6,275.68
The Association of West Kootenay Rock Climb	1	\$	1,200.00
The Block at Raintown	1	\$	308.81
Thiele, Dustin	2	\$	750.00

Remaining 20% of payments by value	Number of Payments		Value
	1,185	\$	
ThinkTel	1	\$	324.12
Thomson, Lisa	1	\$	481.25
Tierney, Roger Bruce	4	\$	980.48
Tilley, Colleen F	1	\$	75.00
Tip-it Waste Solutions Kootenay	5	\$	6,168.75
Trane Canada ULC	1	\$	2,108.14
Tratech Mechanical Ltd	1	\$	247.43
Treadmill Factory, The	1	\$	975.46
Tremlock Properties Ltd	2	\$	1,974.00
Trican Filtration Group Inc.	2	\$	7,249.37
Trottier, Nadine	2	\$	167.68
Trowalex Equipment Rentals And Sales	5	\$	3,251.98
TST Canada	1	\$	113.12
Tu-Dor Lock & Safe Ltd	3	\$	186.40
Uhlenbrauck, Tyler	1	\$	364.00
Uline Canada Corporation	4	\$	3,092.33
Union of Spiritual Communities of Christ	1	\$	9,000.00
Valhalla Fine Arts Society	1	\$	505.00
Valhalla Septic Services LTD	2	\$	1,848.13
Van Houtte Coffee Services	2	\$	349.79
Van Kam Freightways Ltd	2	\$	808.06
Vandenbergh, Kelly	4	\$	1,631.88
Vanderzwaag, Bob	1	\$	235.20
VBlock Custom Design Inc.	2	\$	1,781.12
Vince's Specialty Footwear Ltd	1	\$	65.59
Vissers Sales Corp	1	\$	593.25
Vitalaire Canada Inc	4	\$	417.85
Vrugteveen, Kelly A	1	\$	50.93
W.H. Excavating	1	\$	669.38
Waste Management	8	\$	4,963.56
Waterwaze Sports	1	\$	136.50
Watson, Aimee	2	\$	308.00
Watt Consulting Group	2	\$	6,487.69
WE Graham Community Service Society	1	\$	650.00
Weatherhead, Teresa A	2	\$	415.80
Wells Fargo Equipment	4	\$	5,245.21
Wesco Distribution-Canada Inc	2	\$	419.58
West Creston Community Hall Society	1	\$	1,500.00
West Kootenay Watershed Collaborative	1	\$	1,006.23
Western Auto Wreckers (1974) Ltd	2	\$	945.00
Western Water Associates Ltd.	2	\$	5,331.88
WEX Canada Ltd.	1	\$	4,137.78
WFR Wholesale Fire & Rescue Ltd	10	\$	21,885.93
Wheeler, Tracy	1	\$	75.00
Wild West Drilling Inc	1	\$	2,283.73
Wildland Recreation Solutions	1	\$	5,134.50
Wildsight - Creston	1	\$	555.00
Wilkinson, James	3	\$	884.40
Winlaw Elementary School	1	\$	840.00
Winlaw Mini-Mart	1	\$	241.00
Winter, Julie	1	\$	262.20
Wolseley Waterworks Branch	3	\$	7,941.71
Wood Wyant Inc	1	\$	414.04
WSP Canada Inc.	3	\$	3,685.29
Xplore Inc.	2	\$	245.28
Yahk General Store	1	\$	1,179.41
Yahk-Kingsgate Recreation Society	1	\$	1,300.00
Yellow Pages Group	1	\$	1.56
Young Anderson Barristers & Solicitors	2	\$	2,448.15
Young, Curtis	1	\$	75.00
Zdebiak, Rachel	1	\$	75.00
Zimich, Robert	2	\$	767.80
Zone West Enterprises Ltd	1	\$	511.84

**Employees and Directors July 2024**

<b>Directors</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>44</b>		<b>10,118</b>
Cunningham, Hans	3	\$	656.60
Graham, Cheryl Elaine	3	\$	372.94
Hanegraaf, Henny (Henrica)	4	\$	1,358.49
Hewat, Suzan	1	\$	994.90
Jackman, Garry	3	\$	952.90
Lockwood, Diana LD	2	\$	194.42
Logtenberg, Richard JC	1	\$	18.55
Lunn, Jessica	1	\$	105.00
Main, Leah	3	\$	526.60
McFaddin, Maria June	1	\$	68.70
McLaren-Caux, Aiden(Kenneth)	2	\$	960.56
Newell, Thomas	3	\$	58.98
Popoff, Walter A	4	\$	502.40
Smienk, Johannes	1	\$	10.81
Tierney, Roger Bruce	4	\$	980.48
Vandenberghe, Kelly	4	\$	1,631.88
Watson, Aimee	2	\$	308.00
Weatherhead, Teresa A	2	\$	415.80

<b>Employees</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>170</b>	<b>\$</b>	<b>31,436</b>
Amistoso, Ira	1	\$	75.00
Anderson, Georgina Lynn	1	\$	75.00
Archibald, Katherine	1	\$	75.00
Bailey, Ann	2	\$	275.00
Bancroft, Michael	1	\$	205.80
Barnhouse, Greg	2	\$	714.50
Bergeron, Genevieve	1	\$	479.50
Bernhardt, Hope	1	\$	25.00
Bibby, Michael	1	\$	106.40
Bodley, Peter	1	\$	75.00
Breisnes, Jon	1	\$	159.60
Briggs, Nathan	3	\$	919.10
Brown, Matthew	1	\$	75.00
Buckler, Brandon LJ	2	\$	194.35
Bumstead, Brian	1	\$	75.00
Burch, Melanie	1	\$	75.00
Cadieux, Jonathan	1	\$	75.00
Chezenko, Sadie	1	\$	35.00
Clark, Gerald	4	\$	355.00
Clarke, Angela	1	\$	75.00
Clarke, Ryan	5	\$	544.52
Cline, Grace	1	\$	47.60
Danyluk, Richard	1	\$	75.00
Darling, Christy L	1	\$	25.00
Davis, Leah	1	\$	25.00
Davison, Trisha	1	\$	345.80
Day, Grant	1	\$	50.40
Dool, Tom	1	\$	757.92
Doran, Andrew	2	\$	321.20
Dye, Shane	1	\$	131.23
Eckman, Shanna M	1	\$	50.00
Eichenauer, Cedra	1	\$	25.00
Esler, Christina	1	\$	75.00
Feeney, Carly	1	\$	40.00
Fehr, Carol	2	\$	1,016.78
Fergie, Barbara	1	\$	75.00
Fletcher, Allison	1	\$	325.00
Froehlich, Clifford	2	\$	399.45
Garrigan, Patrick	1	\$	75.00
Geber, Sequoyah	3	\$	233.80
Gerrard, Kelly	1	\$	25.00
Gibbons, Donald	3	\$	1,067.50
Gilbert, Ryan	2	\$	1,316.40
Greene, Gregory	2	\$	680.50
Groenhuysen, Rene	1	\$	246.82
Habljak, Julia	1	\$	75.00
Halliday, Geoffrey	1	\$	257.60
Hamilton, Alayne	1	\$	75.00
Handley, Ella	1	\$	55.45
Herman, Maria	1	\$	1,228.30
Higgins, Stephen	1	\$	173.60
Hills, Erika	1	\$	75.00

Employees	Number of Payments		Value
	170	\$	
Hopkyns, John (Chris)	2	\$	138.00
Johnston, Richard	1	\$	58.43
Jorgenson, Karin	1	\$	75.00
Keech, Kalin	1	\$	75.00
Keyes, Gregory	1	\$	50.00
Killen, Isabel	1	\$	75.00
Leffelaar, Steven A	1	\$	115.00
Lehnert, Chris	1	\$	100.80
Levine, Jesse	1	\$	76.50
Lewandowski, Opal	1	\$	61.60
Lillies, Rebecca	2	\$	961.80
Lorencz, Cal	1	\$	149.90
Mackie, Daneve	1	\$	47.60
Magaw, Donna	2	\$	145.00
Maglio, Benjamin	3	\$	104.40
Malekow, Pamela	3	\$	480.30
Mandelli, Mattia	1	\$	25.00
Manhas, Aditya	1	\$	75.00
Marshall, Charity	2	\$	167.40
Mathes, Loren	2	\$	112.10
Matthews, Audrey	1	\$	75.00
McClelland, Annette	2	\$	92.20
McCuaig, Stuart	1	\$	75.00
McMaster, Brice	1	\$	75.00
Menzies, Taylor	1	\$	75.00
Michaud, Shawn T	1	\$	50.00
Monsen, Janine E	1	\$	1,367.46
Morrison, Erin	6	\$	1,084.40
Munch, Deborah	1	\$	75.00
Nelson, Calvin	2	\$	127.15
Ortiz, Alleli	1	\$	75.00
Pedersen, Stewart	2	\$	455.95
Pipe, Nicolai	2	\$	131.00
Posgate, Evelyn	1	\$	75.00
Priore, Amy-Beth	1	\$	122.08

**Accounts Payable for July 2024 Breakdown by Type of Payment**

All Other Vendors	Number of Payments		Value	
	959	\$		3,791,418
1162588 BC LTD	1	\$		5,000.62
1400142 BC Ltd.	1	\$		1,016.39
1445357 BC Ltd DBA: Rook Design Media	1	\$		618.24
2 Pump Paul's Gas and Snacks	1	\$		1,333.94
5 Star Services and Products Inc.	1	\$		147.00
A&G Supply Ltd	1	\$		2,771.51
A-3 Plumbing Heating & Gas Fitting Ltd	4	\$		5,247.67
ACE Courier Services	5	\$		297.27
AIG Insurance Company of Canada	1	\$		51,519.00
Air Liquide Canada Inc	4	\$		327.23
All Rite Rooter Sewage Pumping Services	1	\$		372.75
Alligator Pie Catering	1	\$		758.10
ALS Canada Ltd.	3	\$		1,565.14
Alumichem Canada Inc.	1	\$		214.93
Andex Equipment Rentals	3	\$		1,037.77
Andrew Sheret Ltd	5	\$		3,934.75
Arena Resources Corp.	2	\$		2,561.52
Arrow Glass Limited	1	\$		1,568.00
Arrow Mountain Carwash & Mini Storage Ltd	2	\$		6,300.00
Arrow Professional Landscaping	1	\$		2,625.00
Associated Engineering	3	\$		12,458.61
Associated Fire Safety Equipment	5	\$		8,303.54
Atomic Crayon	1	\$		983.87
Authorized Security Ltd.	1	\$		252.00
Automated Aquatics Canada Ltd	1	\$		1,461.95
B&L Security Patrol (1981) Ltd	1	\$		1,752.45
B.C. Scale Co. Ltd.	2	\$		2,804.69
BC Hydro & Power Authority	2	\$		1,941.64
BC Product Stewardship Council	1	\$		500.00
BC Transit	5	\$		237,415.38
BES-Building Energy Solutions Ltd.	1	\$		40,110.00
Big Cranium Design	1	\$		671.45
Bill's Heavy Duty Enterprises (2004) Ltd.	10	\$		16,775.59
Black Press Group Ltd	1	\$		351.72
Boughton Law Corporation	1	\$		2,016.00
Bowick Electric	1	\$		18,212.25
Brandt Castlegar 16503808	4	\$		1,948.01
Brandt Creston 82000-54379	1	\$		31.34
Breath Love Enterprises Ltd. O/A Mountain Valley Station	1	\$		260.00
Brenton Industries Ltd	3	\$		87,241.70
British Columbia Recreation & Parks Association	3	\$		2,898.00
Brogan Fire & Safety	10	\$		26,699.21
C.A. Fischer Lumber Co. Ltd.	13	\$		1,408.08
Calvert-Smith, Corrina	1	\$		264.00
Canada Post Nelson Stn Main	1	\$		345.15
Canadian Centre for Occupational Health and Safety	6	\$		119.70
Canadian Linen & Uniform	4	\$		391.86
CanGas Propane Inc.	1	\$		298.94
Canoe - Kal Tire Castlegar	3	\$		5,361.77
Canyon Community Association	1	\$		500.00
Caro Analytical Services	2	\$		2,921.78
Carrier Enterprises Canada	2	\$		2,451.68
Cascade Lock & Safe	1	\$		28.00
Castlegar Hockey Society	1	\$		693.00
Castlegar, City Of	5	\$		25,055.29
Cathro Consulting Ltd	1	\$		27,714.75
CDW Canada Corp	2	\$		11,661.32
Central Kootenay Garbage Club Inc.	1	\$		9,817.50
Civic Auto Repair	1	\$		792.11
Classic Glass & Trim	1	\$		119.96
Cleartech Industries Inc	5	\$		16,848.52
Cloverdale Paint Inc	1	\$		445.26
Columbia Basin Broadband Corporation	1	\$		5,000.80
Columbia Basin Trust	1	\$		300.00
Columbia Wireless Inc	5	\$		408.80
Comfort Welding Ltd	11	\$		1,008.85
Connect Hearing	1	\$		750.75
Cowan's Office Supplies	17	\$		2,894.95
Crawford Bay Store	7	\$		899.29
Crescent Valley Community Hall Society	1	\$		2,100.00
Creston Card & Stationery	1	\$		69.38
Creston Electric Inc.	3	\$		102,541.46
Creston Tree Service	1	\$		252.00
Creston Truck Service Ltd. DBA Kootenay Peterbilt	3	\$		2,176.76
Creston Valley Chamber Of Commerce	2	\$		6,441.25
Creston, Town Of	5	\$		720,931.45
Cupe Local 2262	4	\$		10,790.67
Cupe Local 748	4	\$		2,948.63
Custom Dozing Ltd	2	\$		5,082.00
Dave's Plumbing Ltd	4	\$		10,200.06
Davidson, Gregory	3	\$		6,649.26
DB Perks & Associates Ltd	5	\$		4,089.62
DHC Communications Inc	1	\$		43.74
Dominion Govlaw LLP	4	\$		2,467.84
Doug's Disposal Service	2	\$		273.74
Downtown Automotive	4	\$		2,916.00
East Shore Internet Society	2	\$		129.92
Emco Corporation	1	\$		1,594.10
Environmental Operators Certification Program	12	\$		1,995.00
Eric Etelamaki Holdings	1	\$		630.00



All Other Vendors	Number of Payments		Value
	959	\$	
			<b>3,791,418</b>
Evoke Buildings Engineering Inc.	1	\$	1,987.13
Expresslane Deliveries	1	\$	359.52
Federated Co-Operatives Ltd	6	\$	4,691.63
FortisBC - Electricity	37	\$	65,172.91
Fortisbc - Natural Gas	4	\$	19,068.35
Four Star Communications Inc	1	\$	125.74
Fraser Valley Building Supplies Inc.	5	\$	351.44
Freightliner of Cranbrook Ltd.	3	\$	2,514.14
Fusion West Manufacturing Ltd	1	\$	108,616.83
G and W Lawncare	1	\$	105.00
GFL Environmental Inc.	2	\$	51,146.91
Gilbert Parts Depot	4	\$	100.88
Gray Creek Store	2	\$	121.61
Gray's Contracting	3	\$	1,832.74
Greep, Wes	1	\$	220.50
Guillevin International Inc	2	\$	273.28
Hach Sales and Service Canada Ltd	1	\$	8,878.24
Hall Printing	2	\$	1,042.90
Heritage Roofing & Sheet Metal Ltd.	2	\$	682.50
Highland Consulting Ltd	1	\$	4,460.28
Hipperson Hardware	2	\$	62.66
Hi-Pro Sporting Goods Ltd	2	\$	4,639.39
Hitchon, William DBA: 5th Gear	1	\$	2,750.00
Hi-Way 9 Express Ltd	1	\$	41.94
Holeshot Originals	1	\$	228.38
HomePlus Products	1	\$	102.04
Huffy's Leasing Ltd	1	\$	547.66
Hume Hotel	1	\$	322.00
HuskyPro	1	\$	1,898.35
Hywood Truck & Equipment Ltd	14	\$	14,352.97
I.T. Blueprint Solutions Consulting Inc.	2	\$	243,089.96
ICESoft Technologies Holding Ltd	1	\$	3,360.00
IEP Energy Economics Ltd.	2	\$	13,583.29
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,028.60
Infosat Communications	1	\$	228.50
Inland Allcare	15	\$	3,866.80
Insight Canada Inc.	1	\$	14,363.23
Interior Health Authority - Environmental Health	1	\$	147.00
Interior Reforestation Co. Ltd.	1	\$	9,019.50
Iron Mountain	1	\$	565.90
Island Business Print Group Ltd.	1	\$	991.20
Jacobs Snow & Mow	1	\$	80.00
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	33	\$	2,477.15
JB's Mobile Locksmith	1	\$	420.00
Jennifer Wickwire	2	\$	725.00
Kan-West Roads Ltd	1	\$	28,718.66
Kaslo Building Maintenance	1	\$	609.00
Kaslo Building Supplies	1	\$	15.15
Kaslo Front Street Market	4	\$	132.84
Kaslo Home Hardware	1	\$	34.66
Kaslo Infonet Society	2	\$	237.00
Kaslo, Village Of	4	\$	473.01
Kathy Gordon's Cleaning Services	6	\$	940.50
Keefer Ecological Services Ltd.	1	\$	15,304.62
Kel Print	1	\$	52.83
Kelly's Maintenance and Services	1	\$	3,062.48
Kelowna, City of	1	\$	1,151.00
Kemlee Equipment Ltd	1	\$	54.84
Kennlyn Enterprises	5	\$	2,420.79
Kokanee Chalets	2	\$	2,533.13
Kokanee Park Marina	1	\$	3,150.00
Kone Inc	1	\$	2,593.50
Kootenay Carshare Cooperative	1	\$	1,407.56
Kootenay Ground Maintenance Ltd.	2	\$	3,698.82
Kootenay Ignite Mentorship Society	2	\$	375.00
Kootenay Industrial Supply Ltd	13	\$	1,097.59
Kootenay Valley Water & Spas	8	\$	179.00
Lay, Jessie	1	\$	102.20
Lesperance Mendes	1	\$	829.92
Lidstone & Company	2	\$	3,612.35
Lifesaving Society (Burnaby)	13	\$	5,925.53
Linde Canada Inc.	1	\$	186.98
Little h Design Works	3	\$	8,823.94
Lo-Cost Propane	2	\$	1,700.81
Lordco Parts Ltd	12	\$	614.37
Mad Dog Electrical and Construction	2	\$	7,362.72
Martech Electrical Systems Ltd	1	\$	17,015.25
Martech Motor Winding Ltd	2	\$	731.50
Mayday Electric Ltd	1	\$	269.21
Medical Technology Inc	1	\$	861.00
Mega Technical Holdings Ltd	1	\$	808.32
Mental Health Commission of Canada	1	\$	350.00
Micah's Plumbing & Heating Ltd.	2	\$	2,536.85
Mid Town Motors	1	\$	173.49
Mills Office Productivity	4	\$	522.68
Minister of Finance	4	\$	7,964.64
Minister Of Finance - Product Distribution Centre	2	\$	520.24
Ministry of Transportation and Infrastructure	1	\$	73.68
Mitchell Supply Ltd	5	\$	169.69
Modern Air Filtration Corp.	1	\$	4,956.89
Morrison, Janice A	1	\$	280.00
Morrow Bioscience Ltd	1	\$	15,216.48
Municipal Insurance Association Of BC	1	\$	21,675.00
Nakusp Home Hardware	1	\$	376.84

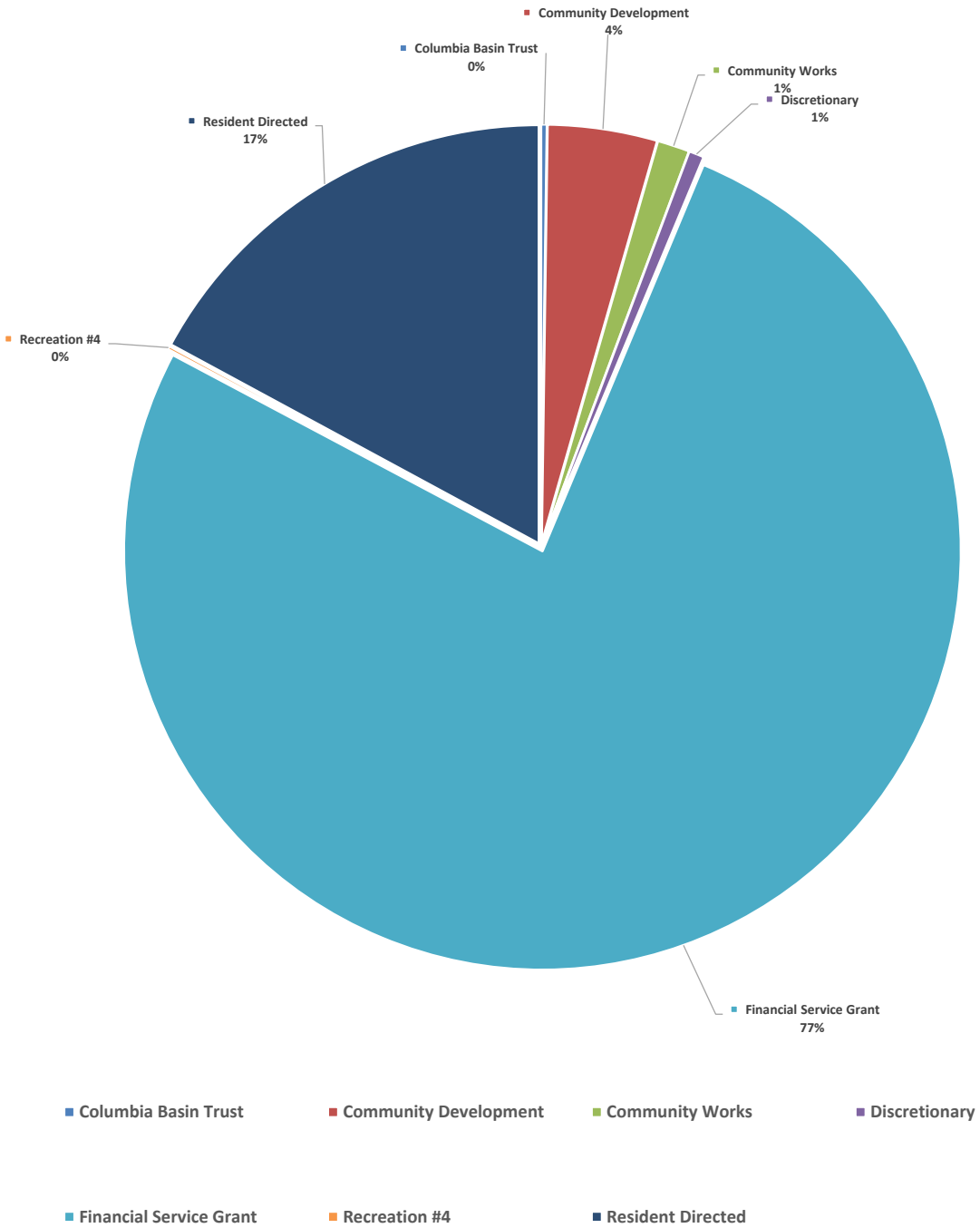
All Other Vendors	Number of Payments		Value
	959	\$	
			<b>3,791,418</b>
Nakusp, Village Of	2	\$	94,386.20
Nanaimo, City of	14	\$	3,576.83
Napa Auto Parts (Nelson)	2	\$	472.06
Navigata Communications Ltd. dba ThinkTel	1	\$	16.68
NDB Construction Ltd.	1	\$	44,194.15
Nelson Building Centre Ltd	31	\$	7,574.08
Nelson Daily	1	\$	462.00
Nelson Farmers Supply Ltd	10	\$	387.55
Nelson Hydro	14	\$	24,105.06
Nelson Leafs Hockey Society	1	\$	6,515.25
Nelson Nordic Ski Club	1	\$	8,925.00
Nelson, City Of	8	\$	255,505.41
New Denver, Village Of	1	\$	74,175.00
North Mountain Construction	1	\$	302,942.78
North Shore Water Utility Nelson Ltd.	1	\$	462.00
Northtown Rental & Sales	3	\$	80.64
Oglov's Paint & Wallcoverings Ltd	1	\$	76.49
Ok Tire & Auto Service (Nelson)	1	\$	50.00
Okanagan Office Systems	9	\$	8,426.44
Orion Fire Distribution Ltd.	1	\$	2,330.72
Orkin Canada Corporation	3	\$	555.18
Oso Negro	2	\$	110.30
Overland West Freight Lines Ltd	6	\$	6,228.96
P.R.C. Cab Co. Ltd. DBA: Glacier Cab Company	3	\$	74.70
Paper Crane Media Ltd.	1	\$	16,065.00
Passmore Laboratory Ltd	6	\$	1,350.00
Pete's Mobile Small Engine	1	\$	108.64
Peyton, Claire DBA: Upstream Environmental Consulting	2	\$	3,563.28
Prestige Lakeside Resort	8	\$	2,484.00
Pro-Cut Industries Ltd.	1	\$	5,804.13
Purolator Inc	3	\$	389.92
Pyramid Building Supplies	6	\$	1,052.99
RC Strategies Inc.	2	\$	17,550.19
Receiver General	1	\$	94.64
Regional District of Kootenay Boundary	1	\$	23,712.74
Reliance Office Services Ltd	1	\$	2,520.00
Riondel Cable Society	3	\$	560.00
Riverside Farm	5	\$	11,223.12
Roadpost Inc. T46274	2	\$	891.53
Roble Trucking	1	\$	1,947.75
Rocky Mountain Agencies	5	\$	19,350.28
Rocky Mountain Phoenix	3	\$	104,540.86
Roth IAMS	1	\$	4,305.00
Salmo Valley Youth & Community Centre	1	\$	866.67
Selkirk Pest Control	1	\$	262.50
Selkirk Security Services Ltd	1	\$	63.01
SFJ Inc.	1	\$	4,218.68
Shaw Business A division of Shaw Telecom G.P.	1	\$	1,125.57
Shaw Cable	26	\$	4,020.28
Sherwin-Williams Canada Inc.	1	\$	420.19
Silverking Contracting	1	\$	896.00
Silverton Building Supplies Ltd	2	\$	22.18
Sk Electronics Ltd	13	\$	5,836.66
Skyway Hardware	7	\$	324.95
Slocan Park Community Hall Society	3	\$	1,075.11
SLR Consulting (Canada) Ltd.	1	\$	2,452.77
SMC Monitoring Corporation	1	\$	157.50
Speedpro Signs	1	\$	670.67
Speedpro Signs (Trail)	1	\$	571.20
Speedy Glass Creston (8787) (1042700 BC Ltd.)	1	\$	237.65
Sperling Hansen Associates Inc	1	\$	9,060.67
Stafford Welding	5	\$	2,688.00
Steeves and Associates	3	\$	13,151.25
Sterling Backcheck Canada Corp.	1	\$	31.06
Stewart, Heather	1	\$	21.75
Strand and Godfrey Appraisals Ltd.	1	\$	5,985.00
Sullivan Stone Company Ltd	1	\$	4,526.55
Sun Life Assurance Company of Canada	2	\$	1,211.07
Sundry Vendor	17	\$	20,655.29
Superior Lighting & Bath	2	\$	275.27
Superior Propane	1	\$	39.90
Taghum Shell (1997)	12	\$	1,238.66
Team Aquatic Supplies	1	\$	66.15
Technical Safety BC	2	\$	2,386.10
Telus Communications Inc	7	\$	8,311.10
Telus Communications Inc. Mascon by Telus	5	\$	1,312.64
Telus Mobility	4	\$	18,810.40
Terus Construction Ltd.	1	\$	6,275.68
Tetra Tech Canada Inc.	1	\$	15,874.67
The Block at Raintown	1	\$	308.81
The Corporation of the Village of Salmo	1	\$	71,085.01
Thiele, Dustin	2	\$	750.00
ThinkTel	1	\$	324.12
Tip-it Waste Solutions Kootenay	5	\$	6,168.75
Total Power Limited	1	\$	40,768.00
Trane Canada ULC	1	\$	2,108.14
Tratech Mechanical Ltd	1	\$	247.43
Treadmill Factory, The	1	\$	975.46
Tremlock Properties Ltd	3	\$	40,819.03
Trican Filtration Group Inc.	2	\$	7,249.37
Trowelex Equipment Rentals And Sales	5	\$	3,251.98
TST Canada	1	\$	113.12
Tu-Dor Lock & Safe Ltd	3	\$	186.40
Uline Canada Corporation	4	\$	3,092.33
Valhalla Septic Services LTD	2	\$	1,848.13

All Other Vendors	Number of Payments		Value
	959	\$	
Van Houtte Coffee Services	2	\$	349.79
Van Kam Freightways Ltd	2	\$	808.06
VBlock Custom Design Inc.	2	\$	1,781.12
Vince's Specialty Footwear Ltd	1	\$	65.59
Visser's Sales Corp	1	\$	593.25
Vitalaire Canada Inc	4	\$	417.85
W.H. Excavating	1	\$	669.38
Waste Management	8	\$	4,963.56
Waterwaze Sports	1	\$	136.50
Watt Consulting Group	2	\$	6,487.69
Wells Fargo Equipment	4	\$	5,245.21
Wesco Distribution-Canada Inc	2	\$	419.58
Western Auto Wreckers (1974) Ltd	2	\$	945.00
Western Water Associates Ltd.	2	\$	5,331.88
WEX Canada Ltd.	1	\$	4,137.78
WFR Wholesale Fire & Rescue Ltd	10	\$	21,885.93
Wild West Drilling Inc	2	\$	19,870.46
Wildland Recreation Solutions	1	\$	5,134.50
Winlaw Elementary School	1	\$	840.00
Winlaw Mini-Mart	1	\$	241.00
Wolseley Waterworks Branch	3	\$	7,941.71
Wood Wyant Inc	1	\$	414.04
WSP Canada Inc.	3	\$	3,685.29
Xplore Inc.	2	\$	245.28
Yahk General Store	1	\$	1,179.41
Yahk-Kingsgate Recreation Society	1	\$	1,300.00
Yellow Pages Group	1	\$	1.56
Young Anderson Barristers & Solicitors	2	\$	2,448.15
Zone West Enterprises Ltd	1	\$	511.84

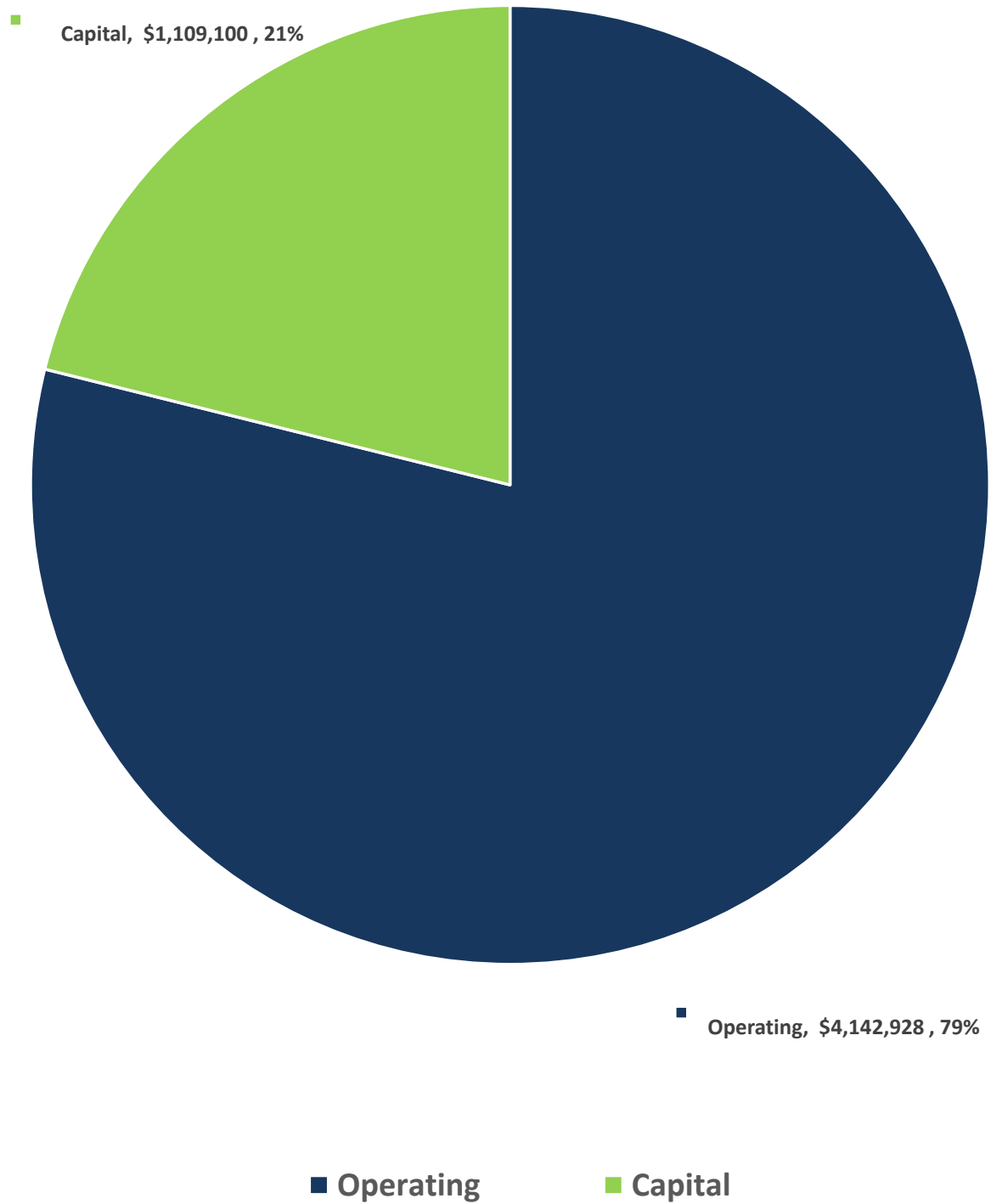
**Accounts Payable for July 2024 Breakdown by Type of Payment**

Discretionary, Community Development, and Other Grants	Number of Payments		\$	1,582,651
	74			
Arrow Lakes Cross Country Ski Club	1		\$	1,606.38
Arrow Park Community Association	1		\$	5,562.00
Balfour Recreation Commission	1		\$	12,750.00
Bee Awareness Society	1		\$	621.18
Canadian Red Cross Society	1		\$	523.10
Castlegar & District Community Services Society (CDCSS)	1		\$	10,588.50
Castlegar Friends of Parks and Trails Society (2001)	2		\$	7,598.60
Castlegar Villa Society	1		\$	6,750.00
Castlegar, City of	1		\$	350,000.00
Creston Pet Adoption Welfare Society	1		\$	13,100.36
Creston Valley Blossom Festival (CVBF)	1		\$	18,193.46
Creston Valley Chamber of Commerce	3		\$	1,550.00
Creston Valley Fall Fair Association	2		\$	3,750.00
Creston, Town of	6		\$	267,950.30
Edgewood Community Club	1		\$	650.00
Edgewood Community Parks Board	1		\$	7,200.00
Kaslo Baseball & Softball Association	1		\$	10,800.00
Kaslo Community Services Society	2		\$	1,850.20
Kaslo to Sandon Rails to Trails Society	1		\$	1,550.00
Kaslo, Village of	2		\$	20,000.00
Kootenay Christian Fellowship (Our Daily Bread)	1		\$	7,449.22
Kootenay Gallery of Art, History and Science	3		\$	8,523.50
Lardeau Valley Historical Society	1		\$	5,000.00
Lardeau Valley Opportunity Links Society	2		\$	9,000.00
Massif Music Festival Society	1		\$	4,500.00
Nakusp Mixed Slow Pitch Society	1		\$	9,000.00
Nakusp, Village of	3		\$	473,629.00
Nelson & District Chamber of Commerce	1		\$	1,000.00
Nelson & District Hospice Society	1		\$	500.00
Nelson Civic Theatre Society	1		\$	5,977.08
Nelson Food Cupboard	1		\$	9,944.96
Nelson Nordic Ski Club	1		\$	619.93
Nelson Tennis Club	1		\$	2,500.00
Nelson, City of	3		\$	172,295.00
New Denver & Area Youth Centre Society	1		\$	500.00
New Denver, Village of	1		\$	17,852.00
Ootischenia Community Society	1		\$	9,000.00
Pass Creek Neighbourhood Association	1		\$	600.00
Protecting Animal Life Society (P.A.L.S.)	1		\$	24,295.14
Recreation Nakusp Society	1		\$	9,000.00
Royal Canadian Legion #29 Creston	1		\$	12,150.00
Salmo Community Resource Society	1		\$	3,850.00
Salmo, Village of	3		\$	27,754.60
Slocan Fitness Centre	1		\$	4,500.00
Slocan Lake Arts Council	1		\$	4,500.00
Slocan, Village of	2		\$	1,700.00
The Association of West Kootenay Rock Climb	1		\$	1,200.00
Union of Spiritual Communities of Christ	1		\$	9,000.00
Valhalla Fine Arts Society	1		\$	505.00
WE Graham Community Service Society	1		\$	650.00
West Creston Community Hall Society	1		\$	1,500.00
West Kootenay Watershed Collaborative	1		\$	1,006.23
Wildsight - Creston	1		\$	555.00

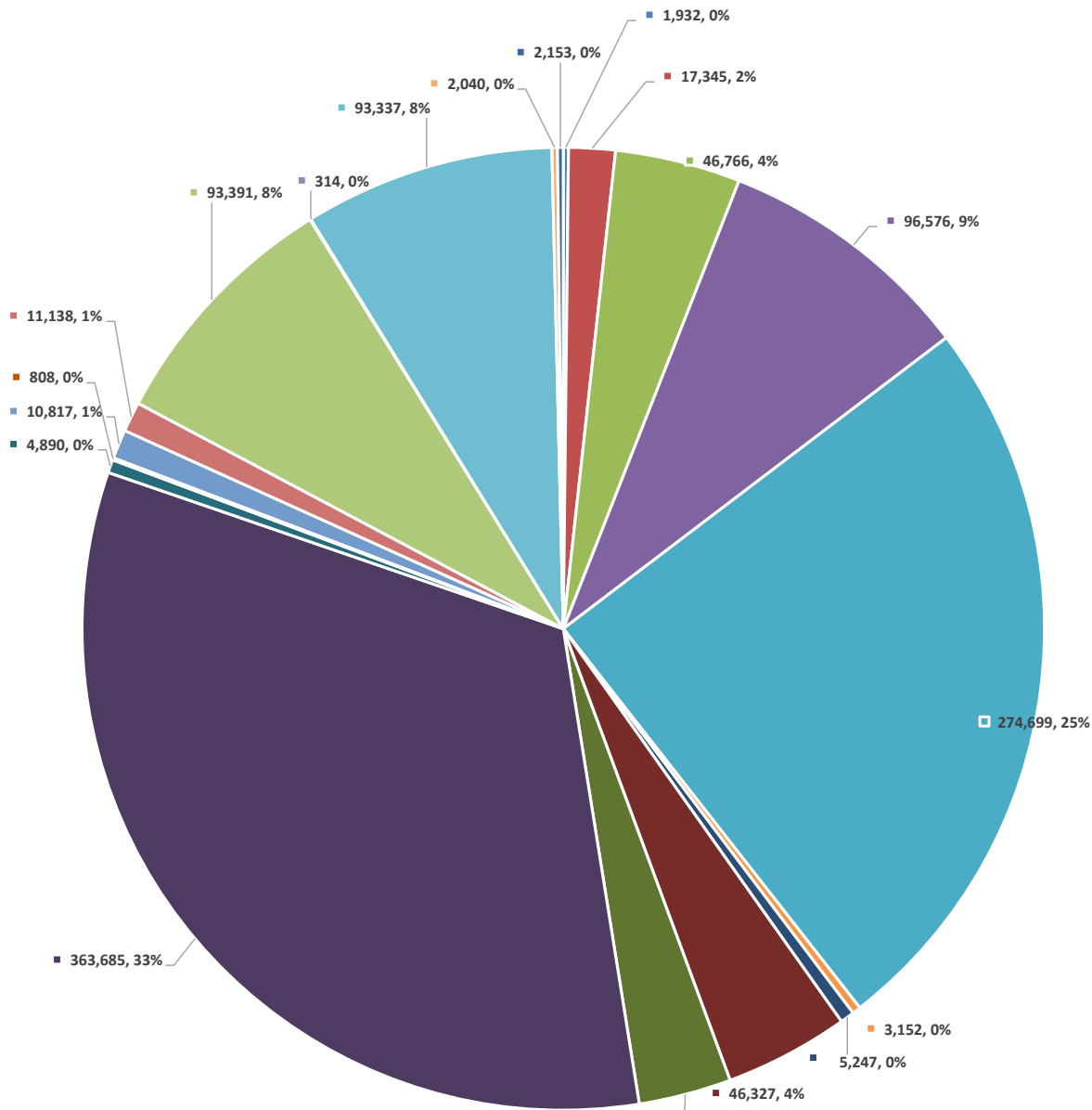
# Grants by Type



## July 2024 Capital VS Operating Expenditures



# July 2024 Capital by Service



- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Fire Protection-Area F (North Shore)
- Fire Protection-Area J (Ootischenia)
- Fire Protection-Areas H and I (Slocan Valley)
- General Administration
- 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, Slovan and Area H, I, J, and K
- Regional Parks-New Denver, Silverton, Slovan and Area H
- Water Utility-Area A (Riondel)
- Water Utility-Area B (Arrow Creek)
- Water Utility-Area B (Erickson)
- Water Utility-Area B (Lister)



# Board Report

**Date of Report:** July 30, 2024  
**Date & Type of Meeting:** August 15, 2024 Board Meeting  
**Author:** Angela Lund, Deputy Corporate Officer  
**Subject:** RDCK Procedure Bylaw No. 2576, 2019 – Repeal  
**File:** 08/3200/10/RDC/2898  
**Electoral Area/Municipality:** ALL

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Board with the redlined version of the Procedure Bylaw No. 2898, 2024 (Bylaw No. 2898), which includes Directors feedback and staff amendments, for review.

## SECTION 2: BACKGROUND/ANALYSIS

Staff prepared the *RDCK Procedure Bylaw No. 2576, 2019 – Repeal* Board Report (Attachment B) that was addressed at the May 16, 2024 Board meeting and the following resolution was passed:

270/24 That the Board direct staff to repeal and replace Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019, and that the Board provide their input to staff by June 10, 2024 to incorporate into the new RDCK Procedure Bylaw for review at the July 18, 2024 Board meeting.

At the July 18, 2024 Board meeting staff requested to refer the review of Bylaw No. 2898 to the August 15, 2024 Board meeting. Staff has received Directors’ feedback and has prepared a redlined version of Bylaw No. 2898, 2024 (Attachment A).

Staff has consolidated the feedback from Directors and additional amendments from staff identified in Tables A and B:

**Table A: Directors Feedback**

RDCK PROCEDURE BYLAW NO. 2576	DIRECTOR’S PROPOSED AMENDMENTS	STAFF COMMENTS
<b>Explanation</b>	<ul style="list-style-type: none"> <li>Add “Community Charter” to the first paragraph of the explanation</li> </ul>	<ul style="list-style-type: none"> <li>Added</li> </ul>
<b>Part 1: Introductions</b> Section 2 Definitions	<ul style="list-style-type: none"> <li>Include definition of “Officer” and “Employee”</li> </ul>	<ul style="list-style-type: none"> <li>“Officer” is identified in the LGA.</li> <li>“Employee” add “RDCK employee” to the language within the bylaw. No definition required.</li> </ul>



<p><b>Part 3: Meetings</b> Section 16 Closed Meetings</p>	<ul style="list-style-type: none"> <li>Request to remove the word “Salmon” and replace with “coloured paper”</li> <li>Request the Chair and Vice-Chair retain the Closed meeting agenda to review notes for approving the Closed meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>Added</li> </ul>
<p><b>Part 3: Meetings</b> <b>ADDITION:</b> Attendance of Directors at Meetings</p>	<ul style="list-style-type: none"> <li>Introduce language that limits Directors member’s ability to participate in Board Meetings by electronic means to a specified number of meetings per year.</li> </ul>	<ul style="list-style-type: none"> <li>Staff requests Board direction on whether to include this provision within the Procedures Bylaw</li> </ul>
<p><b>Part 5: Meeting Procedures for the Board</b> Section 22 Order of Business</p>	<ol style="list-style-type: none"> <li>Request to add new section “Provincial Administration”</li> <li>Request to move “Public Time” up in the Order of Business</li> <li>Request Directors’ motion be a notice of motion unless a 2/3 majority vote accepts the item as a late item.</li> <li>Allot up to thirty (30) minutes for public time.</li> </ol>	<ol style="list-style-type: none"> <li>Staff’s understanding of the request is “<i>Provincial Administration means an item from the provincial government that is not defined within the Act or Charter as a local government responsibility, and is dependent on local governments to execute.</i>” Staff requests Board direction on including or not including the “Provincial Administration” section.</li> <li>Moved up “Public Time”.</li> <li>Part 10: Section 40 Notice of Motion (NoM) identifies the process for NoMs.</li> <li>Extended public time.</li> </ol>
<p><b>Part 5: Meeting Procedures for the Board</b> Section 23 Minutes</p>	<ul style="list-style-type: none"> <li>Request that all Committee and Commission minutes be received three (3) days prior to Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>Staff requests Board direction. This would require a change in scheduling of meetings. Eg: RAC, JRRC, CSLAC</li> </ul>
<p><b>Part 5: Meeting Procedures for the Board</b> Section 25 Adjournment</p>	<ul style="list-style-type: none"> <li>Request the section on adjournment be deleted. The Board does not practice this portion of the bylaw.</li> </ul>	<ul style="list-style-type: none"> <li>Deleted the section.</li> </ul>
<p><b>Part 6: Delegations &amp; Presentations</b> Section 26 General provisions</p>	<ol style="list-style-type: none"> <li>Language that includes that delegations requests must align with the Board’s work and Strategic Priorities, and be a registered organization.</li> <li>Subsections 3, 4 and 5 have no formal process for Board to vote on superseding the Executive Committee’s delegation decision.</li> </ol>	<ol style="list-style-type: none"> <li>Staff requests Board direction on the requirements for approving a delegation and recommends this be included in policy instead of the bylaw.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Further details be included in the email when the delegation request has been declined.</li> <li>4. Request ten (10) minutes for questions during a delegation (20 minutes total)</li> <li>5. Delete subsection regarding Board meetings held away from the RDCK head office.</li> </ol>	<ol style="list-style-type: none"> <li>2. Staff requires further direction to what details need to be included.</li> <li>3. Added “name, reason and reason for declining the delegation request”.</li> <li>4. Added an additional five (5) minutes.</li> <li>5. Deleted subsection this is no longer valid.</li> </ol>
<b>Part 7: Keeping Order</b> Section 32: Use of Cellular Telephones and Pagers	<ul style="list-style-type: none"> <li>• Request to delete this section.</li> </ul>	<ul style="list-style-type: none"> <li>• Section deleted.</li> </ul>
<b>Part 8: Debate and Conduct</b> Section 33	<ol style="list-style-type: none"> <li>1. Request no interruptions while someone is speaking to be added to the speakers list</li> <li>2. A lot of the language can be consolidated into the Code of Conduct.</li> </ol>	<ol style="list-style-type: none"> <li>1. Added</li> <li>2. It is on staff’s workplan to bring forward a Code of Conduct policy. The bylaw can be amended if required.</li> </ol>
<b>Part 12: Voting</b> Section 43 Voting Procedure	<ul style="list-style-type: none"> <li>• Request to be able to vote by secret ballot at sub-committees during an open meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations should not be voted on by secret ballot in an open meeting. This process is open to the public.</li> </ul>
<b>Part 13: Bylaws</b> Section 51: Introducing, reading and adopting bylaws	<ul style="list-style-type: none"> <li>• Request to remove any language that may be redundant to the LGA</li> </ul>	<ul style="list-style-type: none"> <li>• Staff requests to keep this section as is because it acts as a quick reference for Directors/Staff instead of reviewing the LGA.</li> </ul>
<b>Part 14: Petitions</b> Section 53	<ul style="list-style-type: none"> <li>• Request to add language that encourages residents to work with staff to develop questions for petitions before gathering signatures.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff receives many different types of petitions and recommends this language is included in policy instead of in the bylaw.</li> </ul>
<b>Miscellaneous Request</b>	<ul style="list-style-type: none"> <li>• Only one FCM representative for the RDCK</li> </ul>	<ul style="list-style-type: none"> <li>• Include in a policy not the bylaw.</li> </ul>

**Table B: Additional Staff Amendments**

RDCK PROCEDURE BYLAW NO. 2576	DIRECTOR’S/STAFF PROPOSED AMENDMENTS
<b>Part 1: Introductions</b> Section 2 Definitions	<ul style="list-style-type: none"> <li>• Add Open Meeting definition to go with the Closed Meeting definition.</li> <li>• Removed the words “In Camera” throughout the bylaw and replaced with “Closed” as per the LGA.</li> </ul>

<b>Part 3: Meetings</b> Section 13 Inaugural Meeting	<ul style="list-style-type: none"> <li>This section has been updated to align with Local Government Act requirements .</li> </ul>
<b>Part 3: Meetings</b> Section 17 Electronic participation meetings	<ul style="list-style-type: none"> <li>Included a subsection with parameters for members attending electronically during a Closed meeting.</li> </ul>
<b>Part 5: Meeting Procedures for the Board</b> Section 22 Order of Business	<ul style="list-style-type: none"> <li>Commission/Committee membership is not included in the Consent Agenda due to having recommendations. Staff is looking into combining the commission and committee membership recommendations.</li> </ul>
<b>Part 8: Debate and Conduct</b> Section 32	<ul style="list-style-type: none"> <li>Remove the words “Mr. and Madam”</li> <li>Included language to add a name to the speakers list by using the meeting software.</li> </ul>
<b>Part 13: Bylaws</b> Section 50: Introducing, reading and adopting bylaws	<ul style="list-style-type: none"> <li>Included language to allow the Corporate Officer to make minor corrections to bylaws after third reading. Eg: spelling mistakes and sequential numbering errors.</li> </ul>
<b>Part 15: Committees</b>	<ul style="list-style-type: none"> <li>Removed “Terms of Reference” and included that Standing/Select Committees are established by bylaw.</li> </ul>

Items that are pending approval from the Board prior to being considered for reference within the new Procedure Bylaw are the following:

- Recording Votes:** Staff is bringing forward a Board Report regarding the pros, cons and options to support transparency, of which vote recording is part of the scope
- Public Notice:** Staff has brought a report forward to the Board and is bringing back comments from the Directors at the August 15, 2024 Board meeting for review.
- Hybrid Meetings:** Allow more flexibility to holding hybrid meetings. Staff will prepare a report for a further meeting that will be seeking Board direction.

**Options**

- Status Quo – all commission/committee meetings are required to hold hybrid meetings;
- At the discretion of the Chief Administrative Officer/Corporate Officer, the community volunteer commission/committee meetings can hold in-person with no remote option; or
- Determine a list of core commissions/committees that are required to hold hybrid meetings.

Staff’s objectives to repealing and replacing Bylaw No. 2576, 2019 is to further streamline the general procedures and make adjustments to any procedures in question.

**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

None.

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

Procedure bylaws are governed by Section 225 of the *Local Government Act* and Section 94, 94.1 and 94.2 of the *Community Charter*.

### 3.3 Environmental Considerations

None.

### 3.4 Social Considerations:

Having general procedures, by bylaw, which the board, commissions and committees follow to conduct business maintains a high level of standards and builds consistency throughout the organization. Bylaw No. 2898 will be placed on the RDCK website to promote transparency and public awareness of how the RDCK conducts business.

### 3.5 Economic Considerations:

None.

### 3.6 Communication Considerations:

Staff has received input from the Directors and will advertise in the local newspapers prior to the adoption of the new Procedure Bylaw to inform members of the public.

### 3.7 Staffing/Departmental Workplan Considerations:

The Corporate Officer and Deputy Corporate Officer have prepared Bylaw No. 2898 and are working with the Directors. Corporate Administration staff will assist with the public notice process in accordance to *Community Charter* Section 94 and adding the notice to the public notice posting places.

### 3.8 Board Strategic Plan/Priorities Considerations:

Organizational Excellence

- Review governance structures to ensure we have the appropriate balance of input and accountability.
- Prioritize communication, transparency and accessibility.

## SECTION 4: OPTIONS & PROS / CONS

### Option 1

That the Board provide further input to staff by August 26, 2024 to incorporate into the RDCK Procedure Bylaw No. 2898, 2024 for three readings at the September 12, 2024 Board meeting.

#### Pros

- Input and feedback will provide staff with further direction for Bylaw No. 2898;
- New options for streamlining meetings and clarifying procedures; and
- Straight forward bylaw (without multiple amendments) for the public to read.

#### Cons

- Staff time will be needed to meet the requirements from the LGA Section 225 (2).

### Option 2

That the Procedure Bylaw No. 2898, 2024 be read a FIRST, SECOND and THIRD time by content to repeal and replace Procedure Bylaw No. 2576, 2019 and its amendments; AND FURTHER, staff provide public notice in accordance with Section 225 of the *Local Government Act*.

**Pros**

- The RDCK Procedure Bylaw incorporates all the amendments the Board wants;
- Straight forward bylaw (without multiple amendments) for the public to read; and
- Public notice provided in accordance to Section 94 of the *Community Charter*.

**Cons**

- Staff time will be needed to meet the requirements from the LGA Section 225 (2).

**SECTION 5: RECOMMENDATIONS**

Staff is seeking Board direction.

Respectfully submitted,  
Angela Lund

**CONCURRENCE**

Manager of Corporate Administration – Mike Morrison  
Chief Administrative Officer – Stuart Horn

Approved  
Approved

**ATTACHMENTS:**

Attachment A - Redlined version of the RDCK Procedure Bylaw No. 2898, 2024  
Attachment B – Public Notice Bylaw Board Report



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Procedure Bylaw No. 2898, 2024**

# RDCK PROCEDURE BYLAW NO. 2898

## TABLE OF CONTENTS

<b>PART 1: INTRODUCTION .....</b>	<b>5</b>
Citation.....	5
Definitions.....	5
Application Of Rules Of Procedure .....	8
Powers And Duties Of Board Chair .....	8
Powers And Duties Of Board Vice-Chair .....	9
General.....	9
 <b>PART 2: ELECTION OF BOARD CHAIR AND VICE-CHAIR.....</b>	 <b>9</b>
General Provisions .....	9
Election of Board Chair .....	10
Election of Vice-Chair.....	11
Tie vote .....	11
Restriction on Nominations .....	12
 <b>PART 3: MEETINGS .....</b>	 <b>12</b>
Schedule, Time and Location of Meetings .....	12
Inaugural Meeting.....	13
Notice of Regular meetings.....	13
Notice of Special meetings.....	13
Closed <del>(in camera)</del> Meetings .....	14
Electronic participation meetings .....	16
Attendance of public at meetings.....	17
Recording the Board Meeting .....	18
 <b>PART 4: QUORUM FOR BOARD MEETINGS .....</b>	 <b>18</b>
 <b>PART 5: MEETING PROCEDURES FOR THE BOARD.....</b>	 <b>19</b>
Agendas – Regular Meetings .....	19
Late agenda items.....	20
Call to Order—see Quorum .....	20
Order of Business.....	20
Minutes .....	21
Resolutions.....	21
Adjournment.....	Error! Bookmark not defined.
 <b>PART 6: DELEGATIONS &amp; PRESENTATIONS .....</b>	 <b>22</b>
General provisions .....	22
Late or Emergency delegations.....	23
 <b>PART 7: KEEPING ORDER.....</b>	 <b>23</b>
Rules of order.....	23
Chair and Presiding Officers.....	23
Points of Order.....	24

Appeal ..... 24  
 Use of cellular telephones and pagers..... **Error! Bookmark not defined.**

**PART 8: DEBATE AND CONDUCT ..... 25**  
 Privilege..... **Error! Bookmark not defined.**

**PART 9: MOTIONS ..... 27**  
 Amendments..... 28  
 Amending Past Motions..... 29  
 Referral or postponement ..... 29  
 Withdrawal ..... 29  
 Chair determines contrary to rules..... 30

**PART 10: NOTICE OF MOTION ..... 30**

**PART 11: RECONSIDERATION ..... 31**

**PART 12: VOTING ..... 31**  
 Voting Procedure ..... 31  
 Tie vote for a motion ..... 32  
 Members attendance for vote..... 33  
 Conflict of interest ..... 33  
 Special voting on urgent matters..... 33

**PART 13: BYLAWS ..... 34**  
 Copies of proposed bylaws to Directors ..... 34  
 Introducing, reading and adopting bylaws ..... 34  
 Certification and storage ..... 35

**PART 14: PETITIONS..... 35**

**PART 15: COMMITTEES..... 35**  
 Establishment of Committees..... 35  
 Duties of Standing Committees ..... 35  
 Duties of Select Committees..... 36  
 Appointment of Directors to Committees ..... 36  
 Attendance at Committee Meetings ..... 36  
 Chair ..... 37  
 Committee Reports and Minutes ..... 37  
 Quorum..... 37  
 Voting at Meetings..... 37  
 Operation ..... 38  
 Schedule of Meetings ..... 38  
 Procedures ..... 38

**PART 16: COMMISSIONS..... 38**  
 Establishment of Commissions ..... 38  
 Duties of Commissions..... 38



**PART 17: MISCELLANEOUS PROVISIONS..... 38**  
Amendment to procedure ..... 38  
Severability..... 39  
Effective Date..... 39  
Repeal ..... 39  
Citation..... 38

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2898

A bylaw to regulate the proceedings of the Regional District of Central Kootenay  
Board, Committees and Commissions

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WHEREAS the Regional District must, by bylaw enacted pursuant to the *Local Government Act* and the *Community Charter*, establish the general procedures to be followed at meetings of the Regional Board, Committees and Commissions including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional Board desires its proceedings to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance notice regarding this bylaw has been provided to each Director in accordance with the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of Central Kootenay, in Open Meeting assembled, enacts as follows:

### PART 1: INTRODUCTION

#### Citation

- 1 This Bylaw may be cited as “**Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024.**”

#### Definitions

- 2 In this Bylaw:

**Act** means the *Local Government Act*, R.S.B.C. 2015, c. 1, as may be amended from time to time.

**Advisory Committee** means a Committee established to provide information and advice to the Board on specific services of the RDCK, unless specified otherwise in the Act.

**Alternate Director** means an Alternate Director as defined in the Act and duly sworn in prior to voting on any matter before the Board.

**Board** means the governing and executive body—the Board of Directors—of the Regional District of Central Kootenay.

**Chair** means, where the context requires, the Chair of the Board elected pursuant to the Act, or the person appointed as the Chair, the Vice-Chair or other person presiding at a Meeting of the Board, Committee or Commission.

**Charter** means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended from time to time.

**Chief Administrative Officer** means the officer assigned chief administrative responsibilities under the Act and includes that officer's designate.

**Closed Meeting** means a Meeting closed to the general public and/or RDCK employees, ~~as deemed appropriate with items to be discussed as set out in the~~ in accordance with **Community Section 90 of the Charter**.

**Commission** means a commission established by the Board pursuant to the Act.

**Committee** means, as the context requires, a Select Committee established by the Board, or a Standing Committee established by the Board Chair.

**Consent Agenda** means a component of a meeting agenda that enables the Board to group routine items under one umbrella.

**Corporate Officer** means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate.

**Delegation(s)** means an individual or organization that requests to appear before the Board, Committee or Commission.

**Director(s)** means a Member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act.

**Electronic Meeting** means a Meeting where all Members may participate electronically, such as videoconference, audioconference or telephone.

**Electronic Participation (Electronically Participate)** means a hybrid Meeting where some Members attend in person, and other Members attend by electronic means, such as videoconference, audioconference or telephone.

**Executive Committee** means the Board Chair, Board Vice-Chair and Rural Affairs Committee Chair.

**Inaugural Meeting** means the first Regular Meeting of the Board in November of each year.

**Majority Vote** means more than half of the votes on a Motion are cast in the affirmative, with abstentions counted as a vote in the affirmative.

**Meeting** means a meeting of the Board, or a meeting of a Committee or Commission, as the context requires.

**Meeting Coordinator** means the person responsible for transcribing minutes at a Board, Committee or Commission Meeting and assists with corporate administration duties assigned by the Corporate Officer.

**Member(s)** means a Director or Alternate Director of the Board, or a person appointed to a Committee or Commission, as the context requires.

**Motion** means a proposal put forward by a Member for consideration of the Board that the Regional District undertake an action, make a recommendation or express an opinion.

**Mover** means the Member who has made a Motion.

**Notice Board** means the notice board at the corporate office of the Regional District of Central Kootenay at 202 Lakeside Drive, Nelson, BC.

**Open Meeting** means a Meeting accessible to the general public and/or RDCK employees.

**Out of Order** means that consideration of a matter may not proceed due to conflict with this Bylaw.

**Petition** is a formal written request made to the Board that requests that a particular action be taken that is within the authority of the RDCK. The petition must include the full name, original signature and residential address of each petitioner.

**Point of Privilege** means a question calling attention to an urgent or timely matter arising within the Meeting, which pertains to the rights or interests of the Board, Committee or Commission as a whole or of a Member personally. This includes matters of comfort, safety, and accessibility of Members and also includes matters related to the dignity and integrity of the assembly and its proceedings, or obstructions to it carrying out its functions.

**Postpone** means to defer an item to a certain time.

**Public Notice Posting Places** means the RDCK website, RDCK social media sites and the Notice Board located at RDCK offices.

**Question** (Calling of, Calling the, Previous) means a Motion to end debate and bring a Motion to an immediate vote.

**Quorum** means a majority of the Members of the Regional Board or a majority of the Members of a Committee or Commission, unless otherwise adopted in a Committee or Commission bylaw.

**RDCK** means the Regional District of Central Kootenay.

**Recess** means the temporary suspension of proceedings until a later time.

**Refer (Referral)** means to defer a Motion until a future time to allow for further discussion.

**Regular Meeting** means all regularly scheduled Meetings.

**Resolution** means a formal Motion placed before a Meeting in order that it may be debated to a conclusion.

**Rural Affairs Committee Chair** means the Member elected as Chair of the Rural Affairs Committee pursuant to the Act.

**Select Committee** means a Committee established by the Board to consider or inquire into any matter and reports its findings and opinion to the Board. Persons who are not Directors may be appointed by the Board but at least one Member of the Committee must be a Director.

**Special Meeting** means a Meeting other than a statutory or Regular Meeting, or statutory or regular adjourned meeting.

**Standing Committee** means a long-term Committee established by the Chair to deal with matters of an ongoing nature. Persons who are not Directors may be appointed by the Chair but at least one Member of the Committee must be a Director.

**Table**

Lay on the table means to temporarily suspend further consideration/action on the pending Motion;

Take from the table means to resume consideration of the item previously “laid on the table.

**Terms of Reference** means a written description of a Committee’s purpose and objectives.

**Vice-Chair** means the Member elected as Vice-Chair pursuant to the Act.

**Application of Rules of Procedure**

- 3 (1) The rules of procedure as set out in this Bylaw apply to all Meetings of the Board, Committees and Commissions except as otherwise provided herein.
- (2) In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert’s Rules of Order Newly Revised* shall apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.
- (3) A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if at least two-thirds of the Members present agree to do so.

**Powers and Duties of Board Chair**

- 4 (1) The Board Chair is the head and chief executive officer of the RDCK and has the duties as set out in the following:

- (a) the Act:
    - (i) Section 216 [*Power and Duties of Chair*]; and
    - (ii) Section 218 [*Appointment of Select and Standing Committees*];
  - (b) the Charter:
    - (i) Sections 131, 132, 133 and 134 [*Council Proceedings*].
- (2) The Board Chair shall determine the seating arrangements around the meeting table.
- (3) In accordance with Section 133 of the Charter, if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting. If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

### **Powers and Duties of Board Vice-Chair**

- 5 The Vice-Chair has, during the absence, illness or other disability of the Board Chair, all the powers and duties of the Board Chair and is subject to all rules applicable to the Board Chair.

### **General**

- 6
- (1) Where this Bylaw conflicts with the provisions of the Act, the Act shall prevail.
  - (2) Any definition of a word or phrase used in this Bylaw and not defined in this Bylaw has the meaning as defined in the Act.
  - (3) The headings used in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
  - (4) This Bylaw may not be amended or repealed and substituted unless notice of the proposed amendment or repeal is mailed to each Member at least five (5) days before the meeting at which the amendment or repeal is to be introduced in accordance with Section 225 [*Procedure Bylaw*] of the Act.
  - (5) Unless otherwise defined in this Bylaw, words used herein shall have the meanings defined in the Interpretation Act, R.S.B.C. 1996 c. 238 as amended.

## **PART 2: ELECTION OF BOARD CHAIR AND VICE-CHAIR**

### **General Provisions**

- 7 As provided in the Act:
- (a) At the first Meeting held after November 1 in each year, the Board must elect a Chair and a Vice-Chair from among its Members.

- (b) If the office of the Chair or Vice-Chair becomes vacant, the Board shall elect another Chair or Vice-Chair from among its Members at the first practicable Regular Meeting of the Board after the vacancy occurs.
- (c) If the Board Chair and the Vice-Chair are not present at a Meeting of the Board, the Directors present may elect an Acting Chair who, during that Meeting, has all the powers of the Board Chair and is subject to all rules applicable to the Chair.
- (d) Each Director present at the Meeting has one vote in each election for an office.

### **Election of Board Chair**

- 8**
- (1) The Chief Administrative Officer or Corporate Officer shall administer the election process.
  - (2) The Chief Administrative Officer or Corporate Officer will call three times for nominations for the office of Board Chair. Each nomination must be seconded and the nominee must consent to the nomination.
  - (3) If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.
  - (4) If more than one candidate is nominated for an office, an election by secret ballot will be declared.
  - (5) Each candidate will be given two minutes to address the Board in favour of his/her candidacy in the order of his/her nomination.
  - (6) At the conclusion of candidates' speeches, an election will be held. Each Director will be provided with a paper ballot in which to cast his/her vote. Completed ballots shall be placed into a ballot box. When all of the ballots have been collected the ballot box will be removed to a separate room and the ballots counted.
  - (7) If a Director is participating in the meeting electronically under Sections 17 of this Bylaw, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, vote by one of the following methods specified by the Chief Administrative Officer or Corporate Officer:
    - (a) by phoning the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots;
    - (b) by emailing the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots; or
    - (c) by casting the Director's vote through an electronic voting system that has been established by the RDCK.
  - (8) The counting of ballots will be conducted by the Corporate Officer together with the Chief Financial Officer or Chief Administrative Officer.
  - (9) The candidate with the absolute majority of votes for the office of Board Chair will be

declared elected to that office.

- (10) If three or more candidates are nominated, and no candidate receives a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the ballot. Ballots will be redistributed and the remaining candidates will again stand for election. This process will be repeated until a candidate receives majority of the votes and is elected, or until only two candidates remain and the vote is tied. If the tie continues after two elections have been held, the provisions outlined in Section 10 (2) of this Bylaw apply.
- (11) If the candidates with the lowest number of votes are tied, and a candidate is required for the vote of Board Chair, the provision outlined in Section 10 of this Bylaw apply.
- (12) The number of votes received by each candidate will not be disclosed to the Board unless a Resolution requiring disclosure is passed.
- (13) The ballots will be destroyed by way of a Board Resolution.

#### **Election of Vice-Chair**

- 9** The election for the position of Vice-Chair will be conducted following the procedures set out in Sections 8 (1) to (13) of this Bylaw.

#### **Tie Vote**

- 10** (1) In the event no candidate receives majority of the votes, and there is a tie vote of the candidates with the lowest number of votes, and a candidate is required for the vote of Board Chair, a vote by secret ballot will be held **between the tied candidates** and the name of the candidate receiving the lowest number of votes will be removed from the ballot. If the tie continues after **two elections have been held that vote**, the provisions outlined in subsection (2) of this Bylaw apply.
- (2) In the event of a tie vote for Board Chair or a tie vote resulting from a vote conducted in accordance with subsection (1):
  - (a) the name of each candidate is to be written on a separate piece of paper;
  - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
  - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
  - (d) the Chief Administrative Officer or Corporate Officer will draw one piece of paper from the container;
  - (e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.



## Restriction on Nominations

- 11** Nominations will not be accepted for:
- (a) a Director who is not present;
  - (b) a Director who has not made an oath of office; or
  - (c) an Alternate Director.

## PART 3: MEETINGS

### Schedule, Time and Location of Meetings

- 12**
- (1) The Board shall, by Resolution, adopt a schedule of Meetings for the immediately ensuing year no later than the last Meeting of the current year. During the year, the Board may, by Resolution, revise the schedule of Meetings for the current year. Public notice of Meetings are to be posted on the Public Notice Posting Places.
  - (2) Notification of a cancelled or Postponed Meeting must be provided to the Corporate Officer at least 48 hours before the scheduled Meeting, and the Corporate Officer must advise all Members via email or telephone and the public by posting a notice on the Public Notice Posting Places.
  - (3) Unless the Board determines otherwise, Regular Meetings of the Board shall be held on the third Thursday of each month commencing at 9:00 a.m.
  - (4) Regular and Special Meetings of the Board shall be held in the Board Room at the RDCK corporate office located at 202 Lakeside Drive in Nelson, B.C. unless, at a Regular Meeting, the Board passes a Resolution authorizing holding a Meeting elsewhere within the RDCK or, as authorized by the Act, outside the boundaries of the RDCK.
  - (5) In the interest of making Meetings more accessible to residents, individual Directors may request that a Regular Meeting be held in his/her municipality or electoral area. Such requests must be received for consideration by the Board no later than January 31st of each year. Meetings held outside the RDCK's corporate office will be limited to a maximum of two per year.
  - (6) At the discretion of the Chair and Vice-Chair, a Meeting may be cancelled or Postponed, providing two consecutive Meetings are not cancelled.
  - (7) Should the Chair determine that there is insufficient business to justify holding a regularly scheduled Meeting, the Chair may cancel the Meeting upon five days' notice.
  - (8) Committees and Commissions set the dates, times, and locations of their Meetings by resolution, subject to provisions established within the bylaw or Terms of Reference governing a specific Committee or Commission.

- (9) All Meetings of the Board, Commissions and Committees shall provide the option to the Members to participate electronically, in accordance with Section 17 of this bylaw.
- (10) All Meetings of the Board, Commissions and Committees shall provide the option to the public to participate electronically, with the exception of Section 90 *[Meeting that may or must be closed to the public]* of the Charter where members of the public are excluded from a Closed Meeting, with the instruction to do so posted on the Public Notice Posting Places.
- (11) **The Regular Meeting held in October in the year of a general local election shall be held on the Thursday of the week following the election.**

**Inaugural Meeting**

- 13** (1) An Inaugural Meeting will be held at the first meeting of the Board in November pursuant to the provisions of the Act.
- (2) The presiding officer of the Inaugural Meeting shall be the Chief Administrative Officer or Corporate Officer until such time as the Board Chair has been elected.
- (3) Following a general local election, the Chief Administrative Officer ~~or Corporate Officer~~ shall call the Inaugural Meeting to order **and the Corporate Officer** shall administer the necessary oaths and declarations, **or arrange for another person authorized under the Local Government Act for this purpose to administer the necessary oaths and declarations.**  ~~; or arrange for a Judge, Justice or Magistrate to administer the necessary oaths and declarations.~~

**Notice of Regular Meetings**

- 14** (1) Provisions from Section 12 (1), (2) and (9) of this Bylaw apply for notice of Regular Meeting.
- (2) At least 48 hours before a Regular Meeting, the Corporate Officer must give notice of the meeting, including confirmation of the time, place, date, how the meeting will be conducted, and the place where the public may attend to hear, or hear and watch, the proceedings by:
  - (a) posting a copy of the meeting agenda on the Public Notice Posting Places; and
  - (b) providing a paper or electronic copy to each Member of the Board.

**Notice of Special Meetings**

- 15** (1) In accordance with Section 220 *[Calling and conducting of meetings]* of the Act, on the request of the Chair or of any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least five days before a Special Meeting:

- (a) give advance public notice stating the general purpose of the Special Meeting, and the day, hour and place of the Special Meeting by way of a notice posted on the Public Notice Posting Places; and
  - (b) include in the notice that Members and the public can participate in the Meeting electronically and the place where the public may attend to hear, or hear and watch, the proceedings that are open to the public;
  - (c) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if an electronic method is not available, at the place to which the Director has instructed that notices be sent.
- (2) Each copy of a notice of Special Meeting must be signed by the Corporate Officer.
  - (3) The notice of a Special Meeting may be waived by a unanimous vote of the Board.
  - (4) In accordance with Section 220 [*Calling and conducting of meetings*] of the Act, in the case of an emergency, a notice of Special Meeting:
    - (a) May be given, with the consent of the Chair and two Directors, less than five (5) days before the date of the meeting, and
    - (b) Need not be given in writing.
  - (5) Special Meetings will be held at the RDCK office unless the Chair directs that the meeting be held elsewhere.
  - (6) With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of Electronic Meeting or Electronic Participation in accordance with Section 17 of this Bylaw.

### Closed ~~(in-camera)~~ Meetings

- 16**
- (1) While in a Closed Meeting, the procedures set out in this Bylaw shall, to the extent possible, be followed by the Board in the conduct of its business.
  - (2) Except where provisions of Section 90 [*Meeting that may or must be closed to the public*] of the Charter apply, all Meetings must be open to the public.
  - (3) A Director may only be excluded from a Closed Meeting pursuant to Section 133 [*Expulsion from meetings*] of the Charter.
  - (4) Before closing a Meeting or a portion of a Meeting to the public, the Board must pass a Resolution in a public Meeting in accordance with Section 92 [*Requirements before meeting is closed*] of the Charter and such Resolution must include the basis under the applicable subsection of Section 90 [*Meeting that may or must be closed to the public*] on which the Meeting or part of is to be closed.
  - (5) ~~At the start of a Closed Meeting,~~ The Meeting Coordinator shall provide the Closed Meeting agenda through the meeting software to the Directors and will only print a

paper copy (on ~~Salmon~~-coloured paper) of the Closed Meeting agenda cover if requested by a Director.

- (6) ~~The Alternate Directors attending a Closed Meeting, on behalf of a Director, will receive the Closed Meeting agenda on the day of the Meeting either electronically or in print. with voting weights indicated, to each Director.~~
- (7) At the end of a Closed Meeting, the Directors will return the paper copy of the Closed Meeting agenda cover to the Meeting Coordinator, which the Meeting Coordinator will then destroy unless a specific Board Resolution has been passed to retain a ~~in-camera~~ Closed Meeting report or other item. Alternatively, Directors may dispose of the agenda in a receptacle designated for confidential materials or permanently delete the agenda if provided by email.
- (8) Only the Board Chair or Board Vice-Chair may retain the Closed Meeting agenda cover to review the Board meeting minutes and dispose of the agenda in accordance to subsection (7) of this Bylaw after the review.
- (9) While in a Closed Meeting, the Board may authorize the release of information considered or decisions made in the Closed Meeting or in a previous Closed Meeting upon adoption of a Resolution “That the following recommendation be moved to the Open Meeting: [~~Insert In-Camera Closed Meeting Recommendation~~]”.
- (10) No Director shall disclose to the public the proceedings of a Closed Meeting, unless a Resolution has been passed to release proceedings to the public.
- (11) Information received and/or discussed at a Closed Meeting may be shared with a municipal council only when authorized by a Board Resolution, and only with agreement from the municipality to receive that information in a Closed Meeting of the municipal council. A Board Resolution is required each time new business is introduced to the Board.
- (12) Information received and/or discussed at a Closed Meeting may be shared with other external parties only when authorized by a Board Resolution, and only where a valid non-disclosure agreement (or other agreement with confidentiality provisions) is in place with that party.
- (13) ~~Committee and Commissions are not permitted to move resolutions from a Closed Meeting to an Open Meeting. Closed Meeting minutes must be received by the Board.~~
- (14) Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.
- (15) Minutes of a Closed Meeting shall be kept in the same manner as a Regular Meeting, but shall not be filed with the minutes of Regular Meetings.

- (16) Following a general local election or by-election, newly elected Directors should not be permitted to attend Closed Meetings, or receive Closed Meeting agendas and materials until such time as they have been officially sworn in and taken office as Directors.

**Electronic participation meetings**

- 17** (1) Subject to Sections 221 [*Electronic meetings and participation by members*] of the Act and the *Regional Districts Electronic Meetings Regulation*, BC Reg 271/2005, and amendments thereto:
- (a) a Special Meeting may be conducted by means of Electronic Meeting or Electronic Participation;
  - (b) a Member who is unable to attend any Meeting can Electronically Participate;
  - (c) participation in Meetings indicated in subsections (a) and (b) through electronic means is subject to the Chair’s approval.
- (2) Members who participate in a Meeting referred to in subsection (1) are deemed to be present at the meeting.
- (3) The Chair shall ask the Members during Electronic Participation or an Electronic Meeting the following for each Motion:
- (a) if there is discussion on the Motion;
  - (b) that the Members have heard and understood the discussion; and
  - (c) the Members to indicate if they are opposed to the Motion. In the case a vote is close, the Chair shall ask each Member if they are in favour of or opposed to the Motion.
- (4) A member participating by audio must indicate their vote verbally.
- (5) If communication is lost to one or more Members **or the Meeting Coordinator** during Electronic Participation or an Electronic Meeting:
- (a) on the first occasion available, a 5-minute Recess will be called by the Chair to try to re-establish the link(s);
  - (b) if, after the Recess, a link cannot be re-established, the Member affected will be deemed to have left the meeting;
  - (c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the Member affected will be deemed to have left the meeting;
  - (d) if, after the Recess, a link cannot be re-established and there is not a Quorum of Members present, the Chair will deem the meeting adjourned.
  - (e) if, after the Recess, a link cannot be re-established with the Meeting Coordinator, the Chair will deem the meeting adjourned.**
- (6) The Electronic Meeting or Electronic Participation must be conducted in such a manner that enables the Members to hear, or hear and watch, each other.

- (7) The Electronic Meeting or Electronic Participation must enable the public to hear, or watch and hear, except for the Closed Meeting, the Meeting at the specified place, and a designated RDCK officer must be in attendance.
- (8) The Chair must be physically present at the Meetings if Members are at the Meeting location. If all Members are participating in an Electronic Meeting the Chair may join remotely. Section 17 (8) of this Bylaw applies to the Vice-Chair in the absence of the Chair.
- (9) In the event of an equipment failure or other occurrence which prevents or limits an Electronic Meeting or Electronic Participation, the Meeting will not be adjourned unless ~~Quorum is lost~~ in accordance with subsection (5) of this Bylaw. Participation electronically in Meetings may be restricted by the capacity or dependability of the equipment employed.
- (10) When a conflict of interest is declared in accordance with Section 46 of this Bylaw and Members are participating electronically, the Chair must give direction to the Member, who declares a conflict of interest, to do the following:
  - (a) disconnect from the Meeting;
  - (b) wait for a message to rejoin the Meeting from staff or the Chair;
  - (c) reconnect to the Meeting; and
  - (d) indicate to the Chair the Member has rejoined the Meeting.
- (11) The technology used for Electronic Meetings or Electronic Participation must have the capabilities to close the meeting to the public and maintain confidentiality of the Members during a ~~In-Camera~~ Closed Meeting.
- (12) Members participating electronically in a Closed Meeting should have the camera on at all times, unless the equipment has limitations, and be in a closed room unaccompanied by persons not permitted in the Closed Meeting.

**Attendance of public at meetings**

- 18**
- (1) Except where provisions of the Act and Charter apply, all Meetings must be open to the public.
  - (2) This section applies to all Meetings of bodies referred to in the Charter, including, without limitation:
    - (a) Standing and Select Committees;
    - (b) Boards of Variance;
    - (c) parcel tax roll review panels;
    - (d) Advisory Committees, Commissions, or other advisory bodies established by the Board under the Act or any other legislation.
  - (3) Members of the public and media shall be given an opportunity to ask questions of the Board during public time, as set on the Meeting agenda. This time is expressly devoted to questions only.

- (4) Despite subsection (1), the Chair may expel or exclude from a Meeting, a person in accordance with Section 16 (1) of this Bylaw and Section 133 [*Expulsion from meetings*] of the Charter.

### Recording the Board Meeting

- 19** (1) All Board Meetings shall be recorded in accordance with the RDCK's Recording Meetings Policy.
- (2) The RDCK reserves the right to remove content from a Board Meeting recording prior to posting if there are statements made at the meeting which may be considered:
- (a) false or misleading communication which damages the reputation of another individual or organization;
  - (b) an infringement on copyright ;
  - (c) to breach the privacy of an individual or result in the unauthorized disclosure of the personal information of an individual;
  - (d) to be defamatory in nature;
  - (e) to constitute discrimination on grounds protected under the BC Human Rights Act ;
  - (f) to constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate; or
  - (g) disclose confidential or privileged information.
- (3) The Chair has the discretion and authority to direct the termination or interruption of the recording of an Open Meeting if they consider it prudent or advisable to do so and such direction will only be given in exceptional circumstances.

## PART 4: QUORUM FOR BOARD MEETINGS

- 20** (1) The Quorum for the Board is a majority of the Members of the Board.
- (2) As soon after the time specified for a Board meeting, if a Quorum is present, the Chair, if present, must take the chair and call the Board meeting to order; however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.
- (3) If a Quorum of the Board is present but the Chair or the Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
- (a) the Chief Administrative Officer or Corporate Officer must call to order the Members present; and
  - (b) the Members present must choose a Member to preside at the meeting as Acting Chair until the arrival of the Chair or Vice-Chair. The Acting Chair will have all the powers and be subject to the same rules as the Chair.
- (4) If there is no Quorum of the Board present within thirty (30) minutes of the scheduled time

for a Board meeting, the Chief Administrative Officer or Corporate Officer must:

- (a) record the names of the Members present; and
- (b) Postpone the meeting until the next scheduled meeting.

## PART 5: MEETING PROCEDURES FOR THE BOARD

### Agendas – Regular Meetings

- 21
- (1) The deadline for submissions of items to the Meeting Coordinator for inclusion on the Board Meeting agenda by the public and Directors is ten (10) days prior to the meeting date.
  - (2) Any Director wishing to place an item on the agenda for consideration by the Board shall notify the Meeting Coordinator and the Chair in writing prior to completion of the agenda and in accordance with subsection (1) of this Bylaw. The Meeting Coordinator shall then place the item on the agenda, under the applicable heading with the Director's name beside it to indicate that the Director will speak to the item at the meeting.
  - (3) The Meeting Coordinator shall prepare an agenda for each Meeting of the Board.
  - (4) The Executive Committee and the Chief Administrative Officer will review ~~and approve the agenda~~ external correspondence to the Board and determine suitability for including within the Board agenda.
  - (5) The Executive Committee will review, edit and approve the agenda for each meeting of the Board prior to the agenda's publication.
  - (6) The agenda will be finalized seven (7) days prior to the actual meeting date.
  - (7) At least seven (7) days before a Regular Meeting, the Meeting Coordinator will send out the ~~In-Camera Closed~~ and Open Meeting agendas along with supporting documents electronically to all Directors, and will send out the Open Meeting agenda to Alternate Directors.
  - (8) Addenda materials, pertinent to matters on the agenda but not contained within the Regular Board agenda, shall be approved by the Chair in advance of circulation. The Addenda shall be sent electronically to all Directors the evening prior to the Regular Meeting.
  - (9) Paper copies of the agendas and all supporting documents shall be available at the Meeting location unless equipment is installed at the Meeting location to view the documents electronically.
  - (10) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced under the appropriate section of the agenda.



- (11) Appointed Alternate Directors shall not receive any agendas until they have been officially sworn in by declaration.

### Late agenda items

- 22 (1) Items may be added to the late agenda by staff or Directors upon approval of the Chair only if the item is time sensitive and cannot practically wait until the next Regular Meeting.
- (2) An item not included on the agenda or addenda shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda, by way of a Resolution carried by a 2/3 Majority Vote of the Directors present.
- (3) Information pertaining to late items for consideration at a Board meeting shall be distributed to the Directors at the commencement of the meeting or as soon thereafter as practical and possible.
- (4) In many cases it will be prudent to recognize the late item as a “Notice of Motion” for placement on a future meeting agenda. This will afford staff the appropriate time to source relevant materials, gather information, conduct research and prepare reports to facilitate the Board’s discussion and consideration of the matter.

### Call to Order—see Quorum

### Order of Business

- 23 (1) Unless otherwise determined by the Executive Committee or Resolution of the Board, the order of business for all Regular Meetings shall be as follows:
  1. Call To Order & Welcome
    - 1.1 Traditional Lands Acknowledgement Statement
    - 1.2 Adoption of the Agenda
    - 1.3 Adoption of the Minutes
    - 1.4 Introductions
    - 1.5 Delegation(s)
  2. Business Arising out of the Minutes
  3. Committees and Commissions
    - 3.1 With Recommendations
    - 3.2 Membership/Appointments
  4. Correspondence (Requires Action)
  5. Bylaws
  6. New Business (includes RDCK Services, Grants & CAO/Chair Reports)
  7. Public Time
  8. Rural Affairs Committee
  9. Directors’ Motions (if required)

- 10. Consent Agenda
  - 10.1 For Information: Committee and Commissions
  - 10.2 Communication
  - 10.3 Accounts Payable
  - 10.4 Directors' Reports
- 11. Closed Meeting
- 12. Matters Arising from Closed Meeting
- 13. Adjournment

If there is no business for an agenda item, the item can be removed for that Meeting.

- (2) The traditional lands acknowledgement statement will adhere to specific wording approved by the RDCK Board ~~resolution.~~ **and is to be included on all Meetings agendas.**
- (3) As close to the hour of 11:30 a.m. as possible, ~~a maximum of~~ fifteen (15) minutes will be reserved for members of the public and media in attendance to ask questions of the Board. **The Chair has the discretion to extend public time to a maximum of thirty (30) minutes.**
- (4) Except when a vote is pending, the Chair may call a Recess at any time during a Meeting and may stipulate that the Meeting will reconvene after a specific period of Recess, at a specific time, or at the call of the Chair. A Meeting which has been adjourned may be reconvened on another day without written notice if the details of reconvention were stipulated at the time of adjournment. When reconvened the Chair will advise the Board of the next item of business.

### Minutes

- 24 (1) Minutes of Board Meetings and Committee Meetings must be kept in accordance with Section 223 [*Minutes of board Meetings and committee meetings*] of the Act, the designated officer is the Corporate Officer.
- (2) The Meeting Coordinator shall ensure that a copy of the minutes of every Meeting of the Board is distributed to each Member prior to the Meeting at which they are proposed to be adopted. Wherever possible, the minutes shall be adopted at the next Regular Meeting of the Board.
- (3) The minutes of the proceedings of the Regional Board must be open for public inspection at the RDCK during the regular office hours, unless provisions of Section 90 [*Meeting that may or must be closed to the public*] of the Charter apply.

### Resolutions

- 25 (1) A Resolution must be made and seconded before being debated or finally put by the Chair.
- (2) At the direction of the Chair, any Motion may be submitted to the Meeting Coordinator in writing by the Member making such Motion.

- (3) Every Motion shall be recorded in the minutes.
- (4) The name of the mover and seconder are not recorded in the minutes.

### **Adjournment**

~~25 — A Meeting which has been in session for a total of six hours from the time the Meeting was commenced shall be adjourned unless the Board resolves to extend the Meeting by a majority of the votes of the Members present.~~

## **PART 6: DELEGATIONS & PRESENTATIONS**

### **General provisions**

- 26**
- (1) The Executive Committee will review Delegation requests for conformance with RDCK policy and approve or deny these requests on behalf of the Board. In the case of Committees or Commissions, the Committee or Commission Chair will review Delegation requests for conformance with RDCK policy and approve or deny Delegation requests on behalf of the Committee or Commission.
  - (2) The scheduling of Delegations shall be at the discretion of the Executive Committee, or as may be applicable, the Committee or Commission Chair.
  - (3) In the event the Executive Committee or Chair deny a request to appear as Delegation, the ~~name of the delegate, the reason for the delegation and the~~ reasons for denying the request will be provided in writing to the Board or, as may be applicable, the Committee or Commission, within two (2) calendar days.
  - (4) The Board, Committee or Commission may, by Majority Vote, supersede a decision of the Executive Committee or as may be applicable the Committee or Commission Chair, approving or denying a Delegation request.
  - (5) The Board, Committee or Commission may, by Majority Vote, request a specific group or individual to appear as delegation.
  - (6) The Meeting Coordinator shall, within a reasonable amount of time prior to the Meeting, notify the Delegation of the date, time and place of the Meeting at which the Delegation is scheduled to appear, and shall include the Delegation on the Meeting agenda along with any accompanying materials.
  - (7) The Board must not permit a Delegation to address a Meeting of the Board regarding Board consideration of a bylaw ~~a Bylaw for which a public hearing will be held or has been held, in respect of which a public hearing has been held,~~ where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

- (8) Upon approval to entertain a Delegation, a copy of the full presentation and any accompanying materials must be provided to the Meeting Coordinator at least ten (10) days prior to the Meeting at which the Delegation is to appear. The presentation and materials will be included in the Meeting agenda.
- (9) Each Delegation shall be limited to a maximum time of ten (10) minutes to make a presentation and a maximum of ~~five (5)~~ ten (10) minutes to answer questions of the Board, Committee or Commission unless the time limits have been altered by the Executive Committee or Chair, or by a 2/3 vote of Members at the Meeting. The total time per meeting for delegations will not exceed one hour.
- (10) A maximum of two delegations may be scheduled per Meeting.
- ~~(11) For Board meetings held away from the RDCK head office, the sponsoring Director shall be allotted twenty (20) minutes of delegation time to highlight local issues.~~
- (11) The Board, Committee or Commission will not consider a motion related to a delegation at the same meeting as a delegation was received at, unless there is timely RDCK business requirement to do so and/or the delegation relates to business already included on the meeting agenda.

**Late or Emergency delegations**

- 27 A request to appear as a Delegation before a Board, Committee or Commission respecting an emergency or time-sensitive matter may be approved by the Chair, subject to Section 26 (4) of this Bylaw.

**PART 7: KEEPING ORDER**

**Rules of order**

- 28 Where there is an inconsistency between this Bylaw, the Act and/or the Charter, Provincial legislation shall apply over the rule in question.

**Chair and Presiding Officers**

- 29
  - (1) The Chair, if present, shall preside at the Meetings.
  - (2) The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
  - (3) For Board, in the event that neither the Chair nor the Vice-Chair is able to attend the meeting, the presiding officer shall take the chair and the Board shall elect an Acting Chair for that meeting.

- (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating their reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
- (5) For Committees without a Vice-Chair, the Board Chair, presiding officer or RDCK manager present shall take the chair and call the Directors to order. If a Quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.
- (6) For Committees with a Vice-Chair, if the Committee has been previously advised of the Chair's absence the Vice-Chair shall take the Chair and call the Directors to order. If the Chair is absent without notice, within fifteen (15) minutes after the time appointed for the Meeting, the Vice-Chair shall take the Chair and call the Directors to order.
- (7) For Commissions, the Chair will be appointed according to the Commission bylaw.

### Points of Order

- 30**
- (1) The Chair shall preserve order and decide all points of order which may arise, subject to an appeal.
  - (2) When the Chair is required to decide a point of order:
    - (a) the Chair shall suspend debate on the matter currently before the Meeting;
    - (b) the person raising the point of order shall define the procedural matter under which the point of order has been raised;
    - (c) the Chair shall determine whether the point of order is sustained or overruled and must cite the applicable rule or authority if requested by another Member;
    - (d) another Member shall not question or comment on the rule or authority cited by the Chair;
    - (e) if the point of order is overruled, the debate resumes on the matter previously suspended;
    - (f) if the point of order is sustained, the Chair directs the appropriate corrective actions;
    - (g) the Meeting Coordinator will record in the minutes a brief description of the reason and Chair's decision.

### Appeal

- 31**
- (1) In accordance with Section 132 [*Authority of presiding member*] of the Charter, a decision of the Chair made under Section 30 (2) of this Bylaw may be appealed by a Member and on an appeal by a Member, the Question as to whether the Chair is to be sustained must be immediately put by the Chair and decided without debate and the Chair shall be governed by the vote of the majority of the Members then present excluding the Chair.
  - (2) In the event of the votes being equal, the Question on an appeal shall be declared in the

affirmative.

- (3) The names of the Members who voted contrary to the outcome of the Question on an appeal shall be recorded in the minutes.
- (4) If the Chair refuses to put the Question under subsection (1), the Board, Committee or Commission shall immediately appoint a Member to preside temporarily and the Member temporarily appointed shall proceed in accordance with subsections (1) to (5).
- (5) Any Resolution or Motion carried under the circumstances mentioned in subsection (4) of this Bylaw is as binding as if carried out with the Chair presiding.

~~—Use of cellular telephones and pagers~~

~~32 — The use of cellular telephones or recording video shall not be permitted in the room during a Meeting, except with the permission of the Chair.~~

## PART 8: DEBATE AND CONDUCT

- 32**
- (1) The Chair is responsible for preserving order at Meetings and for ensuring that Questions are decided with the benefit of fair debate and in accordance with procedural and other rules. On matters of procedure the Chair shall remain impartial.
  - (2) No Member shall speak until recognized by the Chair.
  - (3) Members shall address the Chair as “~~Mr. or Madam Chair or~~ Chair \_\_\_\_\_” and shall refer to each other as “Director \_\_\_\_\_”.
  - (4) No Member shall interrupt another Member who is speaking, except to raise a point of order.
  - (5) Members speaking at a Meeting:
    - (a) must use respectful language;
    - (b) must not use offensive gestures or signs;
    - (c) **must not interrupt discussion to request to be added to the speakers list;**
    - (d) must speak only in connection with the matter being debated;
    - (e) must not speak outside the Motion or reflect upon any vote except for the purpose of moving that such vote be reconsidered;
    - (f) must not leave their seats or make any noise or disturbance while a vote is being taken and until the result is declared; and
    - (g) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board, Committee or Commission in connection with the rules and points of order.
  - (6) If more than one Member speaks the Chair must call on the Member, who, in the Chair’s

opinion, spoke first.

- (7) The order of debate on a Motion will be determined by the Chair and those Members waiting to speak shall be placed into a queue. Members wishing to participate in the debate may do so by raising their hand or add their name using the meeting software. The Mover and seconder of a Motion, or of an amending Motion, shall be entitled to speak ahead of other Members.
- (8) No Member shall speak on any Motion for longer than two (2) minutes without leave of the Chair.
- (9) Members are encouraged to speak succinctly and to not repeat information that has already been heard.
- (10) Where practical, all Members will be given the opportunity to speak once on a matter before a Member is recognized a second time.
- (11) No Member shall speak more than once to the same Motion, without leave of the Chair, except in explanation of the material part of his/her speech.
- (12) A Member who has made a substantive Motion may reply to the debate.
- (13) A Member who has moved an amendment on the previous Motion may reply to the debate.
- (14) Members who are called to order by the Chair:
  - (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal to the Board, Committee or Commission for its decision on the point of order.
- (15) Where there is a Motion under debate a Member shall not speak other than on that Motion under debate and the matters relating to that Motion.
- (16) Any Member may require the Motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- (17) If, during debate on a Motion, a Motion to Refer or Postpone that Motion is put while there remain Members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such Motion of Referral or Postponement until those on the list of speakers for the first Motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the Motion to Refer or Postpone and, receiving an affirmative response, shall call the Question on such Motion.
- (18) At any time during debate on a Motion, a Director may move "That the vote on the Motion

be called” and that Motion shall be decided without amendment or debate. If the Motion “That the vote on the Motion be called” is adopted by at least two thirds of the votes cast, the Motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

- (19) If the Chair desires to leave the Meeting, they shall call on the Vice-Chair to take their place until they return to the Meeting.
- (20) Members of the public attending a Meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must not disturb or make noise during a Meeting; and
  - (c) must address the Board, Commission or Committee only when called upon by the Chair to do so;

### **Privilege**

**33** A matter of privilege includes reference to any of the following Motions:

- (a) to fix the time to adjourn;
- (b) to adjourn;
- (c) to Recess;
- (d) to raise a Point of Privilege of the Regional Board; and
- (e) to raise a Point of Privilege of a Member of the Regional Board.

## **PART 9: MOTIONS**

- 34**
- (1) Motions shall be phrased in a clear and concise manner.
  - (2) A Motion shall be made and seconded before being debated and voted on. The provisions outlined in Section 25 (4) of this Bylaw apply.
  - (3) Any Member may move a Motion unless the Member would not be entitled to vote on the Motion. Any Director may second a Motion.
  - (4) A Motion that has been seconded may be read by the presiding officer or Meeting Coordinator, before debate, at the request of any Member.
  - (5) The Chair may make or second Motions.
  - (6) The Mover of a Motion shall be the first person entitled to speak to the matter during debate.
  - (7) When a Motion is under consideration, no Motion shall be received unless to:



- (a) Refer it;
  - (b) amend it;
  - (d) Postpone it to later in the Meeting, or
  - (d) “call the Question” (end debate and vote on the Motion).
- (8) The following Motions are neither amendable nor debatable:
- (a) to Table the main Motion
  - (b) to Postpone the main Motion, either indefinitely or to a specified time;
  - (c) to move the previous Question; or
  - (d) to adjourn.
- (9) The Board, Committee or Commission must vote separately on each distinct part of a Motion that is under consideration at the Meeting if so requested by a Member.
- (10) A Motion that deals with a matter that is not on the agenda of the Meeting at which the Motion is introduced may be introduced with a 2/3 Majority Vote.
- (11) When the Chair is of the opinion that a Motion put before the Board, Committee or Commission is contrary to the rules they shall apprise the Members thereof immediately before putting the Motion thereon, and shall cite the rule or authority applicable to the case without argument or comment, subject to an appeal by a Member pursuant to Sections 31 of this Bylaw.
- (12) Subject to the *Interpretation Act*, Motions shall come into effect upon adoption unless a later date or time is specified in the Resolution.
- (13) A Motion to adjourn the proceedings shall always be in order provided that no other Motion is pending.
- (14) Provisions from Section 40 of this Bylaw apply for notice of motion.
- (15) At the request of any Member, the Chair may rule that consideration of any Motion introduced as new business must be Postponed until the next Meeting.

### **Amendments**

- 35**
- (1) A Member may, without notice, move to amend a Motion that is under debate provided the amendment is relevant to the main Motion and does not materially change its purpose.
  - (2) An amendment may propose removing, substituting for, or adding to the words of the original Motion.
  - (3) A proposed amendment must be produced in writing by the Mover if requested by the Chair.
  - (4) Every amendment submitted shall be voted upon or withdrawn before the main Motion is put to a vote.

- (5) An amendment may be amended only once, and an amendment once defeated by a vote cannot be proposed a second time.
- (6) A Member may propose an amendment to an adopted amendment.
- (7) Amendments to Motions shall be voted on in the reverse order to that in which they are moved.
- (8) If the amendment to a Motion is:
  - (a) Carried, the previous Motion is then voted on as amended; or
  - (b) Defeated, the previous Motion is again before the Members.
- (9) A Motion to Refer the subject matter to a Committee or Commission, until it is decided, shall preclude all amendment(s) of the main Motion.
- (10) A Question of Referral, until it is decided, shall preclude all amendments to the main Motion.
- (11) Amendments shall be allowed to the main Motion, but only one amendment shall be allowed to an amendment.

### **Amending Past Motions**

- 36** An amendment to a Resolution previously adopted by the Board shall be subject to the same procedural rules in Section 35 of this Bylaw except that, if the amendment is approved, there shall be no vote on the Resolution as amended.

### **Referral or postponement**

- 37** A Motion to Refer or Postpone, until it is decided, shall take precedence over the main Motion and Motions to amend the main Motion.

### **Withdrawal**

- 38**
  - (1) The Mover of a Motion “owns” it before the Chair states it. To withdraw a Motion, the Member must state: “I ask permission to withdraw a Motion.”
  - (2) After the Motion has been stated by the Chair, the Board, Committee or Commission “owns” it. However, if there is no objection from the Board, Committee or Commission, a Motion or an amendment may be withdrawn by the Mover at any time before a vote on the Motion or amendment is taken. Motions or amendments that were withdrawn shall not be entered in the minutes.

- (3) If a Member of the Board, Committee or Commission objects to the request to withdraw, the Chair can put the Question to a vote as a “Question to Withdraw the Motion.”
- (4) A request to withdraw a Motion, in accordance with subsection (3):
  - (a) can interrupt a speaker who has the floor if immediate attention is required;
  - (b) does not need to be seconded unless formally proposed by the Member making the request;
  - (c) is not debatable;
  - (d) cannot be amended; and
  - (e) requires a Majority Vote.
- (5) A Motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

#### **Chair determines contrary to rules**

- 39** When the Chair is of the opinion that a Motion put before the Board, Committee or Commission is contrary to the rules of the Board, Committee or Commission, the Chair shall declare the Motion to be not in order and cite the rule or authority applicable in the circumstances, subject to an appeal by a Member pursuant to Sections 31 of this Bylaw.

### **PART 10: NOTICE OF MOTION**

- 40** (1) Any Director desiring to bring any new matter before the Board, Committee or Commission other than a point of order or of privilege, shall do so by way of Motion; provided however, that any new matter of major importance, which may require further information than could or would normally be available to the Board, Committee or Commission at such Meeting, may be required by the Chair or a Director to be made as a notice of Motion and shall be dealt with as provided under subsection (2).
- (2) Any Director may give notice of a Motion to the Board, Committee or Commission by:
- (a) providing the presiding officer or Meeting Coordinator with a written copy of such Motion during a Meeting and the Meeting Coordinator shall, upon the Director being acknowledged by the Chair and the notice of Motion being read to the Meeting, include it in the minutes of that Meeting as notice of Motion and shall add the Motion to the agenda of the next Regular Meeting of the Board, or to the agenda of a Special Meeting scheduled for that purpose; or
  - (b) providing the presiding officer or Meeting Coordinator with a written copy of such Motion, no later than nine (9) days prior to the scheduled Meeting, and the Meeting Coordinator shall add the Motion to the agenda for said Meeting.

## PART 11: RECONSIDERATION

- 41** (1) In addition to the authority of the Chair to return a matter for reconsideration pursuant to Section 217 [*Chair may require board reconsideration of at matter*] of the Act a Director may, unless otherwise prohibited, propose that a Motion which has been previously decided be reconsidered.
- (2) After a vote has been taken on any Motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the Motion at the same or the next Regular or Special Meeting of the Board.
- (3) Despite subsection (2), a Member who is absent from a Meeting at which a vote was taken on a Motion, except one of tabling or postponing a matter, may move reconsideration of the Motion at either the next Regular or Special Meeting of the Board.
- (4) A Motion to reconsider requires 2/3 of the votes cast to pass. If the Motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a Majority Vote.
- (5) The Board shall not reconsider any Resolution that:
- (a) has been acted upon by any officer or employee of the RDCK;
  - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
  - (c) has been reconsidered under Section 217 [*Chair may require board reconsideration of at matter*] of the Act or subsection (2).
- (6) After a Resolution has been reconsidered, it shall not be reintroduced for a period of six (6) months except by unanimous consent of all Directors.
- (7) The conditions that applied to the adoption of the original bylaw, Resolution or proceeding apply to its rejection under this section.

## PART 12: VOTING

- 42** (1) Voting on Questions, Resolutions and bylaws are governed by the Act.
- (2) The Chair participates in all voting unless the vote is on the Question “Shall the Chair be sustained?”

### Voting Procedure

- 43** (1) Voting shall be done by a show of hands from those Members in favour of the Motion,

followed by a show of hands from those opposed to the Motion. The Chair may poll the Members if a show of hands is inconclusive. No voting by ballot or other secret method will be permitted, except for elections, which will be conducted by secret ballot.

- (2) Members participating electronically in a Meeting must indicate their votes verbally, except in the case of elections.
- (3) A vote on any Motion may, at the discretion of the Chair, be taken by roll call.
- (4) When the Chair puts a matter to a vote, a Member must not:
  - (a) leave the room;
  - (b) make a noise or other disturbance;
  - (c) interrupt the voting procedure unless the interrupting Member is raising a point of order.
- (5) Prior to the calling of the vote, any Member may request that the Motion be read aloud. The vote on a Motion will be taken when the Chair is satisfied that its intent is clear to Members.
- (6) After the Chair finally puts a Question to a vote, a Member must not speak to the Question nor shall any other Motion be made until after the result is declared and the decision of the Chair as to whether the Question has been finally put is conclusive.
- (7) A vote on a Motion shall be deemed to be carried unanimously unless a Member or Members vote against the Motion. The Chair will state aloud that the vote is carried, carried unanimously or defeated.
- (8) As soon as the Chair has announced the results of the vote on a Question, any Member who voted in opposition may request to have his/her name be recorded in the minutes. A vote in opposition will not be recorded in the minutes unless a Member requests that it be done.
- (9) Any Member present who abstains from voting shall be deemed to have voted in the affirmative.
- (10) No Director may cast a vote in absentia.

#### **Tie vote for a motion**

- 44** In accordance with the Act, in all cases where the votes of the Members present and entitled to vote, including the vote of the Chair, are equal for and against a Motion, the Motion shall be declared in the negative, and it shall be the duty of the Chair to so declare.

**Members attendance for vote**

- 45** Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a Member has declared a conflict of interest.

**Conflict of interest**

- 46**
- (1) The provisions of this section shall apply to all Meetings.
  - (2) A Member attending a Meeting must not participate in a discussion or vote on a matter where to do so would be contrary to Section 100 [*Disclosure of conflict*] of the Charter.
  - (3) Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the Member must declare this and state the general nature of why the Member considers this to be the case.
  - (4) Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the Member must:
    - (a) not take part in the discussion of the matter and is not entitled to vote on any Motion in respect of the matter;
    - (b) immediately leave the Meeting or that part of the Meeting during which the matter is under consideration; and
    - (c) not attempt in any way, whether before, during, or after the Meeting, to influence the voting on any Motion in respect of the matter.
  - (5) Where a Member declares that s/he is not entitled to participate in the discussion of a matter or to vote on a Motion in respect of the matter, the person presiding must ensure that the Member is not present at the Meeting of the time of any vote on the matter.
  - (6) After a Member makes a “conflict of interest” declaration, the Meeting Coordinator shall record in the minutes of the Meeting the Member’s declaration, the reason(s) given for it, and the times of the Member’s departure from the Meeting room and, if applicable, of the Member’s return.

**Special voting on urgent matters**

- 47** Provisions from the *Regional District Special Voting Regulations, BC Reg.17/98*, and Amendments, apply to the RDCK for special voting on urgent matters.

## PART 13: BYLAWS

48 Bylaws shall be read and adopted in accordance with the Act.

### Copies of proposed bylaws to Directors

- 49
- (1) A proposed bylaw may be introduced at a Board Meeting only if a paper or electronic copy of it has been made available to each Director prior to the Meeting.
  - (2) A Committee or Commission may put forward a Motion to endorse, develop, amend or repeal a bylaw but only the Board can give three readings and adopt the bylaw.

### Introducing, reading and adopting bylaws

- 50
- (1) Every proposed bylaw shall be introduced by Motion.
  - (2) A bylaw shall be deemed to be read when its title and bylaw number are stated.
  - (3) Every proposed bylaw must be given first, second and third reading before it is adopted.
  - (4) Every reading on a proposed bylaw must be by Resolution; however, a Resolution can include more than one reading of a proposed bylaw.
  - (5) A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.
  - (6) Section 228 [*Bylaw adoption at same meeting as third reading*] of the Act, a bylaw that does not require approval, consent or assent under the Charter or Act before it is adopted, may be adopted at the same Meeting at which it passes third reading if the Motion for adoption receives at least 2/3 of the votes cast.
  - (7) Unless the holding of a public hearing is waived in accordance with Section 464 [*Requirement for public hearing before adopting bylaw*] of the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after second reading of the bylaw and before third reading of the bylaw.
  - (8) In accordance with Section 477(6) [*Adoption procedures for official community plan*] of the Act, the Board may adopt a proposed official community plan or zoning bylaw at the same Meeting at which the plan or bylaw passed third reading.
  - (9) As provided in the Charter, the Board must not vote on the reading or adoption of a bylaw when its Meeting is closed to the public.
  - (10) An amendment bylaw may not be amended after its adoption.

- (11) The Corporate Officer may make minor corrections to bylaws at third reading and to adopted bylaws, including, but is not limited to, spelling mistakes and sequential numbering errors.

### **Certification and storage**

- 51 (1) After a bylaw is adopted and signed by the Corporate Officer and the Chair of the Meeting at which it was adopted, the Corporate Officer must have it placed in the RDCK's records for safekeeping and affix:
- (a) the RDCK's corporate seal; and
  - (b) the dates of its readings, adoption and any required approvals that have been obtained.
- (2) After their adoption by the Board, all bylaws shall be filed in their regular order.

## **PART 14: PETITIONS**

- 52 (1) Every Petition presented to the Board, be it a Petition for Services or otherwise, shall include the name and residential address of each Petitioner along with any other information required under the Act or Charter.
- (2) In the case of a corporation being a Petitioner, the written authority given by the corporation to sign the Petition shall be produced.
- (3) If a deadline is set for receipt of a Petition by the RDCK, no name shall be added to the Petition and no name shall be withdrawn from the Petition after that deadline.
- (4) Once a Petition not initiated by the RDCK has been received by the RDCK, the Board shall receive it under communications for information on a Meeting agenda.

## **PART 15: COMMITTEES**

### **Establishment of Committees**

- 53 The provisions from Section 218 [*Appointment of select and standing committees*] of the Act apply.

### **Duties of Standing Committees**

- 54 (1) Standing Committees must consider, inquire into, report, and make recommendations to the Board about all of the following matters:



- (a) matters that are related to the general subject indicated by the name of the Committee;
  - (b) matters that are assigned by the Regional Board;
  - (c) matters that are assigned by the Chair.
- (2) Standing Committees must report and make recommendations to the Board at all of the following times:
- (a) in accordance with the schedule of the Committee's Meetings;
  - (b) in matters that are assigned by the Chair:
    - (i) as required by the Chair, or
    - (ii) at the next Board Meeting if the Chair does not specify a time.
- (3) Standing Committee's ~~establishing bylaws~~ **Terms of Reference** are to be approved by the Board.

### **Duties of Select Committees**

- 55**
- (1) Select Committees must consider, inquire into, report, and make recommendations to the Board about the matters referred to the Committee by the Board.
  - (2) Select Committees must report and make recommendations to the Board as specified by the Chair.
  - (3) Each Select Committee shall have a Terms of Reference adopted by the Board.

### **Appointment of Directors to Committees**

- 56**
- (1) The appointments to Standing and Select Committees is determined in accordance with Section 218 [*Appointment of Select and Standing Committees*] of the Act.
  - (2) The election for Director appointments to internal and external committees or organizations will be conducted following the procedures set out in Section 8 of this Bylaw, **excluding Section 8 (5), and Section 10.**

### **Attendance at Committee Meetings**

- 57**
- (1) Members of the Board who are not Members of a Committee may attend Meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present, but may not vote.
  - (2) Alternate Directors are authorized to serve on Committees of the Board in the absence of the Director, if authorized by the applicable Terms of Reference or bylaw. This does not apply to outside agencies where Directors are appointed at the request of the agency concerned.

- (3) Attendance at Meetings by the public and Delegations, as well as the structure and scheduling of Meetings shall be in keeping with the provisions of this Bylaw and current Board policies.

### Chair

- 58 (1) The Committee at its first Meeting of each year shall elect the Chair for the year from among the Members of the Committee. In the year of a local government election, if the Members are Directors, the Committee will elect a Chair at the first Meeting after the election. The provisions outlined in Sections 8 and 10 of this Bylaw apply, with the Board Chair, presiding officer or RDCK Manager conducting the election.
- (2) The sub-regional Resource Recovery Chairs rotate the responsibility of chairing the Joint Resource Recovery Committee meetings.

### Committee Reports and Minutes

- 59 (1) Minutes of the proceedings of all Committee Meetings must be legibly recorded and signed by the Chair or presiding Member of the Meeting.
- (2) Minutes of the Committee Meetings must be forwarded to the Corporate Officer or Board Meeting Coordinator.
- (3) Minutes of Standing Committee Meetings shall, whenever possible, be included in the agenda of the first Board Meeting following the Committee Meeting. This provision does not apply to minutes of a Meeting, or part of a Meeting, that from which members of the public were excluded.

### Quorum

- 60 The Quorum in a Standing or Select Committee shall be a majority of the persons appointed to the Committee.

### Voting at Meetings

- 61 (1) On a vote in a Committee each person shall have only one (1) vote unless otherwise specified in the Committee's **bylaw or** Terms of Reference **that has been** approved by the Board.
- (2) The Chair shall be an ex officio Member of all Select and Standing Committees and entitled to vote on all matters.

## Operation

- 62 (1) No Committee will operate outside of its ~~express mandate or bylaw or~~ Terms of Reference without prior approval of the Board.
- (2) All Committees are considered to be advisory in nature.
- (3) No Committee has the power to pledge the credit of the Board or commit the Board to any particular action.
- (4) No recommendation or decision of a Committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Board.

## Schedule of Meetings

- 63 (1) At its first Meeting after its establishment, a Standing or Select Committee must establish a regular schedule of Meetings.
- (2) The Chair of a Committee may call a Meeting of the Committee in addition to the scheduled Meetings or may cancel a Meeting.

## Procedures

- 64 The provisions of this Bylaw governing Meetings of the Board apply, with the necessary changes, to Standing and Select Committees. Other rules of procedure may be created by ~~establishing a bylaw or~~ Terms of Reference for a Committee ~~or by a Resolution of the Committee~~, but the provisions of this Bylaw will prevail over any such rule of procedure if there is any conflict between them

## PART 16: COMMISSIONS

### Establishment of Commissions

- 65 The provisions from Section 263(1)(g) [*Corporate Powers*] of the Act apply.

### Duties of Commissions

- 66 A Commission must operate within the authority delegated by the Board in that Commission's bylaw and provisions of this Bylaw if not identified in the Commission bylaw.

## PART 17: MISCELLANEOUS PROVISIONS

### Amendment to procedure

**67** No provision of this Bylaw relating to the procedure of the Board may be altered unless notice of the proposed amendment is given in accordance with the Act.

**Severability**

**68** If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

**Effective Date**

**69** This Bylaw shall come into full force and take effect on and after the date of the adoption thereof.

**Repeal**

**70** **“Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019”**, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 15<sup>th</sup> day of August, 2024.

READ A SECOND TIME this 15<sup>th</sup> day of August, 2024.

READ A THIRD TIME this 15<sup>th</sup> day of August, 2024.

ADOPTED this day of , 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



# Board Report

**Date of Report:** April 30, 2024  
**Date & Type of Meeting:** May 16, 2024, Board Meeting  
**Author:** Angela Lund, Deputy Corporate Officer  
**Subject:** RDCK Procedure Bylaw No. 2576, 2019 – Repeal  
**File:** 08/3200/10/RDC/2898  
**Electoral Area/Municipality:** ALL

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board direction to prepare a draft bylaw to repeal and replace the Regional District of Central Kootenay (RDCK) Procedure Bylaw No. 2576, 2019 and to offer the Board an opportunity to provide further input by June 10, 2024 regarding the procedures to be included in the new bylaw for review at the June 18, 2024 Board meeting.

## SECTION 2: BACKGROUND/ANALYSIS

The *Local Government Act* (LGA) Section 225 Procedure Bylaws indicates that local governments must, by bylaw, establish general procedures to be followed by the board and by board committees in conducting their business. In February 2022, the LGA Section 225 (2) was revised and staff no longer has to provide the Directors with a copy of the bylaw at least five (5) days before the meeting. The new LGA Section 225 (2) requires that prior to the RDCK Procedure bylaw being adopted, amended or repealed the RDCK must first give notice in accordance with *Community Charter* (CC) Section 94 to the public describing the proposed changes in general terms.

In 2019, staff did a comprehensive overhaul of the RDCK Procedure bylaw to align with the Provincial guidelines and update the RDCK meeting procedures. The bylaw was updated through the Covid period to reflect changes to remote meetings and voting procedures. The current RDCK Procedure Bylaw No. 2576, 2019 (Bylaw No. 2576) provides general procedures and direction to the board, commission and committee members to help manage expectations and enable them to hold themselves accountable for their activities. It also provides a frame of reference that the board, commissions & committees can use to make informed decisions. The Bylaw No. 2576 and subsequent amendments have provided a sound framework for the past five (5) years and would be considered as the base structure for the new RDCK Procedure Bylaw. After the 2022 General Election, staff wanted to give the new Board of Directors the opportunity to work within the current Bylaw No. 2576 and provide input regarding the structure. Due to the input staff has received to date, which will include new sections to the bylaw, the updates would best be addressed by repealing and replacing Bylaw No. 2576, 2019.

To meet the new requirements of the LGA Section 225 (2) and to give the Directors the opportunity to provide further input and review the new RDCK Procedure Bylaw staff has determined the following project schedule:

1. **May 16, 2024 Board Meeting:** Overview of the new RDCK Procedure Bylaw timeline and amendments noted to date by staff.
2. **June 10, 2024:** Deadline for Director's input on items to include in the draft bylaw.

3. **July 18, 2024 Board Meeting:** Draft of the new RDCK Procedure Bylaw presented to the Board for review.
4. **July 26, 2024:** Deadline for further Director’s feedback.
5. **August 15, 2024 Board Meeting:** Second Draft of the new RDCK Procedure Bylaw presented to the Board for review. Staff’s recommendation would be for three readings of the new Procedure bylaw and Board direction to provide public notice in accordance to LGA Section 225 (2).
6. **August 16 to September 12, 2024:** Public notice provided in accordance with CC Section 94.
7. **October 17, 2024 Board Meeting:** Staff provide the final version of the new RDCK Procedure Bylaw. Staff’s recommendation would be to adopt the new Procedure bylaw.

**NOTE:** The schedule is subject to change depending on the number of amendments made to the draft bylaw.

Input from the Directors and staff have been received from 2022 to today and the following amendments are noted for consideration within the new Procedure Bylaw:

<b>RDCK PROCEDURE BYLAW NO. 2576</b>	<b>PROPOSED AMENDMENTS</b>	<b>UPDATE/NEW SECTION</b>
<b>Part 1: Introductions</b> Section 2 Definitions	<ul style="list-style-type: none"> <li>• Include definition of an Advisory Committee &amp; Point of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>
<b>Part 2: Election of Board Chair and Vice Chair</b> Section 10 Tie Vote	<ul style="list-style-type: none"> <li>• Clarifying language for voting for final two candidates prior to drawing a name for Board Chair.</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>
<b>Part 3: Meetings</b> Section 14 Notice of Regular Meeting	<ul style="list-style-type: none"> <li>• Include RES 704/22 - <i>That the Board direct staff to prepare an amendment to the RDCK Procedure Bylaw No. 2576, 2022 to have the October Board meeting after the General Local Election during election years.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>
<b>Part 3: Meetings</b> Section 16 Closed (in camera) Meetings	<ul style="list-style-type: none"> <li>• Remove subsections (5) &amp; (6). In Camera agendas will be provided through the meeting software and will only be printed if requested.</li> <li>• In Camera agenda to be provided the day of the meeting to the Alternate Director, if attending on behalf of a Director.</li> <li>• Recommendations from an In Camera meetings of an RDCK Commission/Committee must be considered at the Board meeting prior to being moved into the Open meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>
<b>Part 3: Meetings</b> Section 17 Electronic participation meetings	<ul style="list-style-type: none"> <li>• Include in subsection (5) include the Meeting Coordinator and add a bullet indicating the meeting will be adjourned if the Meeting Coordinator has lost connection</li> <li>• Include in subsection (9) to reference subsection (5).</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>

<b>Part 3: Meetings</b> Recording Board Meetings	<ul style="list-style-type: none"> <li>• Include best practices for recording the Board meeting.</li> <li>• Disclaimer before the video starts regarding recording the meeting.</li> <li>• Recording can be edited if there is inappropriate language, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• New Section</li> </ul>
<b>Part 5: Meeting Procedures for the Board</b> Section 20 Agendas – Regular Meetings	<ul style="list-style-type: none"> <li>• Included correspondence from individuals regarding issues or concerns is to go to the Executive Committee to determine if it should go to the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Update: May include a new section.</li> </ul>
<b>Part 5: Meeting Procedures for the Board</b> Section 22 Order of Business	<ul style="list-style-type: none"> <li>• In subsection (1) move Directors’ Reports to before In Camera.</li> <li>• Include in subsection (1) a Consent Agenda that incorporates the following items: <ul style="list-style-type: none"> <li>○ Item 3.1 For Information Committee/Commission minutes</li> <li>○ Item 3.3 Commission/Committee membership</li> <li>○ Item 5 Communication</li> <li>○ Item 6 Accounts Payable</li> </ul> </li> <li>• In subsection (2) include it is a mandatory practice for all Commissions/Committees to include the Land Acknowledgement as part of the agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Update: Order of Business</li> <li>• New Section: Consent Agenda to align with best practices and to expedite business with no motions in a timely manner.</li> <li>• Consent Agenda - All of the items are then treated as one item, one motion, one second, and one vote! Items that require full board discussion and/or decision making do not go into these consent agenda items</li> </ul>
<b>Part 6: Delegations &amp; Presentations</b> Section 26 General provisions	<ul style="list-style-type: none"> <li>• Replace in subsection (7) “public hearing has been held” with “when there is a public hearing process required”</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>
<b>Part 7: Keeping Order</b> Section 30: Points of Order	<ul style="list-style-type: none"> <li>• Include a subsection to include the reason to be recorded in the minutes from both the Member and the Chair.</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>
<b>Part 15: Committee</b> Section 57: External Committee Appointments	<ul style="list-style-type: none"> <li>• Adhere to Sections 8 and 10 of the bylaw with the removal of Section 8 (5) the two minute speeches.</li> </ul>	<ul style="list-style-type: none"> <li>• Update</li> </ul>

**NOTE:** Any grammar or minor revisions are not included in the table above. There may be further amendments as Corporate Administration works through Bylaw No. 2576, 2019.

Items that are pending approval from the Board prior to being considered for reference within the new Procedure Bylaw are the following:

- **Recording Votes:** Staff is bringing forward a Board Report regarding the pros, cons and options to support transparency, of which vote recording is part of the scope

- **Public Notice:** Staff is seeking input and feedback from staff, members of the public, stakeholders and partnering jurisdictions. A Board Report to follow.
  - **Hybrid Meetings:** Allow more flexibility to holding hybrid meetings. Staff seeking Board direction.
- Options**
1. Status Quo – all commission/committee meetings are required to hold hybrid meetings;
  2. At the discretion of the Chief Administrative Officer/Corporate Officer, the community volunteer commission/committee meetings can hold in-person with no remote option; or
  3. Determine a list of core commissions/committees that are required to hold hybrid meetings.

Staff’s objectives to repealing and replacing Bylaw No. 2576, 2019 is to further streamline the general procedures and make adjustments to any procedures in question.

### SECTION 3: DETAILED ANALYSIS

#### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov’t Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

None.

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

Procedure bylaws are governed by Section 225 of the LGA and Section 94, 94.1 and 94.2 of the CC.

#### 3.3 Environmental Considerations

None.

#### 3.4 Social Considerations:

Having general procedures, by bylaw, which the board, commissions and committees follow to conduct business maintains a high level of standards and builds consistency throughout the organization. The new Procedure Bylaw will be placed on the RDCK website to promote transparency and public awareness of how the RDCK conducts business.

#### 3.5 Economic Considerations:

None.

#### 3.6 Communication Considerations:

Staff will be seeking input from the Directors and will advertise in the local newspapers prior to the adoption of the new Procedure Bylaw to inform members of the public.

#### 3.7 Staffing/Departmental Workplan Considerations:

The Corporate Officer and Deputy Corporate Officer will prepare the new Procedure Bylaw and work with the Directors. Corporate Administration staff will assist with the public notice process in accordance to CC Section 94 and adding the notice to the public notice posting places.

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

Organizational Excellence

- Review governance structures to ensure we have the appropriate balance of input and accountability.



- Prioritize communication, transparency and accessibility.

## SECTION 4: OPTIONS & PROS / CONS

### Option 1

That the Board direct staff to repeal and replace Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019, and that the Board provide their input to staff by June 10, 2024 to incorporate into the new RDCK Procedure Bylaw for review at the July 18, 2024, 2024 Board meeting.

#### Pros

- Fresh look at the RDCK Procedures for board, commission and committee meetings;
- Input and feedback will provide staff with direction for the new bylaw;
- New options for streamlining meetings and clarifying procedures; and
- Straight forward bylaw (without multiple amendments) for the public to read.

#### Cons

- Staff time will be needed to meet the requirements from the LGA Section 225 (2).

### Option 2

That the Board direct staff to continue to document the amendments to the Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019 and revisit the repeal and replace of the bylaw in 2025 before the next General Election.

#### Pros

- Staff resources and work load will not be affected in 2024
- The RDCK Procedure Bylaw will incorporate all the amendments the Board wants and will begin a new term with the changes.
- Does not require further communication or training on new processes at this time.

#### Cons

- No improvement to procedures to streamline meeting or clarify procedures.

## SECTION 5: RECOMMENDATIONS

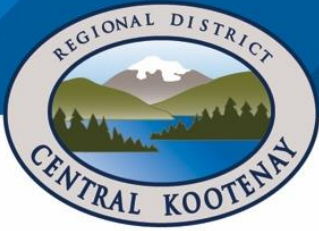
That the Board direct staff to repeal and replace Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019, and that the Board provide their input to staff by June 10, 2024 to incorporate into the new RDCK Procedure Bylaw for review at the July 18, 2024, 2024 Board meeting.

Respectfully submitted,  
Angela Lund

## CONCURRENCE

Manager of Corporate Administration – Mike Morrison  
Chief Administrative Officer – Stuart Horn

Approved  
Approved



# Board Report

**Date of Report:** July 24, 2024  
**Date & Type of Meeting:** August 15, 2024  
**Author:** Zachari Giacomazzo, Planner  
**Subject:** LAND USE BYLAW AMENDMENT  
**File:** Z2308G – Filippo  
**Electoral Area/Municipality** G

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Board to consider adoption of Amendment Bylaw No. 2935, 2023 being a bylaw to amend Electoral Area ‘G’ Land Use Bylaw No. 2452, 2018. The subject property is located at 4650 Highway 6 in Electoral Area ‘G’.

The purpose of the amendment is to rezone and re-designate a portion of the subject property that is currently designated Parks and Recreation as Country Residential in order to authorize the construction of a single detached dwelling.

Third reading of the bylaw was completed at the June 13<sup>th</sup> Board Meeting (Resolution 334/24) and the Ministry of Transportation and Infrastructure has approved the bylaw. Staff recommend that Amendment Bylaw No. 2935, 2023 being a bylaw to amend Electoral Area ‘G’ Land Use Bylaw No. 2452, 2018 be adopted.

## SECTION 2: BACKGROUND/ANALYSIS

### GENERAL INFORMATION

**Property Owner:** Anne Filippo and Jerry Filippo

**Property Location:** 4650 Highway 6, Hall Siding, Electoral Area ‘G’

**Legal Description:** LOT A DISTRICT LOT 1241 KOOTENAY DISTRICT PLAN 17958  
(PID 011-707-721)

**Property Size:** 14.4 hectares (35.6 acres)

**Current Zoning:** Parks and Recreation (PR) in Electoral Area ‘G’ Land Use Bylaw No. 2452, 2018

**Current Official Community Plan Designation:** Parks and Recreation (PR) in Electoral Area ‘G’ Land Use Bylaw No. 2452, 2018

### SURROUNDING LAND USES

**North:** Tourist Commercial (TC)

**East:** Tourist Commercial (TC) and Forest Reserve (FR)

**South:** Tourist Commercial (TC) and Resource Area (RA)

**West:** Parks and Recreation (PR) and Forest Reserve (FR)

## Background and Site Context

The subject property is located in Electoral Area 'G' on Highway 6, approximately 10 km south of the City of Nelson at the base of Whitewater Ski Hill Road. The property is presently used as a portion of and the main entrance (Apex Kiosk) to the Nelson Nordic Ski Club trails, however the location of the ±1 hectare portion of land that is subject to this bylaw amendment application is not currently used for any of the Nordic ski trails. See Figure 3 for the location and dimensions of the proposed residential lot.



Figure 1 - Location map of the subject property

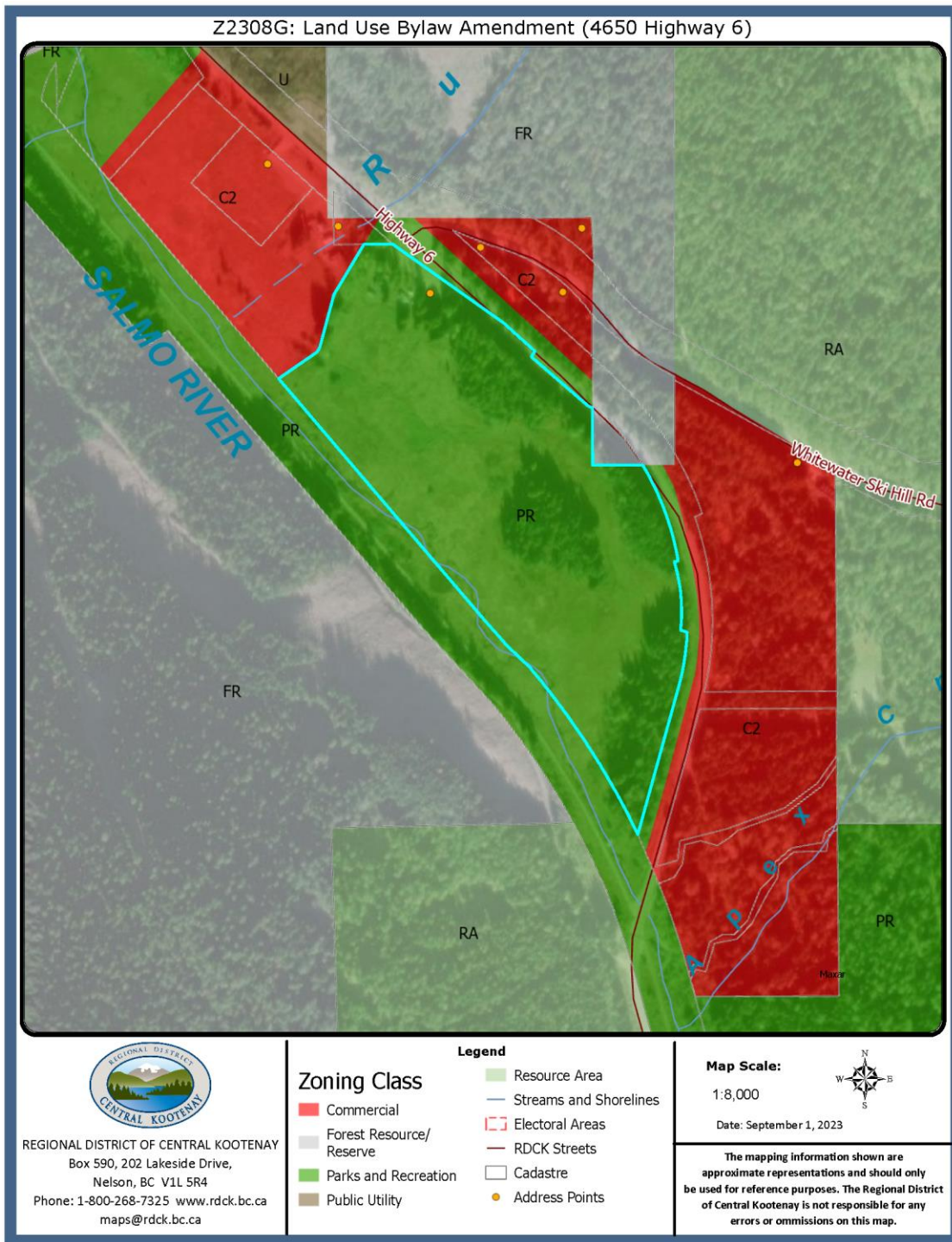


Figure 2 - Zoning map



Figure 3 - Site Plan showing the location of the proposed residential lot.



*Figure 4: The location of the proposed dwelling is marked with wooden stakes and has been outlined in red.*

## **Planning Policy**

### **Parks and Recreation Policies**

The Regional Board:

5. Supports the existing network of public outdoor recreation lots and trails, as well as the creation and extension of a connected network of trails and public corridors to access community parks, recreation areas, public open space and amenities where feasible and as indicated on Schedules A.1 and A.3.
6. Recognizes the importance and significance of the Great Northern Rail Trail at a community and regional level.
8. Supports continued dialogue and investigation of options toward dedicated non-motorized use on portions of the Great Northern Rail Trail in collaboration with all users.
10. Supports the establishment of public access points along the Salmo River for the purposes of swimming, fishing and other recreational pursuits.
13. Encourages investigation into options for the conservation and on-going access to recreational lands associated with rock climbing adjacent to Highway 6 in proximity to Hall Siding.

## 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

Pursuant to Planning Fees and Procedures Bylaw No. 2457, 2015 the applicant has paid the Land Use Bylaw amendment fee of \$1600 in full.

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

The application was processed in accordance with Planning Fees and Procedures Bylaw No. 2457, 2015.

### 3.3 Environmental Considerations

None anticipated.

### 3.4 Social Considerations:

In accordance with Section 464 of the Local Government Act, a notice of public hearing was sent to six (6) surrounding property owners by mail and a notice of public hearing was advertised in two consecutive editions (April 29, 2024 and May 13, 2024) of the Nelson-Salmo Pennywise. No written submissions were received prior to the public hearing and no members of public attended the public hearing.

### 3.5 Economic Considerations:

None anticipated.

### 3.6 Communication Considerations:

The application was sent to 6 neighbouring property owners, relevant government agencies and First Nations.

The following responses were received from government agencies and First Nations:

#### **RDCK Building Services**

*No comments from building for this project at the subdivision phase.*

#### **RDCK Emergency Services – Emergency Program Coordinator**

*The RDCK Emergency Dept has reviewed the subject application and has no significant concerns with the proposal.*

*There are no records of previous incidents affecting the property, and the change will not significantly affect the population level.*

*Access/egress is good (highway 6)*

*Adding a new residence will not substantially increase existing hazards or create any unreasonable new hazards.*

*No objections from us.*

#### **Ktunaxa National Council – Guardianship Referrals Administrator – Lands & Resources**

*The Ktunaxa Nation Council has no concerns with this application.*

### **Penticton Indian Band – Referrals Coordinator**

*Penticton Indian Band has indicated that a Cultural Heritage Resource Assessment (CHRA) is required on the 1 hectare portion of the lot that is proposed to be rezoned.*

*Staff Note: A CHRA was completed by PIB staff on April 6, 2024 and the result of the assessment was that a pond/wetted area located within the southern extent of the property be avoided to preserve sensitive habitat. Further archaeological assessments or studies are not required.*

### **Ministry of Water, Land and Resource Stewardship – Ecosystems Section Head – Kootenay-Boundary Region**

*The Kootenay-Boundary Ecosystems Section of the Ministry of Water, Land and Resource Stewardship has received your referral request. We are currently unable to provide a detailed review of the referral but provide the following standard requirements, recommendations and/or comments:*

- 1. All activities are to follow and comply with all higher-level plans, planning initiatives, agreements, Memorandums of Understanding, etc. that local governments are parties to.*
- 2. Changes in and about a “stream” [as defined in the Water Sustainability Act (WSA)] must only be done under a license, use approval or change approval; or be in compliance with an order, or in accordance with Part 3 of the Water Sustainability Regulation. Authorized changes must also be compliant with the Kootenay-Boundary Terms and Conditions and Timing Windows documents. Applications to conduct works in and about streams can be submitted through FrontCounter BC.*
- 3. No “development” should occur within 15 m of the “stream boundary” of any “stream” [all as defined in the Riparian Areas Protection Regulation (RAPR)] in the absence of an acceptable assessment, completed by a Qualified Professional (QP), to determine if a reduced riparian setback would adversely affect the natural features, functions and conditions of the stream. Submit the QP assessment to the appropriate Ministry of Water, Land and Resource Stewardship office for potential review. Local governments listed in Section 2(1) of RAPR are required to ensure that all development is compliant with RAPR.*
- 4. The federal Species at Risk Act (SARA) protects Endangered, Extirpated or Threatened species listed under Schedule 1 of SARA. Developers are responsible to ensure that no species or ecosystems at risk (SEAR), or Critical Habitat for Federally listed species, are adversely affected by the proposed activities. The BC Species and Ecosystem Explorer website provides information on known SEAR occurrences within BC, although the absence of an observation record does not confirm that a species is not present. Detailed site-specific assessments and field surveys should be conducted by a QP according to Resource Inventory Standard Committee (RISC) standards to ensure all SEAR have been identified and that developments are consistent with any species or ecosystem specific Recovery Strategy or Management Plan documents, and to ensure proposed activities will not adversely affect SEAR or their Critical Habitat for Federally-listed Species at Risk (Posted).*
- 5. Development specific Best Management Practices (BMPs) should be applied to help meet necessary legislation, regulations, and policies. Current BC BMPs can be found at: Natural Resource Best Management Practices - Province of British Columbia (gov.bc.ca) and Develop with Care 2014 - Province of British Columbia.*
- 6. Vegetation clearing, if required, should adhere to the least risk timing windows for nesting birds (i.e., development activities should only occur during the least risk timing window). Nesting birds and some nests are protected by Section 34 of the provincial Wildlife Act and the federal Migratory Birds Convention Act. Guidelines to avoid harm to migratory birds can be found at: Guidelines to avoid harm to migratory birds - Canada.ca. If vegetation clearing is required during the bird nesting period (i.e., outside*



of the least risk timing window) a pre-clearing bird nest survey should be completed by a QP. The following least risk windows for birds are designed to avoid the bird nesting period:

<b>Bird Species</b>	<b>Least Risk Timing Windows</b>
Raptors (eagles, hawks, falcons, & owls)	Aug 15 – Jan 30
Herons	Aug 15 – Jan 30
Other Birds	Aug 1 – March 31

7. The introduction and spread of invasive species is a concern with all developments. The provincial Weed Control Act requires that an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person. Information on invasive species can be found at: Invasive species - Province of British Columbia. The Invasive Species Council of BC provides BMPs that should be followed, along with factsheets, reports, field guides, and other useful references. For example, all equipment, including personal equipment such as footwear, should be inspected prior to arrival at the site and prior to each daily use and any vegetative materials removed and disposed of accordingly. If noxious weeds are established as a result of this project or approval, it is the tenure holder’s responsibility to manage the site to the extent that the invasive, or noxious plants are contained or removed.
8. Section 33.1 of the provincial Wildlife Act prohibits feeding or attracting dangerous wildlife. Measures should be employed to reduce dangerous human-wildlife conflicts. Any food, garbage or organic waste that could attract bears or other dangerous wildlife should be removed from the work area. If this is not feasible and waste is not removed, it should be stored in a bear-proof container to avoid drawing wildlife into the area and increasing the threat of human/wildlife conflict.
9. If this referral is in relation to a potential environmental violation it should be reported online at Report All Poachers & Polluters (RAPP) or by phone at 1-877-952-RAPP (7277).
10. Developments must be compliant with all other applicable statutes, bylaws, and regulations.

**Interior Health Authority – Team Leader, Health Community Development**

Thank you for the opportunity to comment. Interior Health interests are not affected by the proposed rezoning from Parks & Rec to Country Residential.

Please note, at the time of subdivision application, the Ministry of Transportation and Infrastructure usually sends us a referral for parcels less than 2 hectares. At that time a detailed technical review will be completed.

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

Ministry of Transportation has no objections to the rezoning of land.

An application for the residential access permit has been received by our agency and is currently under review along with the subdivision proposal.

**Electoral Area ‘G’ Advisory Planning and Heritage Commission**

These comments are from the approved minutes of the October 25, 2023 meeting:

That the Area G Advisory Planning Commission **SUPPORT** the Land Use Bylaw Amendment Application to rezone a portion of the property to Country residential (R2) for the property located at 4650 Highway 6, Hall Siding and legally described as LOT A DISTRICT LOT 1241 KOOTENAY DISTRICT PLAN 17958.

## **FortisBC – Property Services**

### **Land Rights Comments**

- Additional land rights may be requested stemming from servicing the proposed development/subdivision.
- FBC(E) requests [appropriate / updated] land rights to protect the existing infrastructure to ensure proper delivery and maintenance of the service. **The applicant should contact the undersigned at 250-469-7927 or [chelsea.stringer@fortisbc.com](mailto:chelsea.stringer@fortisbc.com) for further instruction regarding land rights and servicing requirements.**

### **Operational & Design Comments**

- There are FortisBC Inc. (Electric) (“FBC(E)”) primary distribution facilities along Highway 6.
- Given to the proximity of the overhead line on Highway 6 to the boundary of the lot, the applicant should pay particular attention to Electrical Code and WorksafeBC requirements in regards to placement of structures on the proposed lots if applicable. **Proposed developments that do not meet the WorksafeBC safe limits of approach requirements around electrical facilities may not be eligible for electrical services if they are deemed unsafe.**
- The applicant has not provided a landscape plan; however, they are reminded that vegetation beneath or near overhead electrical facilities must meet FBC(E) guidelines to avoid excessive brushing in the future.
- To date, arrangements have not been made to initiate the design process and complete the servicing requirements.
- All costs and land right requirements associated with changes to the existing servicing are the responsibility of the applicant.
- The applicant and/or property owner are responsible for maintaining safe limits of approach around all existing electrical facilities within and outside the property boundaries.
- For any changes to the existing service, the applicant must contact an FBC(E) designer as noted below for more details regarding design, servicing solutions, and land right requirements.
- **To proceed, the applicant should contact an FBC(E) designer as noted below for more details regarding design, servicing solutions, and land right requirements.**

***In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). Please have the following information available in order for FBC(E) to set up the file when you call.***

- Electrician’s Name and Phone number
- [FortisBC Total Connected Load Form](#)
- Other technical information relative to electrical servicing

*For more information, please refer to FBC(E)’s overhead and underground design requirements:*

*FortisBC Overhead Design Requirements*

<http://fortisbc.com/ServiceMeterGuide>

*FortisBC Underground Design Specification*

<http://www.fortisbc.com/InstallGuide>

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

Not applicable.

### 3.8 Board Strategic Plan/Priorities Considerations:

Not applicable.

## SECTION 4: OPTIONS

### Planning Discussion

The proposal is to rezone an approximate 1 hectare portion of land in order to permit a single detached dwelling to be constructed. The ±1 ha portion of the subject property that is subject to this application would be rezoned from Parks and Recreation (PR) to Country Residential (R2) and the land use would be amended from Parks and Recreation (PR) to Country Residential (RC).

Third reading of the Amendment Bylaw was completed at the June 13<sup>th</sup> Board Meeting (Resolution 334/24) and since that time, the Ministry of Transportation and Infrastructure has approved and signed the Bylaw (see Attachment 'A'). Given that there are no other conditions or outstanding items that need to be resolved, staff are recommending that the Bylaw be adopted.

There is a concurrent subdivision application being reviewed by the Ministry of Transportation and the RDCK where the approximate 1 hectare portion of land being considered in this bylaw amendment application is proposed to be subdivided from the 14.4 hectare subject property so that the proposed Country Residential portion of the existing lot will be its own fee simple lot. There is also a related Development Variance Permit (DVP) application (V2311G) that is being considered by the RDCK that seeks to vary the requirements of Subdivision Bylaw No. 2159, 2011 for the remainder portion of the lot so that a water supply does not need to be provided on the part of the subject property that is to remain zoned and designated Parks and Recreation (PR). Staff anticipate this DVP application being brought to RAC and Board for consideration in August.

Staff recommend that *Amendment Bylaw No. 2935, 2023* be adopted for the following reasons:

- There has been no opposition received from surrounding landowners or the general public related to the proposed bylaw amendment application.
- The Nelson Nordic Ski Club, who operate Nordic Ski Trails on the subject property have indicated that they support the proposed bylaw amendment application.
- The proposal to rezone/re-designate a portion of the subject property adjacent to Highway 6 is consistent with a concurrent subdivision application and at this time no significant concerns have been noted by MoTI or the RDCK.
- The applicant is continuing to work with the RDCK to ensure that all requirements of Subdivision Bylaw No. 2159, 2011 are addressed, including the requirement for a DVP application in order to proceed with subdividing the property without providing a water supply (e.g. domestic well) on the remainder portion.

### Option 1

That *Land Use Amendment Bylaw No. 2935, 2023* being a bylaw to amend *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby ADOPTED;

AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

### Option 2

That further consideration of *Land Use Amendment Bylaw No. 2935, 2023* being a bylaw to amend the *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* BE REFERRED to the September 12, 2024 Board meeting.

### Option 3

That no further action be taken with respect to *Land Use Amendment Bylaw No. 2935, 2023* being a bylaw to amend the *Electoral Area 'G' Land Use Bylaw No. 2452, 2018*.

## **SECTION 5: RECOMMENDATIONS**

That *Land Use Amendment Bylaw No. 2935, 2023* being a bylaw to amend *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby ADOPTED; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,  
Zachari Giacomazzo, Planner

## **CONCURRENCE**

Planning Manager – Nelson Wight  
Manager of Development and Community Sustainability – Sangita Sudan  
Chief Administrative Officer – Stuart Horn

### **ATTACHMENTS:**

**Attachment A – Amendment Bylaw No. 2935, 2023**

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2935, 2023

A Bylaw to amend Electoral Area 'G' Land Use Bylaw No. 2452, 2018

WHEREAS it is deemed expedient to amend the Electoral Area 'G' Land Use Bylaw No. 2452, 2018, and amendments thereto.

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

APPLICATION

- 1 That Schedule 'A.1' and 'B.1' of Electoral Area 'G' Land Use Bylaw No. 2452, 2018 be amended by changing the Land Use Designation from Parks and Recreation (PR) to Country Residential (RC) and the Zoning from Parks and Recreation (PR) to Country Residential (R2) for a portion of LOT A DISTRICT LOT 1241 KOOTENAY DISTRICT PLAN 17958 (PID: 011-707-721), as shown on Schedules 'A' and 'B' which are attached hereto and form part of this bylaw.
2 This Bylaw shall come into force and effect upon its adoption.

CITATION

- 3 This Bylaw may be cited as "Electoral Area 'G' Land Use Amendment Bylaw No. 2935, 2023."

READ A FIRST TIME this 14th day of December, 2023.

READ A SECOND TIME this 14th day of December, 2023.

WHEREAS A PUBLIC HEARING was held this 22nd day of May, 2024.

READ A THIRD TIME this 13th day of June, 2024.

APPROVED under Section 52 (3)(a) of the Transportation Act this 23rd day of July, 2024.

[Handwritten signature]

Approval Authority,
Ministry of Transportation and Infrastructure

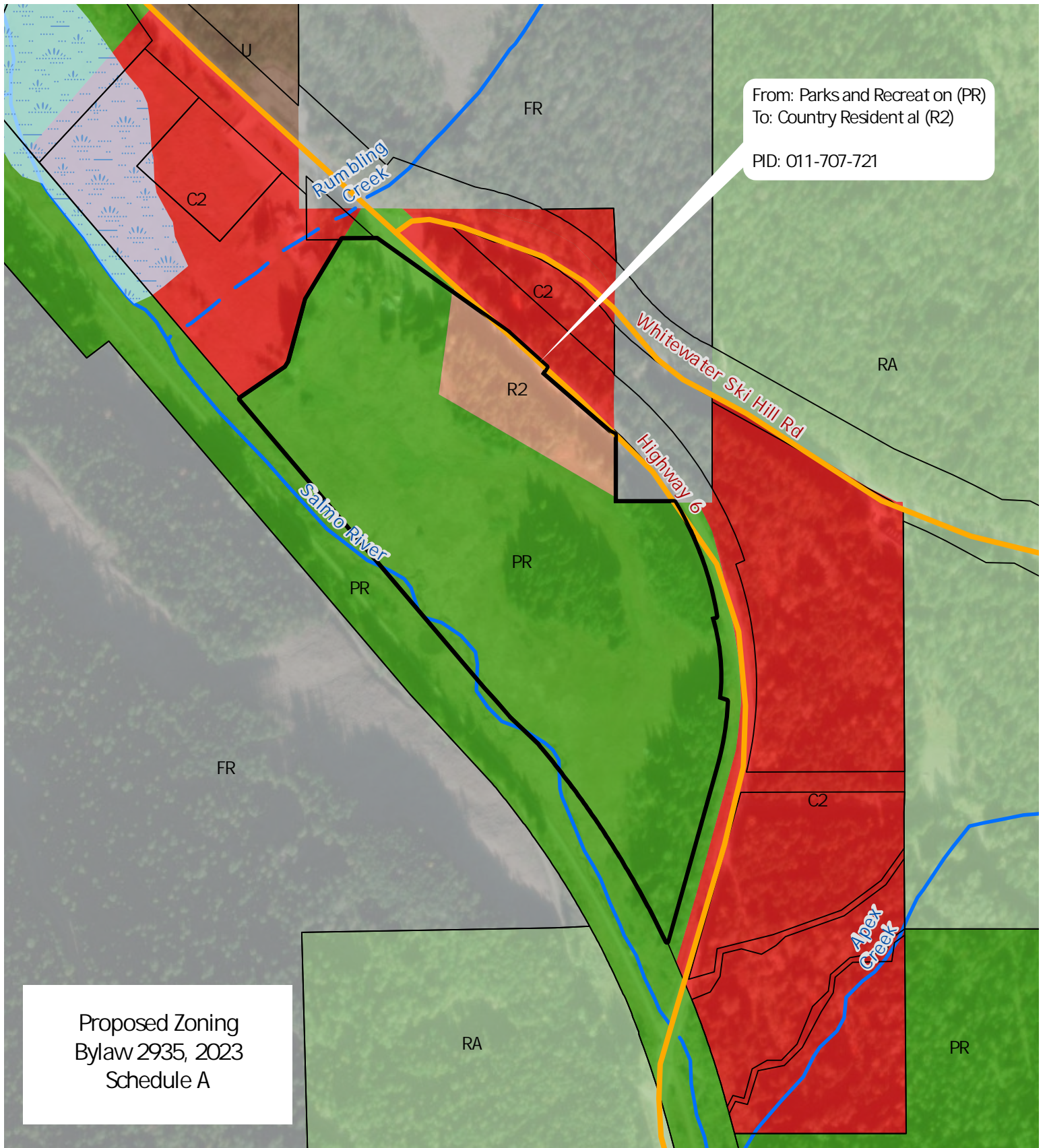
ADOPTED this XX day of XX, 202X.

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Aimee Watson, Board Chair

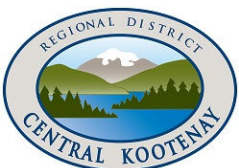
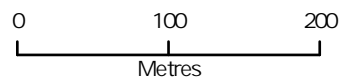
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Mike Morrison, Corporate Officer

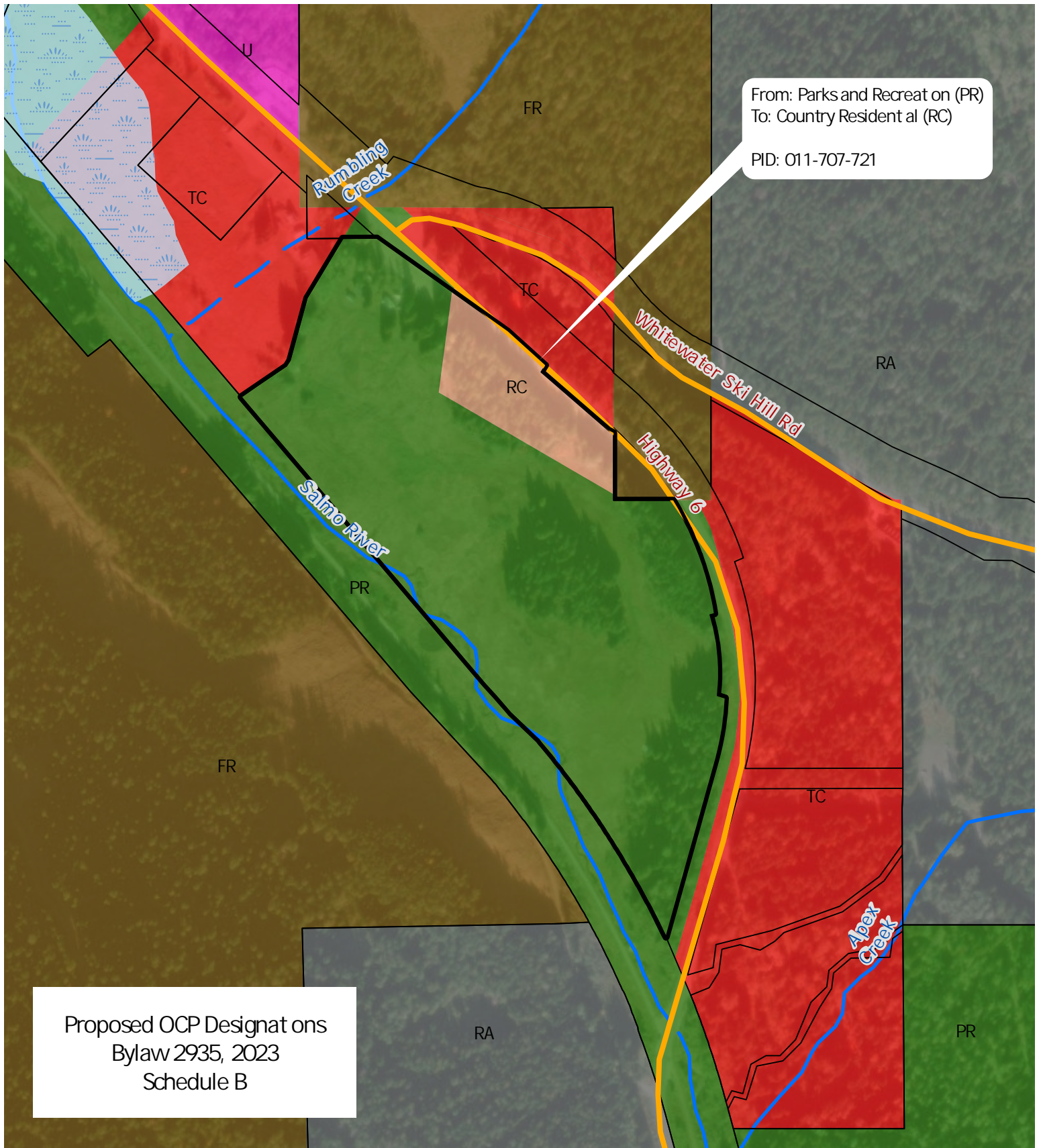


- Subject Property
- Lot Lines
- Road
- Stream
- Wetland
- Zoning Class**
- C2 - Tourist Commercial

- FR - Forest Reserve
- PR - Park and Recreat on
- R2 - Country Resident al
- RA - Resource Area
- U - Public Ut lity

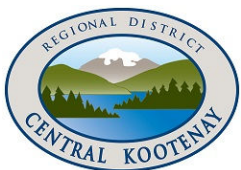
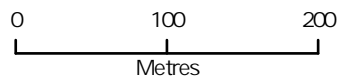






Proposed OCP Designations  
Bylaw 2935, 2023  
Schedule B

- Subject Property
- Lot Lines
- Road
- Stream
- Wetland
- PR - Parks and Recreation
- RA - Resource Area
- RC - Country Residential
- TC - Tourist Commercial
- U - Public Utility
- FR - Forest Reserve



Official Community Plan

Scale: 1:5,000  
Plot ed: Tuesday, November 28, 2023  
Datum/Project on: NAD83/UTM Zone 11N  
The map data shown are approximate representations for reference purposes only. The RDCK is not responsible for any errors or omissions on this map.



# Board Report

**Date of Report:** July 30, 2024  
**Date & Type of Meeting:** August 15, 2024 – Board Meeting  
**Author:** Dan Elliott, Communications Coordinator and Angela Lund, Deputy Corporate Officer  
**Subject:** Public Notice Bylaw – Directors Survey Results  
**File:** 08/3200/10/RDC/2966  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Board with the redlined version of the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 (Bylaw No. 2966) for third reading and adoption, and provide the results of the Directors survey.

## SECTION 2: BACKGROUND/ANALYSIS

Staff prepared the *Public Notice Bylaw Board Report* (Attachment B) that was addressed at the July 18, 2024 Board meeting and the following resolution was passed with the request for staff to prepare a survey for the Directors to respond to by August 1, 2024:

421/24 That the *Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024* be read a FIRST and SECOND time by content.

Staff sent the Directors a survey with four (4) questions and have received responses from seven (7) Directors.

Staff has consolidated the results and the following has been considered for Bylaw No. 2966:

QUESTIONS	DIRECTORS' RESPONSE
1. Would you prefer that the bylaw require official notices to be placed in local newspapers? Yes or No?	7 Directors said YES. 0 Directors said NO.
If Yes, would you prefer to print in the local newspaper for one week or two consecutive weeks? <b>Note: That staff recommends one week for reasons related to operational flexibility, alignment with publishing schedules, and cost savings.</b>	6 Directors said ONE WEEK 1 Director said TWO WEEKS
2. Should the bylaw designate the RDCK website (on an dedicated Official	7 Directors said YES 0 Directors said NO

Notices page) to be a place for posting official notices? Yes or No?	
3. Should the bylaw designate that the RDCK Facebook page be a place for posting official notices? Yes or No?	6 Directors said YES 1 Director UNDECIDED - does not use the platform 1 Director requests to use the term “social networking site” to allow the bylaw to be open to new platforms.
4. Are there other methods of posting official notices that staff should consider adding to the bylaw?	<ul style="list-style-type: none"> <li>• 1 Director - Digital newspapers</li> <li>• 1 Director – Municipal Notice Boards &amp; Post Office Boxes</li> <li>• 1 Director – Email subscription</li> </ul>

With the two readings of Bylaw No. 2966, staff are working from the assumption that the Board wishes to adopt a public notice bylaw rather than retaining the default notice provisions under the *Community Charter* (CC) Section 94.1.

Section 94.2 of the CC outlines the regulations for alternative means of publication that staff referenced when preparing Bylaw No. 2966, along with the results from the Directors survey.

### 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

No financial considerations for the preparation of Bylaw No. 2966.

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

Public Notice Bylaws are governed by Section 94 of the CC. Staff has prepared Bylaw No. 2966 in accordance to Section 94.2 of the CC.

#### 3.3 Environmental Considerations

N/A

#### 3.4 Social Considerations:

Staff has prepare Bylaw No. 2966 with the consideration of providing the public with consistent and timely information that follows the three principles laid out by the Province; reliable, suitable and accessible.

#### 3.5 Economic Considerations:

Financial impact on local newspapers (going to one ad instead of two), but RDCK spending less annually on advertising.

#### 3.6 Communication Considerations:

Provides the RDCK with more flexibility to produce public notices and ensures consistency in all public notices shared by the RDCK.

#### 3.7 Staffing/Departmental Work plan Considerations:

Department administrators will work with the local newspapers to create newspaper ads, will post on the RDCK website, create Facebook posts and post on the public notice posting places to meet the legislated requirements.

### 3.8 Board Strategic Plan/Priorities Considerations:

Organizational Excellence – prioritize robust communication with our residents ensuring information is delivered in a range of mediums.

## SECTION 4: OPTIONS & PROS / CONS

### Option 1:

1. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be read a THIRD time by content.
2. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

#### Pros

- All four options are considered suitable options by the Province.
- Increased flexibility and accessibility. Public notices shared to Facebook include the entirety of the notice as alternative text to assist those using screen-reader technology;
- Moving to digital notification will provide the RDCK greater control over the process, including undertaking corrections/updates; and
- Cost savings in advertising.

#### Cons

- Less dollars spent with local newspapers may decrease media coverage of local issues;
- Weekly press deadlines apply and have to work with a third party to meet legislated requirements;
- Average cost of notifying in a newspaper may be exceeding the benefit (not clear how many people in the electoral areas are being reached); and
- Additional staff time to publish notices on all four means.

### Option 2:

Status quo. Do not adopt the new public notice bylaw and continue to publish in newspapers for two consecutive weeks in accordance to Section 94.1 of the CC.

1. That no further action be taken with the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024.

#### Pros

- Continued use of newspapers will allow those residents who primarily rely on this medium for information to continue to be apprised of RDCK activities; and
- Directing advertising dollars to local newspapers is considered a way in which to support local business.

#### Cons

- Lack of flexibility and accessibility
- Have no way to quantify how many people are actually reading the notices in the newspaper
- Cost of advertising

## SECTION 5: RECOMMENDATIONS

1. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be read a THIRD time by content.
2. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,  
Angela Lund, Deputy Corporate Officer  
Dan Elliott, Communications Coordinator

## CONCURRENCE

Mike Morrison – Corporate Officer

**Approved**

Stuart Horn – Chief Administrative Officer

**Approved**

### ATTACHMENTS:

Attachment A - Redlined version of the RDCK Public Notice Bylaw No. 2966, 2024

Attachment B – Public Notice Bylaw Board Report

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2966

---

A Bylaw to provide the means by which statutory public notice will be delivered.

---

WHEREAS the *Community Charter* and *Local Government Act* require local governments to provide advance public notice on certain matters of public interest to facilitate opportunity for public participation in local government decision-making;

AND WHEREAS pursuant to the *Community Charter*, the Regional Board may adopt a bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS the Board has considered the principles for effective public notice that include reliability, suitability, and accessibility as prescribed in the *Public Notice Regulation*;

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

### APPLICATION

1 This Bylaw is applicable to the Regional District of Central Kootenay.

### DEFINITIONS

2 In this bylaw:

**Act** means the *Local Government Act*, R.S.B.C. 2015, c. 1, as may be amended from time to time.

**Charter** means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended from time to time.

**Facebook** means the Regional District of Central Kootenay's computer and internet-based technology information resource on the Facebook social media platform.

**Public Notice** means a notice that is required to be given or published in accordance with the *Charter*, *Act* or any other enactment.

**Public Notice Posting Place** means the Notice Board located at the RDCK office closes to where the Public Notice is taking place.

**RDCK** means the Regional District of Central Kootenay.

**Website** means the official information resource for the RDCK found at an internet address provided by the RDCK and whose uniform resource locator is know as [rdck.ca](http://rdck.ca).

## REQUIREMENTS FOR PUBLIC NOTICE

- 3 That the means of Public Notice must be given by the following methods:
- (a) printed in the local newspaper for one week;
  - (b) electronically by posting on the Website;
  - (c) electronically by posting on Facebook; and
  - (d) posted on the Public Notice Posting Place.
- 4 A Public Notice that is published in accordance to Section 3 of this bylaw must:
- (a) be published at least seven (7) days before the date of the matter for which Public Notice is required; or
  - (b) be published in the prescribed time period required by the *Charter, Act* or any other enactment.
- 5 The RDCK may combine Public Notices as long as the requirements of the applicable provisions of the *Charter* and *Act* are met.
- 6 The Public Notice requirements set forth in this bylaw are not intended to limit the RDCK's ability to publish Public Notices in different or additional methods.

## CITATION

- 7 This Bylaw may be cited as **“Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024.”**

READ A FIRST TIME this	18 <sup>th</sup>	day of	July, 2024.
READ A SECOND TIME this	18 <sup>th</sup>	day of	July, 2024.
READ A THIRD TIME this	15 <sup>th</sup>	day of	August, 2024.
ADOPTED this	15 <sup>th</sup>	day of	August, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



# Board Report

**Date of Report:** July 2, 2024  
**Date & Type of Meeting:** July 18, 2024 – Board Meeting  
**Author:** Dan Elliott, Communications Coordinator and Angela Lund, Deputy Corporate Officer  
**Subject:** Public Notice Bylaw  
**File:** 08/3200/10/RDC/2966  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this staff report is to present the Board with a public notice bylaw for three readings and adoption.

## SECTION 2: BACKGROUND/ANALYSIS

At the May 19, 2022 Board meeting the following resolution was passed:

324/22 That the Board direct staff to investigate options to be considered for the development of a Public Notice bylaw; AND FURTHER, a report be brought back to the Board in 2023.

Due to competing project priorities, work on the public notice bylaw was moved to the 2024 workplan.

In accordance with the Community Charter (CC) Section 94 Official Public Notices, these notices are formally required by legislation. These are informational documents published in advance of matters of public interest such as public meetings, elections, annual report on RDCK finances, Alternative Approval Process, assent vote, public hearings, facility closure, and disposition of land. These notices are generally intended to inform the public of opportunities to share their views and/or participate in local government decision making.

Currently, the RDCK is required to publish official public notices by placing an ad in a local newspaper once each week for two consecutive weeks under [CC Section 94.1](#). However, the RDCK can adopt a new public notice bylaw in accordance with [CC Section 94.2](#) to provide for alternative methods of publication, i.e. RDCK website, social media, subscribed newsletter.

### **Governance**

The *Community Charter (CC)*, *Islands Trust Act*, *Local Government Act (LGA)* and *Vancouver Charter* set out the minimum requirements for providing public notice and how it must be provided. On November 3, 2021 *Bill 26 – 2021: Municipal Affairs Statutes Amendment Act (No. 2)*, 2021 was given third reading and the amendments were brought into force as of February 28, 2022.

Section 94 of the LGA was repealed and now is “in accordance with Section 94 of the CC” which includes two options for publishing notices under Sections 94.1 and 94.2.



**Section 94.1** is the default publication requirement and continues to provide public notice by newspaper or alternative means (if not practicable) once each week for two consecutive weeks.

**Section 94.2** indicates local government may, by bylaw, provide alternative means of publication. The bylaw must specify at least two means of publication, not including posting in the public notice posting place which is already required in Section 94 (1) (b) of the CC.

Section 94.2 provides local governments the opportunity to explore options for public notice and prepare a bylaw that allows for more flexibility than defaulting to newspaper publications. This is not a requirement and the local government can choose to continue to abide by Section 94.1.

A new public notice bylaw would provide the RDCK with more flexibility, accessibility, cost savings, and continue the transition to predominately digital communications.

Typically, public notice ads are quite large (up to a full page in size) and can cost anywhere between \$400 to \$1,400 per ad depending on the size and the newspaper. For each assent vote, the RDCK is legally obligated, as per the CC, to run eight separate ads. Last year, for the three fire loan authorizations assent votes, the RDCK had to purchase a total of 24 legislative required ads. Each ad was one-third of page, averaging over \$400 per ad, for a grand total of \$9,780.02 for the 24 ads. However, if each of those ads was a full page ad, the cost would have been \$1,400 per ad, per newspaper.

Generally the cost of advertisement is taken on by each respective department, however for public hearing advertisements, the cost is passed along to the applicant. Public hearing ads must run twice, which would result in \$800 - \$2,400 in added expenses for the applicant.

The reality is, under the CC, the RDCK is unable to meet the legislated requirements using newspapers. Sometimes it is because of the publication schedule, sometimes the ad failed to print or was printed incorrectly. In certain areas of the RDCK there are no newspapers that publish on a weekly basis, instead they publish every two weeks or monthly. As well with newspapers, it is impossible to quantify how many people actually read the ads. While we know the circulation numbers, there is no guarantee the public is actually taking the time to read the newspaper on a weekly basis.

Currently, department staff handle their own advertising and while there are templates in place it remains a burden with sizing and having the correct template for the newspapers, not only to create, it can also result in additional processing times for applications due to when the notices can go in the newspaper. The process would be far more efficient using the methods proposed in the bylaw for creation and timing of notices.

Staff have identified three ideal places for posting notices within the bylaw. The first is the RDCK website, on a dedicated public notices page. This is the organization's main communication tool and the authority on all RDCK information. The second is the RDCK's Facebook page, the most popular social media channel for residents within the RDCK. In 2023 the RDCK's Facebook page had 1,232,585 impressions. This is the number of times any content from Facebook was displayed on a person's screen, including posts, stories, and ads. The final place is the notice board at the RDCK head offices (Nelson, Creston or Nakusp). Located in the lobby, the notice board can be viewed during business hours, Monday through Friday. An additional future notification method, but not included in the bylaw, will be delivering official notices utilizing an opt-in email subscription service through our

website. Currently, the RDCK's website is being re-designed and this new feature will be offered when the site launches by the end of 2024.

Bylaw No. 2966 is attached for the Board's review. Staff is requesting three readings and adoption of the bylaw by the Board of Directors.

### 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

Currently, the RDCK is spending anywhere between \$400 and \$1,400 per ad per paper. Depending on the type of public notice, this can range from two legislated required ads to eight. Last year, the RDCK spent \$9,780.02 on 24 ads for the three assent votes for fire loan authorization. By eliminating the need to advertise public notices in newspapers, there would be significant financial savings for the RDCK.

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

Public Notice Bylaws are governed by Section 94 of the CC.

#### 3.3 Environmental Considerations

N/A

#### 3.4 Social Considerations:

Creating a public notice bylaw that is consistent, timely, and residents know where to regularly find all the necessary information.

#### 3.5 Economic Considerations:

Financial impact on local newspapers, but RDCK spending less annually on advertising.

#### 3.6 Communication Considerations:

Provides the RDCK with more flexibility, while not having to rely on a third party (newspaper) to produce our public notices. This will ensure consistency in all public notices being shared by the RDCK.

#### 3.7 Staffing/Departmental Work plan Considerations:

It will take department administrators less time to post on the RDCK website and create a Facebook post, rather than creating public notice newspaper ads and having to communicate with a third party to make sure the ad is published.

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

Organizational Excellence – prioritize robust communication with our residents ensuring information is delivered in a range of mediums.

### SECTION 4: OPTIONS & PROS / CONS

**Option 1:** That the Board adopt the new public notice bylaw after three readings.

1. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be read a FIRST, SECOND and THIRD time by content.

2. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Pros

- All three options are considered suitable options by the Province.
- Increased flexibility. Implementing alternate notification provisions provides flexibility when, and if, the RDCK considers newspaper advertising necessary;
- Increased accessibility. Public notices shared to Facebook include the entirety of the notice as alternative text to assist those using screen-reader technology;
- Weekly press deadlines no longer apply and a notice can be published in only hours allowing an application to move forward more quickly;
- Average cost of notifying in a newspaper may be exceeding the benefit (not clear how many people in the electoral areas are being reached); and
- Moving to digital notification will provide the RDCK greater control over the process, including undertaking corrections/updates.

Cons

- Less advertising dollars spent with local newspapers

**Option 2:** That staff be directed to make changes to the draft Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 after receiving Director’s comments by July 31, 2024.

**Option 3:** Status quo. Do not adopt the new public notice bylaw and public notices will continue to be published in newspapers.

Pros

- Continued use of newspapers will allow those residents who primarily rely on this medium for information to continue to be apprised of RDCK activities; and
- Directing advertising dollars to local newspapers is considered a way in which to support local democracy.

Cons

- Lack of flexibility and accessibility
- Have no way to quantify how many people are actually reading the notices in the newspaper
- Cost of advertising

## SECTION 5: RECOMMENDATIONS

1. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be read a FIRST, SECOND and THIRD time by content.
2. That the Regional District of Central Kootenay Public Notice Bylaw No. 2966, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,

Angela Lund, Deputy Corporate Officer  
Dan Elliott, Communications Coordinator

## **CONCURRENCE**

Mike Morrison – Corporate Officer

Stuart Horn – Chief Administrative Officer

### **ATTACHMENTS:**

Draft RDCK Public Notice Bylaw No. 2966, 2024

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2969

A Bylaw to amend Electoral Area F Library Financial Contribution Service Establishment Bylaw No. 2161, 2010 for the purpose of increasing the maximum annual requisition limit.

WHEREAS the Board of the Regional District of Central Kootenay has established a service for the purpose of providing an annual financial contribution from Electoral Area F toward the Nelson Municipal Library by adopting Electoral Area F Library Financial Contribution Service Establishment Bylaw No. 2161, 2010;

AND WHEREAS pursuant to the *Regional District Establishing Bylaw Approval Exemption Regulation*, a regional district may increase a maximum requisition in service establishing bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area F to increase the requisition limit of said service;

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

1 Section 5 is deleted in its entirety and replaced with the following:

The maximum amount of money that may be requisitioned annually under the *Local Government Act* shall not exceed \$126,563.

2 This Bylaw may be cited as “**Electoral Area F Library Financial Contribution Service Establishment Amendment Bylaw No. 2969, 2024**”.

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

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

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

ASSENT RECEIVED as per the *Local Government Act – Consent on behalf of the electoral participating areas*.

ADOPTED this 15<sup>th</sup> day of August, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2970

A Bylaw to amend Electoral Area H Library Financial Contribution Service Establishment Bylaw No. 2162, 2010 for the purpose of increasing the maximum annual requisition limit.

WHEREAS the Board of the Regional District of Central Kootenay has established a service for the purpose of providing an annual financial contribution from Electoral Area H toward the Nelson Municipal Library by adopting Electoral Area H Library Financial Contribution Service Establishment Bylaw No. 2162, 2010;

AND WHEREAS pursuant to the *Regional District Establishing Bylaw Approval Exemption Regulation*, a regional district may increase a maximum requisition in service establishing bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area H to increase the requisition limit of said service;

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

1 Section 5 is deleted in its entirety and replaced with the following:

The maximum amount of money that may be requisitioned annually under the *Local Government Act* shall not exceed \$90,625.

2 This Bylaw may be cited as “**Electoral Area H Library Financial Contribution Service Establishment Amendment Bylaw No. 2970, 2024**”.

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

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

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

ASSENT RECEIVED as per the *Local Government Act – Consent on behalf of the electoral participating areas*.

ADOPTED this 15<sup>th</sup> day of August, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2971

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A bylaw to authorize the borrowing of the estimated cost of Two Million Eight Hundred Forty Five Thousand One Hundred Eighty Five Dollars (\$2,845,185) to build the Creston Septage Receiving Station and Creston Landfill Phase 1 C/D (Closure & Berm).

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established Creston and Electoral Areas A, B and C Refuse Disposal Local Service Area Establishment Bylaw No. 924, 1992, a service to provide refuse disposal and recycling within the East Waste Management Subregion Service Area;

AND WHEREAS it is deemed desirable and expedient to build the Creston Septage Receiving Station and proceed forward with Phase 1 C/D (closure & berm) of the Creston Landfill;

AND WHEREAS the estimated cost to build the Creston Septage Receiving Station and proceed forward with Phase 1 C/D (closure & berm) of the Creston Landfill including expenses incidental thereto is the sum of Three Million Four Hundred Fifteen Thousand Four Hundred Twenty Two (\$3,415,422), of which the sum of Two Million Eight Hundred Forty Five Thousand One Hundred Eighty Five Dollars (\$2,845,185) 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 to build the Creston Septage Receiving Station and proceed forward with Phase 1 C/D (closure & berm) of the Creston Landfill, serving the East Waste Management Subregion 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 Two Million Eight Hundred Forty Five Thousand One Hundred Eighty Five Dollars (\$2,845,185).
  - (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 to building the Creston Septage Receiving Station and proceed forward with Phase 1 C/D (closure & berm) of the Creston Landfill.
- 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 **“East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Septage and Creston Landfill - Phase 1 C/D Closure & Berm) Loan Authorization Bylaw No. 2971, 2024”**.

READ A FIRST TIME this 15<sup>th</sup> day of August, 2024.

READ A SECOND TIME this 15<sup>th</sup> day of August, 2024.

READ A THIRD TIME this 15<sup>th</sup> day of August, 2024.

I hereby certify that this is a true and correct copy of the **East Waste Management Subregion Refuse Disposal/Recycling Service (Creston Septage and Creston Landfill - Phase 1 C/D Closure & Berm) Loan Authorization Bylaw No. 2971, 2024** as read a third time by the Regional District of Central Kootenay Board on the \_\_\_\_\_ day of \_\_\_\_\_, 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

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Bylaw No. 2974

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Central Kootenay and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

### Regional District Loan Authorization Bylaws

<b>Loan Authorization Bylaw #</b>	<b>Purpose</b>	<b>Amount of Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue</b>	<b>Amount of Issue</b>
<b>2962</b>	Upgrades at the Nakusp & Slocan Transfer Stations	\$1,763,398	\$	\$1,763,398	25 yrs	\$1,763,398
<b>Total</b>		<u><b>\$1,763,398</b></u>	<u><b>\$</b></u>	<u><b>\$1,763,398</b></u>		<u><b>\$1,763,398</b></u>

- 1 The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding One Million Seven Hundred Sixty Three Thousand Three Hundred Ninety Eight Dollars (\$1,763,398) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$1,763,398 in

Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

- 2** Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
- 3** The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
- 4** The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
- 5** The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
- 6** The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
- 7** During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Loan Authorization Bylaw No. 2962, 2024 if the anticipated revenues accruing to the Regional District from the operation of the West Waste Management Subregion Refuse Disposal/Recycling Local Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
- 8** The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

- 9 The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
- 10 This bylaw may be cited as **“West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Security Issuing Bylaw No. 2974, 2024”**.

READ A FIRST TIME this	15 <sup>th</sup>	day of	August, 2024.
READ A SECOND TIME this	15 <sup>th</sup>	day of	August, 2024.
READ A THIRD TIME this	15 <sup>th</sup>	day of	August, 2024.
ADOPTED this	15 <sup>th</sup>	day of	August, 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer

Certified a true copy of Bylaw No. 2974 as adopted.

\_\_\_\_\_  
Mike Morrison, Corporate Officer

**Schedule "A" to Bylaw No. 2974**

**CANADA  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT**

Regional District of Central Kootenay

The Regional District of Central Kootenay (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of One Million Seven Hundred Sixty Three Thousand Three Hundred Ninety Eight Dollars (\$1,763,398) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 2974 cited as "**West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slokan Transfer Stations) Security Issuing Bylaw No. 2974, 2024**", this Agreement is sealed with the Corporate Seal of the Regional District of Central Kootenay and signed by the Chair and Treasurer thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

---

Deputy Inspector of Municipalities of British Columbia  
**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$

	\$	\$	\$
	\$	\$	\$



# Board Report

<b>Date of Report:</b>	July 31, 2024
<b>Date &amp; Type of Meeting:</b>	August 15, 2024 Open Regular Board Meeting
<b>Author:</b>	Dana Hawkins, Planner 2
<b>Subject:</b>	Regional Growth Planning Analysis RFP - Contract Award
<b>File:</b>	5200\20\CCP Complete Communities Program
<b>Electoral Areas/ Municipalities:</b>	Areas A, B, C, D, E, F, G, H, I, J, K, City of Castlegar, City of Nelson, Town of Creston, Village of Kaslo, Village of Nakusp, Village of Salmo & Village of Slocan

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request that the contract for the Regional Growth Management Planning Analysis project be awarded to Licker Geospatial Consulting Co. and their subcontractors for a total of \$234,922.00 (including GST).

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 Project Description

RDCK and partnering municipalities: City of Castlegar, City of Nelson, Town of Creston, Village of Kaslo, Village of Nakusp, Village of Salmo and Village of Slocan have received grant funding in the amount of \$300,000 through the UBCM Complete Communities Program. This project will utilize the complete communities assessment for growth management planning covering the entire region to ensure efficient expansion of servicing and infrastructure in line with long-term community development goals. The project will identify key areas for targeted growth considering:

- Co- location of housing with social and physical infrastructure;
- A diversity of housing options in growth areas close to amenities, services, and transportation networks; and,
- Alignment of long-term water and servicing requirements with housing needs and long-term objectives.

The complete communities analysis will identify areas to focus growth in the region that are socially, economically and environmentally sustainable for generations to come. The resulting report will identify potential growth nodes and provide direction on supporting proposed growth such as asset management, servicing and public transportation. This project partners with member municipalities to undergo a holistic growth management planning exercise region-wide that has never been done before.

### 2.2 Recommended Consultant

RDCK prepared a Request for Proposals (RFP) for the Regional Growth Planning Analysis and issued the RFP on June 12, 2024 to BC Bid and the RDCK Bid and Tenders website.



There were four bids received by the closing date of July 22, 2024. The results of the RFP are as follows (GST is included in the prices below):

Proponent	Ranking	Proposal Cost	Total Hours (All Staff)
Bluerock Planning Inc.	2 <sup>nd</sup>	\$234,810	1469 hrs
ISL Engineering and Land Services Ltd.	3 <sup>rd</sup>	\$223,522 (excl. GST)	1325 hrs
Licker Geospatial Consulting Co.	1 <sup>st</sup>	\$234,922	1275 hrs
Qatalyst Research Group	4 <sup>th</sup>	\$184,719	1174 hrs

The successful proponent was selected based on the following criteria:

- Project Team and Relevant Experience
- Methodology
- Cost and Schedule

After reviewing the submissions, the selection committee—comprised of staff from each of the participating local governments—considered that Licker Geospatial Consulting Co. and their subcontractors submitted the best proposal.

### 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 proposed project consultant costs are budgeted at \$234,922.00 inclusive of GST. This funding is being provided through a grant from UBCM for \$300,000. A portion of the total project funds will be attributed to the administrative, engagement and data costs of the project.

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

This project will implement a recommendation with high impact of the RDCK's Affordable Housing Action Plan: growth management planning covering the entire region.

#### 3.3 Environmental Considerations

Creating more complete communities can benefit the environment by reduced GHG emissions (largely from transportation) and preservation of the natural environment by reducing sprawl.

#### 3.4 Social Considerations:

Using complete communities as a lens to assess future growth aims to provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a connected compact area.

#### 3.5 Economic Considerations:

Allowing for a more diverse mix of land uses, including residential use, can increase the livability of a community through better access to services, jobs, and amenities. It can encourage economic investment and promote more efficient use of infrastructure.

#### 3.6 Communication Considerations:

A communication and engagement strategy will be created within the first phase of the project.

### 3.7 Staffing/Departmental Workplan Considerations:

The project will be managed by the Planner 2 with support from Planning and GIS staff.

### 3.8 Board Strategic Plan/Priorities Considerations:

- Partner with our member communities to leverage their skills in the region.
- Support and encourage housing initiatives where servicing and amenities can support densification.

## SECTION 4: OPTIONS & PROS / CONS

*Option 1: Award the contract for the Regional Growth Management Planning Analysis project to Licker Geospatial Consulting Co.*

The proponent has demonstrated that they are the best candidate who can achieve the objectives and expectations of the project. Staff are confident they will provide the necessary deliverables in a timely manner.

*Option 2: Do not award the contract for the Regional Growth Management Planning Analysis project and re-issue the Request for Proposals (RFP).*

This option would extend the RFP and could possibly invite additional submissions. This would delay the project unnecessarily and may result in project deliverables not meeting the April 10, 2025 grant deadline.

## SECTION 5: RECOMMENDATIONS

That the Board award the Regional Growth Management Planning Analysis project to Licker Geospatial Consulting Co., and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$234,922.00 inclusive of GST; AND FURTHER, that the cost be included in the 2024 Financial Plan for S104 Planning and Land Use Service.

Respectfully submitted,  
Dana Hawkins, MCIP, RPP

## CONCURRENCE

Planning Manager – Nelson Wight	Approved
General Manager Development & Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved



# Board Report

<b>Date of Report:</b>	July 31, 2024
<b>Date &amp; Type of Meeting:</b>	August 15, 2024 Regular Board Meeting
<b>Author:</b>	Dana Hawkins, Planner 2
<b>Subject:</b>	Active Transportation Corridor Vision Plan
<b>File:</b>	10\5200\20\ATF ACTIVE TRANSPORTATION FUND
<b>Electoral Areas/ Municipalities:</b>	Electoral Areas E, F, H, I, J, City of Nelson & City of Castlegar

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the RDCK Board with the results of the Active Transportation Corridor Vision Plan. The Castlegar-Nelson Active Transportation Corridor Vision dated July 31, 2024 is attached to this report for information. A presentation will be provided by the West Kootenay Cycling Coalition and Watt Consulting Group.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 Background

The West Kootenay Cycling Coalition with professional assistance from Watt Consulting Group has completed an Active Transportation Corridor Vision Plan supported by \$50,000 in funding provided by the Government of Canada's Active Transportation Fund, through the Regional District of Central Kootenay.

The plan assesses the feasibility of developing a year-round, multi-use path that will link Castlegar and Nelson through Electoral Areas E, F, H, I and J. The corridor would ideally be a 45 kilometer long active transportation route that encompasses all forms of mobility, including walking/rolling, cycling, transit, commuting to work, getting to school, recreation, socializing or running errands with the benefit of supporting active lifestyles and reducing greenhouse gas emissions.

The project was initiated early 2023, and included three phases: understanding, developing and refining, and finalizing. With the completion of the Active Transportation Corridor Vision Plan, the project is now complete.

### 2.2 Castlegar-Nelson Active Transportation Corridor Vision

The report is included as Attachment A. The report includes:

- a) Process summary of the three phases;
- b) Evaluation criteria – including public engagement results – that informed routing alignments that were deemed feasible and held potential for hosting the active transportation corridor;
- c) Final preferred routes and associated mapping separated into six segments. The routing and facility types identified in these maps are the culmination of the technical analysis integrated with community feedback. The preferred routing maximizes connectivity to rural communities while also ensuring a direct and safe travel pattern accessible for all ages and abilities;
- d) Recommended amenities to compliment the active transportation corridor; and,

- e) Future considerations for implementation such as maintenance considerations, roles for different agencies, preliminary costs estimates, potential funding sources, and segment phasing and prioritization.

Next Steps

Section 7 of the report details an implementation approach including possible roles for the RDCK to support the development and implementation of the Active Transportation Corridor. As the project is now complete, any further works would have to be directed through a Board resolution.

**SECTION 3: DETAILED ANALYSIS**

**3.1 Financial Considerations – Cost and Resource Allocations:**

**Included in Financial Plan:**  Yes  No      **Financial Plan Amendment:**  Yes  No  
**Debt Bylaw Required:**  Yes  No      **Public/Gov’t Approvals Required:**  Yes  No

The RDCK received \$50,000 of grant funding from the Active Transportation Fund of the Federal Permanent Public Transit Program.

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

B.C.’s Active Transportation Strategy: Clean BC Move Commute Connect

By 2030, the province has set a target of doubling the proportion of trips taken using active transportation. To reach the target, active transportation has to become a preferred choice for more people and one that is easy, efficient, safe and affordable. Active transportation needs to integrate seamlessly with other modes of transportation—such as BC Transit, TransLink and coastal and inland ferries—and into and from communities, so that the traveling public can get to where they want to go.

**3.3 Environmental Considerations**

Active transportation can play a key role in reducing carbon emissions. When we use our own power to move around, we can relieve traffic congestion and reduce pollution.

**3.4 Social Considerations:**

Active transportation can contribute to a more equitable transportation network as well as support physical activity and community health.

**3.5 Economic Considerations:**

The economic benefits of active transportation include:

- Reduction in road and parking construction, repair and maintenance costs;
- Reduction in costs due to greenhouse gas emissions; and,
- Reduction in health care costs due to increased physical activity.

**3.6 Communication Considerations:**

The Active Transportation Corridor Vision Plan and a project overview will be presented on by the West Kootenay Cycling Coalition and Watt Consulting at the August 15<sup>th</sup> Board meeting.

**3.7 Staffing/Departmental Workplan Considerations:**

The Active Transportation Corridor Vision Plan has been supported by the Planner 2. The project is now complete.

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

The project is aligned with RDCK Ideas for Climate Action.

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.

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

N/A.

**SECTION 5: RECOMMENDATIONS**

None at this time.

Respectfully submitted,  
Dana Hawkins, MCIP RPP

**CONCURRENCE**

Planning Manager – Nelson Wight	Approved
General Manager Development & Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved

**ATTACHMENTS:**

Attachment A – Castlegar-Nelson Active Transportation Corridor Vision dated July 31, 2024



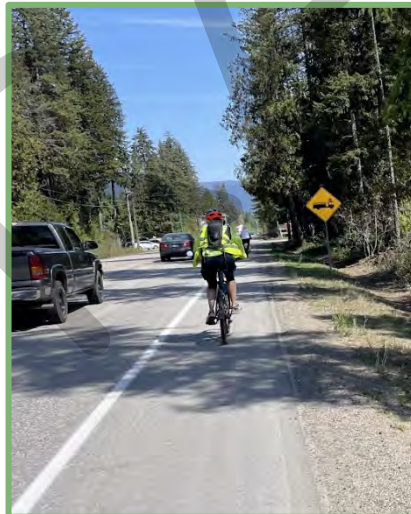
**WESTKOOTENAY**  
CYCLING COALITION



# Castlegar - Nelson Active Transportation Corridor Vision Plan

# CASTLEGAR-NELSON ACTIVE TRANSPORTATION CORRIDOR VISION

Draft Plan



Prepared For: West Kootenay Cycling Coalition &  
Regional District of Central Kootenay  
Date: July 31, 2024  
Our File No: 3437.B01

**WATT OKANAGAN**  
305 – 1350 St Paul Street  
Kelowna, BC V1Y 2E1  
778-313-1060

## ACKNOWLEDGMENTS

We would like to acknowledge, with respect, that the Castlegar-Nelson Active Transportation Corridor Vision Plan, has been developed and applied to the land in the traditional, ancestral, unceded territory of the S Ktunaxa, Sinixt, and the Syilx (Okanagan) peoples.

The Project Team would like to acknowledge and express our gratitude to the dedicated individuals who comprised the initial core group formed in June 2021. This group consisted of passionate representatives from organizations such as West Kootenay Climate Hub, West Kootenay Cycling Coalition, Selkirk College, Accessible by Design, Ministry of Transportation and Infrastructure, BC Trails, Regional District of Central Kootenay, City of Nelson, City of Castlegar, and many others. Their collaborative efforts were instrumental in initiating discussions and meticulously preparing the funding application for this project. Their expertise, commitment, and shared vision played a crucial role in laying the foundation for the development of the Castlegar-Nelson Active Transportation Corridor Vision Plan.

### Project Team

#### Regional District of Central Kootenay

**Dana Hawkins RPP, MCIP**

Planner

**Stephanie Johnson, RPP, MCIP**

Planner

#### WATT Consulting Group Ltd.

**Nathan Carswell, P. Eng.**

Micromobility Lead & Regional Lead

**Matt Kuziak, RPP, MCIP**

Transportation Planner

**Emma Watts, EIT**

Transportation Engineer in Training

#### West Kootenay Cycling Coalition

**Patricia (Trish) Dehnel, RPP, MCIP**

Project Coordinator

**Solita Work**

Vice President



## EXECUTIVE SUMMARY

The West Kootenay Cycling Coalition (WKCC), in partnership with the Regional District of Central Kootenay (RDCK), has undertaken the Active Transportation Corridor Vision Plan (ATCVP) to create a year-round, inclusive, and accessible Active Transportation Corridor (AT Corridor) linking Castlegar to Nelson. This 51+ kilometre AT Corridor aims to support local active transportation networks, providing a regional connection that is safe, accessible, and inclusive for commuting and recreational purposes.

### Plan Process

The ATCVP was developed through a three-phase process:

- 1. Understanding:** Established baseline conditions by reviewing relevant policies, assembling existing data, assessing current active transportation conditions, and identifying opportunities and challenges for the AT Corridor.
- 2. Developing and Refining:** Conducted analyses to identify feasible routing options, developed corridor cross-sections, and designed active transportation infrastructure standards. This phase included public engagement through online surveys and open houses to refine the preferred routing.
- 3. Finalizing:** Incorporated public feedback to finalize the visioning Plan.

### Community Profile

The study area encompasses a diverse range of land uses, from urban centers to rural landscapes. Key destinations along the corridor include educational institutions, commercial areas, and recreational sites. Understanding the demographic and commuting patterns of the region was crucial in developing a preferred route that meets the needs of its users.

### Policy and Planning Context

The plan aligns with local, regional, and provincial policies and studies, ensuring a cohesive approach to transportation planning. This includes integration with existing plans and strategies to maximize the impact and efficiency of the proposed corridor.

### Overview of Corridor Routing Development

The development of the corridor routing was guided by input from key audiences and groups, thorough review of Geographic Information System (GIS) data (including road and property boundaries), and Strava data to consider existing usage and field assessments. The process involved identifying existing conditions and potential challenges, such as road classifications, speeds, and current active transportation facilities.

### Preliminary Routing Options

The Plan presents six segments for the proposed AT Corridor, each evaluated based on criteria such as topography, environmental impact, and connectivity. These segments are:

- Segment 1: Nelson

- Segment 2: Taghum & Bonnington
- Segment 3: Slocan Junction
- Segment 4: Glade & Tarrys
- Segment 5: Thrums
- Segment 6: Castlegar

### Preferred Route

The preferred route was then determine through a detailed segment review, taking into consideration public feedback and technical assessments. The route aims to provide the most direct, safe, and enjoyable experience for users.

### Amenities & Mobility Hubs

To support the corridor, various amenities and mobility hubs will be developed. These include staging areas, trailheads, and integration with existing transit services. These hubs will serve as critical points for accessing the corridor and enhancing user experience.

### Implementation Approach

The AT Corridor will need to be built piecemeal and in a phased approach and also managed using a collaborative governance system. This system involves a governing arrangement where multiple public agencies, advocates, and non-governmental agencies (NGOs) will need to engage in a consensus-oriented, deliberative decision-making process. Preliminary cost estimates have been provided, along with a phased approach for segment prioritization and potential funding sources.

The identified priorities for implementation, stated in order of ranking are:

- Segment 4: Glade & Tarrys
- Segment 1: Nelson
- Segment 6: Castlegar
- Segment 5: Thrums
- Segment 3: Slocan Junction
- Segment 2: Taghum & Bonnington

The estimated cost to realize the proposed AT Corridor detailed in this Plan is approximately **\$66 million**, which includes a 40% contingency. This estimate encompasses the core infrastructure developments but does not cover items like the proposed Taghum Bridge connection or Selkirk College Connection. Additionally, it does not include elements such as bicycle parking, benches, public amenities, enhancements at the proposed mobility hubs, and the ongoing maintenance of the facilities and amenities.

# TABLE OF CONTENTS

- 1.0 INTRODUCTION ..... 1**
  - 1.1 Plan Process .....1
  - 1.2 ACTVP Project Goals.....2
  - 1.3 Plan Vision .....2
  - 1.4 Benefits of an Active Transportation Corridor .....2
- 2.0 COMMUNITY PROFILE ..... 5**
  - 2.1 Study Area .....5
  - 2.2 Demographic Highlights.....6
  - 2.3 Commuting Mode Share.....8
  - 2.4 Land Use & Key Destinations .....10
- 3.0 POLICY & PLANNING CONTEXT ..... 12**
  - 3.1 Local Plans/Studies.....12
  - 3.2 Regional & Provincial Local Plans/Studies .....17
- 4.0 OVERVIEW OF CORRIDOR ROUTING DEVELOPMENT..... 21**
  - 4.1 Key Audience Involvement .....21
  - 4.2 Data and Input.....24
    - 4.2.1 GIS Data ..... 24
    - 4.2.2 Strava Data ..... 25
  - 4.3 Field Visit and Existing Conditions.....25
    - 4.3.1 Field Visit ..... 25
    - 4.3.2 Existing Active Transportation Network..... 26
    - 4.3.3 Existing Active Transportation Facilities That Do Not Meet AAA Standards  
.....27
    - 4.3.4 Road Classification & Speeds..... 28
  - 4.4 Design Considerations .....32
    - 4.4.1 Natural Environment..... 32
    - 4.4.2 Human Environment..... 33
    - 4.4.3 Active Transportation Facility Design Guidance..... 35
    - 4.4.4 Typical Cross-Sections ..... 43

4.4.5	Active Transportation Crossings.....	47
<b>5.0</b>	<b>PRELIMINARY ROUTING OPTIONS .....</b>	<b>51</b>
<b>5.1</b>	<b>Evaluation Criteria and Decision Tree .....</b>	<b>51</b>
<b>5.2</b>	<b>Preliminary Routing Maps .....</b>	<b>52</b>
5.2.1	Segment 1: Nelson .....	52
5.2.2	Segment 2: Taghum & Bonnington.....	54
5.2.3	Segment 3: Slocan Junction.....	56
5.2.4	Segment 4: Glade & Tarrys.....	58
5.2.5	Segment 5: Thrums .....	60
5.2.6	Segment 6: Castlegar .....	62
<b>5.3</b>	<b>Engagement Summary .....</b>	<b>64</b>
5.3.1	Survey .....	64
5.3.2	Open House.....	66
<b>6.0</b>	<b>PREFERRED ROUTE .....</b>	<b>69</b>
<b>6.1</b>	<b>Segment Review .....</b>	<b>69</b>
6.1.1	Segment 1: Nelson .....	69
6.1.2	Segment 2: Taghum & Bonnington.....	71
6.1.3	Segment 3: Slocan Junction.....	72
6.1.4	Segment 4: Glade & Tarrys.....	73
6.1.5	Segment 5: Thrums .....	74
6.1.6	Segment 6: Castlegar .....	76
<b>6.2</b>	<b>Amenities &amp; Mobility Hubs .....</b>	<b>78</b>
6.2.1	Mobility Hubs and Corridor Access.....	80
6.2.2	Integration with Transit.....	82
<b>6.3</b>	<b>Maintenance.....</b>	<b>83</b>
<b>7.0</b>	<b>IMPLEMENTATION APPROACH .....</b>	<b>85</b>
<b>7.1</b>	<b>Governance &amp; Collaboration .....</b>	<b>85</b>
<b>7.2</b>	<b>Preliminary Cost Estimates.....</b>	<b>88</b>
7.2.1	Taghum Bridge Piers.....	93
7.2.2	Selkirk College Active Transportation Connection to Castlegar.....	93
<b>7.3</b>	<b>Segment Phasing and Prioritization.....</b>	<b>94</b>

7.4	Funding for the Active Transportation Corridor Vision Plan .....	96
8.0	NEXT STEPS .....	100

## FIGURES

Figure 1: Commuting Mode Share (2021 Statistics Canada) .....	9
Figure 2: Example of Strava Heatmap Snapshot –West of Nelson.....	25
Figure 3: Existing Walkable and Bicycle Accessible Shoulders.....	27
Figure 4: Bicycle Facility Selection Decision Support Tool for Rural Context (Source: Figure D-29: BCATDG) .....	31
Figure 5: Agriculture Land Reserve Along the Preferred Route.....	34
Figure 6: Facility Types by Land Use (Source: Table E-20: BCATDG) .....	36
Figure 7. Typical Bicycle Operating Space (Source: Figure B-12: BCATDG) .....	36
Figure 8: MUP Width Guidance (Source: Table E-20: BCATDG) .....	37
Figure 9: Elements of proper AT Separation (Source: Figure F-65 and F-66): BCATDG) .....	37
Figure 10: Protected Bike Lane Width Guidance (Source: Table D-11: BC AT Design Guide) .....	39
Figure 11: Setback Definition and Minimum Rail-with-Trail Setback E (Source: Figure 10 and F-11): Rails with Trails – Best Practices and Lessons Learned).....	42
Figure 12: Transportation Association of Canada Design Guidance for Pathways and Trails Approaching Active Railway Lines.....	48
Figure 13: Detailed Design Guidance for Multi-Use Pathways Crossing Railway Lines (Source: Transport Canada) .....	48
Figure 14: Combined Cross-Ride and Crosswalk on the Spirit Trail in North Vancouver .....	49
Figure 15: Segment 1 of ATCVP Preliminary Routing (Nelson – Taghum).....	53
Figure 16: Segment 2 of ATCVP Preliminary Routing (Taghum - Bonnington) .....	55
Figure 17: Segment 3 of ATCVP Preliminary Routing (Slocan Junction) .....	57
Figure 18: Segment 4 of ATCVP Preliminary Routing (Glade & Tarrys) .....	59
Figure 19: Segment 5 of ATCVP Preliminary Routing (Thrums).....	61
Figure 20: Segment 6 of ATCVP Preliminary Routing (Castlegar).....	63
Figure 21: Segment 1 of ATCVP Preferred Routing (Nelson – Taghum).....	70
Figure 22: Segment 2 of ATCVP Preferred Routing (Taghum – Bonnington) .....	71
Figure 23: Segment 3 of ATCVP Preferred Routing (Bonnington – Shoreacres) .....	73

Figure 24: Segment 4 of ATCVP Preferred Routing (Tarrys & Glade) .....	74
Figure 25: Segment 5 of ATCVP Preferred Routing (Thrums) .....	75
Figure 26: Segment 6 of ATCVP Preferred Routing (Castlegar) .....	76

## TABLES

Table 1: Population (2016 vs. 2021) .....	6
Table 2: Population by Age (2021) .....	7
Table 3: Average Daily Vehicle Volumes (2021).....	30
Table 4: Potential Role for the Development of the AT Corridor.....	87
Table 5: Unit Costs.....	89
Table 6: Lump Sum Costs.....	90
Table 7: Estimated Costs by Segment .....	91
Table 8: Segment Prioritization Criteria and Scoring.....	94

## MAPS

Map 1: Study Area .....	5
Map 2: Population Density (2021) .....	8
Map 3: Road Classification Map .....	28
Map 4: Posted Speed Limits .....	29



## 1.0 INTRODUCTION

The West Kootenay Cycling Coalition (WKCC), in partnership with the Regional District of Central Kootenay (RDCK), undertook an Active Transportation Corridor Vision Plan (ATCVP) to provide a year-round, inclusive, and accessible Active Transportation Corridor (AT Corridor) that would link Castlegar to Nelson and could be used for safe commuting and recreation opportunities.

This 51+ kilometre AT Corridor will support the local active transportation networks and provided a regional active transportation connection that is safe, accessible, and inclusive. The ATCVP established a set of strategies to set the stage for an AT Corridor linking the two anchor cities of Castlegar and Nelson through the electoral areas of E, F, H, and I.

This AT Corridor has the potential to offer a viable alternative for people cycling for both recreational and commuting trips, and also enabled multi-modal travel by integrating other transportation modes, which will serve to strengthen community connections, improve health and wellbeing, and open the door to active transportation tourism along the AT Corridor.

### 1.1 Plan Process

The ATCVP was developed in a three-phase process, as shown below:



The first phase, **Understanding**, established the baseline conditions of the corridor between Castlegar and Nelson. This included reviewing relevant policies and plans from communities and key audiences across the study area, assembling existing data, assessing existing active transportation conditions, and obtaining a preliminary understanding of opportunities and challenges for the realization of the corridor.

The second phase, **Developing and Refining**, included the analysis required to identify feasible routing options for the Active Transportation Corridor and their potential configuration. Highlights included a preliminary evaluation of potential route options, development of the corridor cross-sections, and active transportation infrastructure design standard development. It also featured public engagement in the form of an online survey and open house to help vet



corridor options and the preferred routing. This phase concluded with the development of the Preferred Routing.

The third and final phase, **Finalizing**, involved incorporating feedback from the public the finalizing the ATCV.

## 1.2 ACTVP Project Goals

- Provide safe, affordable, convenient options for active transport commuters of All Ages and Abilities (AAA)
- Develop potential options to address active transportation concerns, based on a review of existing transportation systems
- Undertake a public engagement process to gather feedback on active transportation priorities and areas of concern
- Prepare a phased approach for achieving the vision based on feasibility and priority.

## 1.3 Plan Vision

*“A year-round, inclusive, accessible protected pathway that links Castlegar to Nelson for safe commuting and recreation. This is part of a larger vision that encompasses a multi-modal, active transport network connecting all of the West Kootenays.”*

## 1.4 Benefits of an Active Transportation Corridor

The ATCV offers significant benefits for the study area, enhancing various aspects of community life. By building out this Vision, the AT Corridor will:

- **Provide Affordable and Convenient Transportation:** Offer active transport options for commuters of AAA, particularly benefiting rural residents who cannot afford private vehicles.
- **Ensure Accessible Routes:** Provide a more direct and flatter pathway along the highway, making it accessible to a broader range of users compared to existing trails in mountainous terrain.
- **Support Climate Action:** Help meet emission reduction targets by reducing reliance on motor vehicles, one of the major sources of emissions in the West Kootenays.
- **Promote Health and Well-being:** Encourage regular exercise and improve public health as users enjoy nature through active transportation.
- **Enhance Community Connectivity:** Connect community members to parks, recreational opportunities, community centres, and commercial areas, fostering a sense of community and improving quality of life.

## Who Will Benefit

The ATCVP will benefit:

- **Communities and Commuters:** Improved access and connectivity for daily travel.
- **Recreational Users and Families:** Enhanced outdoor experiences.
- **Businesses and Community Halls:** Increased foot traffic and community engagement.
- **Students and Medical Patients:** Easier access to educational institutions and healthcare facilities in the urban areas.
- **Tourism Initiatives:** Promotion of sustainable tourism.

By realizing the vision of the ATCVP, the study area will become a more connected, healthy, and sustainable region for all its residents and visitors.



Artist Credit: S. Work - WKCC



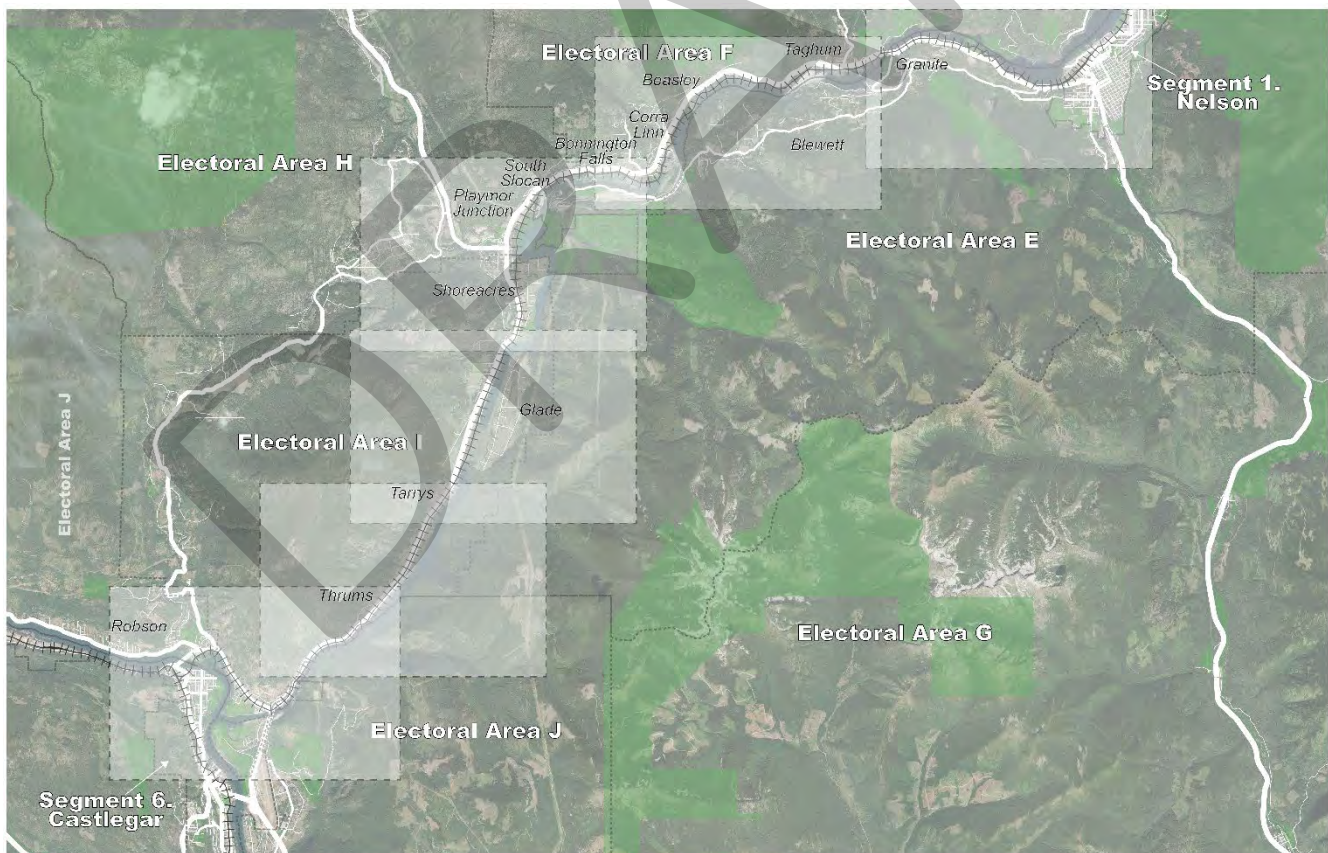
## 2.0 COMMUNITY PROFILE

### 2.1 Study Area

The study area is located on the traditional and unceded territory of the Ktunaxa, the Kinbasket (Secwepemc), Syilx, and Sinixt People. It includes Castlegar and Nelson, as well as the many smaller communities in between, which are located in the Selkirk Mountains within the West Kootenay region of British Columbia. Some of the notable communities along this route include Robson, Thrums, Tarrys, Glade, Shoreacres, Playmor Junction, South Slocan, Bonnington Falls, Corra Linn, Beasley, Taghum, and Granite. Each of these communities is of varying size, with distinct characteristics in terms of demographics, settlement patterns, and mobility choices. See **Map 1** for an overview map of the study area.

#### Seasonal Fluctuations

Home to over 20,000 year-round residents, the population of the communities along the corridor increases with an influx of visitors enjoying adventure tourism in the Selkirk Mountains in the summer and winter months.



Map 1: Study Area

## 2.2 Demographic Highlights

According to the latest 2021 census, the population of the study area has increased from 2016 to 2021.<sup>1</sup> As seen in **Table 1**, Nelson and Castlegar had a total of 11,106 and 8,338 residents respectively, with the smaller communities of Shoreacres, Robson/Raspberry, Taghum, and Glade having a few hundred residents each. Both communities experienced a smaller increase than the overall provincial increase of 7.6% increase between 2016 and 2021.

Population data for the other communities along the route, including Thrums, Tarry, Crescent Valley, Playmor Junction, Brilliant, and others are included as part of their respective wider Electoral Areas J, I, and H. It is worth noting that these Electoral Areas experienced overall population increases since 2016 ranging from +2.3% to +10.4%, with the expectation of Shoreacres which experienced a decrease of 2.2%.

**Table 1: Population (2016 vs. 2021)**

	Nelson	Castlegar	Shoreacres	Robson /Raspberry	Taghum	Glade	British Columbia
<b>2016</b>	10,572	8,039	324	404	262	289	4.6m
<b>2021</b>	<b>11,106</b>	<b>8,338</b>	<b>317</b>	<b>451</b>	<b>268</b>	<b>319</b>	<b>5.0m</b>
<b>% Change</b>	+5.1%	+3.7%	-2.2%	+11.6%	+2.3%	+10.4%	+8.7%

The region's demographic trends as seen in **Table 2** will also shape the future of active transportation planning, emphasizing age-friendly and supportive transportation options. The following are the key insights:

- The percentage of those aged 15 to 64 is between 58% to 66% across the communities. This is the largest age group and is the age segment most likely to make use of dedicated active transportation infrastructure.
- The percentage of seniors aged 65 and over is between 19% to 28% across the communities. This age segment has grown across each of the communities since the last census and is indicative of an aging population who could benefit from high-quality and protected active transportation infrastructure to support healthy aging in place.
- The percentage of youth aged 0 to 14 years is between 14% to 19% across the communities.

<sup>1</sup> Statistics Canada, *Canadian Census Profile*, 2021. Available online at [www.statcan.gc.ca](http://www.statcan.gc.ca)

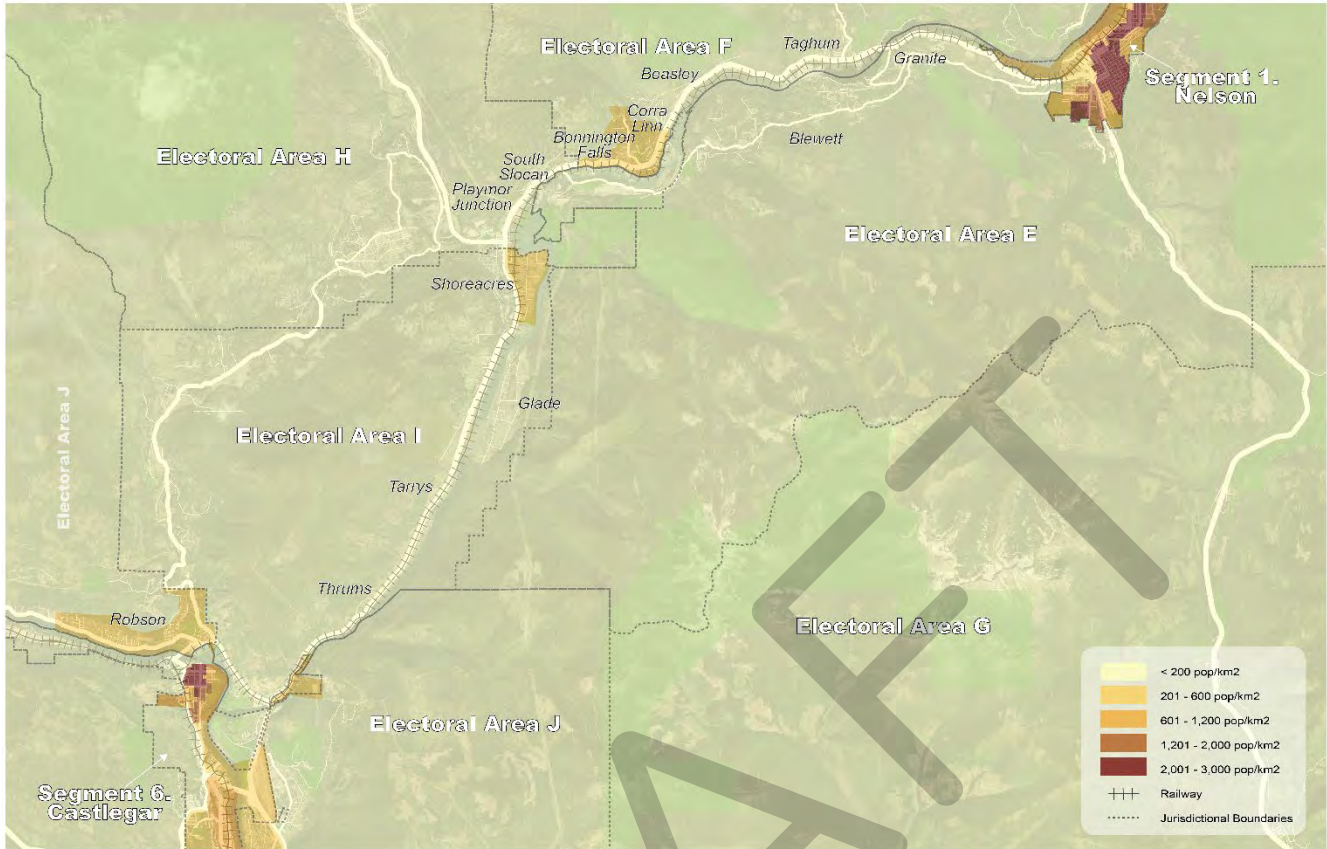
- Nelson has the lowest median age at 42.4 years and Glade has the highest median age at 53.2 years. Castlegar has a median age of 45.6 years.

**Table 2: Population by Age (2021)**

	Nelson	Castlegar	Shoreacres	Robson /Raspberry	Taghum	Glade	British Columbia
<b>0-14</b>	1,545 (14%)	1,225 (15%)	45 (14%)	60 (13%)	50 (19%)	45 (14%)	(14%)
<b>15-64</b>	7,275 (66%)	5,040 (60%)	200 (63%)	295 (65%)	170 (63%)	185 (58%)	(65%)
<b>65+</b>	2,285 (21%)	2,070 (25%)	75 (24%)	95 (21%)	50 (19%)	90 (28%)	(20%)
<b>Median Age</b>	42.4	45.6	50.4	48.4	48.4	53.2	42.8

As seen in **Map 2**, the population of the study area is concentrated within Castlegar and Nelson with low-density communities scattered along the corridor.

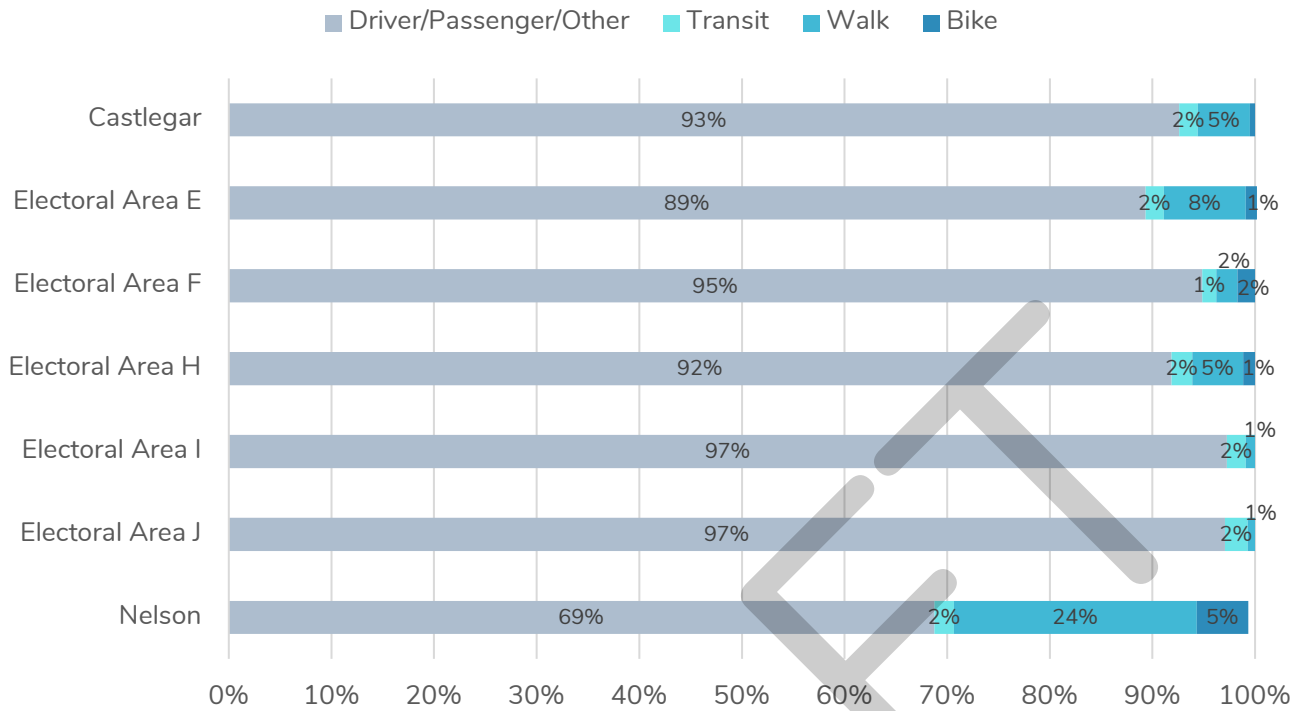
DRAFT



Map 2: Population Density (2021)

### 2.3 Commuting Mode Share

Commuting mode share data, obtained from Statistics Canada journey to work data, was reviewed as part of the ATCVP. This dataset only includes individuals who are employed and aged 15 years and over. Thus, this dataset does not capture residents who fall outside of this group, such as retired seniors and youth. Secondly, the census data on "Main mode of commuting" only identifies the primary mode of transportation used by individuals to travel between their homes and places of work. This means that trips made for other purposes, multi-modal trips, or seasonal variations in commuting modes are not reflected in this dataset. Given these limitations, the overall sustainable mode share of the entire community for all trips will likely be higher. See **Figure 1** for the respective 2021 commuting mode share in each community.



**Figure 1: Commuting Mode Share (2021 Statistics Canada)**

As of 2021, Nelson continues to have a high walking mode share representing 24% of all commuting trips, significantly greater than that of the overall province mode share of 8%. The combination of a walkable urban environment, pedestrian-friendly infrastructure, a strong culture of sustainability, topography that makes cycling challenging, limited parking supply downtown, and a beautiful natural setting all contribute to Nelson's high walking commuting mode share. This also translates to the community's relatively high biking mode share of 5% for commuting trips.

Conversely, the rural communities along the corridor do not have the same availability of pedestrian and cycling infrastructure or proximity to amenities and services resulting in a low sustainable mode share with a very high reliance on automobiles.

Castlegar, while currently having a sustainable mode share of 7% for commuting trips, is on an upward trajectory in promoting active modes of transportation. Despite the challenges presented by a dispersed population and many residents living in suburban or rural areas, the City has been proactive. In recent years, active transportation has taken center stage in Castlegar's planning, evidenced by the completion of several active transportation projects.



## 2.4 Land Use & Key Destinations

There are many key destinations along the proposed AT Corridor between Castlegar and Nelson. The following are some of the important land uses that were considered and linked as part of the planning process.

### Commercial Hubs

Most of the commercial land uses are found in downtown Castlegar and downtown Nelson.

- Downtown Castlegar
- Downtown Nelson
- Thrums Market
- Playmor Junction
- Taghum

### Employment Hubs

Employment hubs are also a major trip generator for commuters.

- FortisBC Electric
- Nelson Hydro Electric Utility
- Kalesnikoff Lumber Company
- West Kootenay Regional Airport

### Civic and Institutional

Civic and institutional facilities generate a significant number of trips and should be prioritized in the active transportation network.

- Tarrys and District Community Hall
- Taghum Hall
- Selkirk College
- Mount Sentinel Secondary School

### Recreation

There are diverse recreational opportunities available within the study area. There are several major parks, trails, and recreational facilities including:

- Selkirk College Mountain Bike Area
- Brilliant Suspension Bridge & The Great Trail
- Waldie Island Trail
- Pass Creek Regional Park, Campground, Fairgrounds
- Brilliant Dam viewpoint
- Cable Ferry
- South Slocan Dam and Kootenay Canal Generation Station viewpoint
- Smallwood Creek (Mountain Bike Area)
- Old Taghum Bridge
- Taghum Beach Regional Park
- Slocan Rail Trail
- Highwater Disc Golf
- Lower Bonnington Dam
- Blewett Mountain Bike Area
- Eagle Rock Trailhead (Upper Bonnington Dam)
- Bonnington Regional Park + Pump Track
- Corra Linn Dam
- Morning Mountain (Mountain Bike Area)
- Grohman Narrows Provincial Park
- Granite Road Trail Connector



## 3.0 POLICY & PLANNING CONTEXT

A summary of the relevant regional and municipal documents relevant to this study is provided below.

### 3.1 Local Plans/Studies



#### **City of Nelson Active Transportation Plan (2010) & (2019)**

The City of Nelson is currently undertaking the implementation of its Active Transportation Plan to provide safe, efficient options for residents to walk and cycle to their destinations in the city. The following key actions relevant to the ATCVP are summarized below:

- Complete key missing segments of the overall active transportation network.
- Initiate discussion with CP Rail for additional crossings.
- Explore options for new active transportation facilities with road improvements and other major infrastructure projects.

#### **Official Community Plan (2008)**

Nelson's Official Community Plan (adopted in 2008) contributes towards the policy direction that will frame the preparation of the Active Transportation Plan. Nelson's Official Community Plan provides a community wide policy framework for future growth. Directives for the future include:

- Desirable living conditions for all demographics.
- Build a community based upon the principles of sustainability.
- Retain environmental quality.

#### **Nelson Next (2022)**

Nelson Next is a roadmap and action plan for a healthier and safer community. The framework is aimed at reducing community greenhouse gas through an evidence-based approach to prepare for future climate changes (adaptation) while also taking steps to reduce our carbon emissions (mitigation).

In 2018, 59% of the community emissions were derived from vehicle use. As such, the plan's first aspiration is "Nelson's residents and tourists conveniently navigate the city and region using the highest per capita rates of public, active, or electric transportation in the country". Priority tactics to achieve this aspiration include:

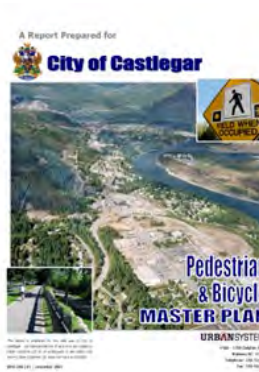
- Invest annually in the design and construction of new walking and cycling infrastructure as set out in the City's Active Transportation Plan.
- Require large subdivisions to contribute to an active transportation fund earmarked for active transportation infrastructure, upgrades, and connectivity.
- Collaborate with regional and provincial partners to assess the feasibility of active transportation corridors between Nelson and its commuter cities and towns.

#### **Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan**

The ATCVP is in strong alignment with the City of Nelson's community's goals to both improve active transportation infrastructure and to increase mode-share options for residents and support Nelson's Next Climate Action plan.



Photo Credit: WATT



### City of Castlegar *Pedestrian and Bicycle Master Plan (2007)*

The Pedestrian and Bicycle Master Plan is based on trail planning previously undertaken by the City of Castlegar and Selkirk College, expanding on this work to identify all types of pedestrian and bicycle facilities that the City may wish to develop, such as walkways, bicycle lanes, and multi-use trails. Two primary goals are to:

- Increase bicycle and walking trips.
- Improve safety for cyclists and pedestrians.

A number of trails exist within the area however the predominant trails within the City of Castlegar include Selkirk College, Waldie Island, and the Millennium Walkway and Zuckerberg Island.

### *Official Community Plan (2011)*

The Official Community Plan recognizes that “active transportation choices (i.e. human-powered forms of travel such as walking and cycling) present an affordable, healthy, safe, and environmentally friendly opportunity to combat traffic challenges along Columbia Avenue and the entire community.”

#### **Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan**

The City completed its Pedestrian and Cycling Master Plan in 2008 and is planning to undertake a Comprehensive Multi-Model Transportation Plan in 2023. This project supports these efforts and advances the City’s objectives to increase opportunities for pedestrian and cycling trips under its partnership commitments under the West Kootenay 100% Renewable Energy Plan. The City is also currently undertaking community engagement to update its Community Plan, Zoning Bylaw and Downtown Design Guidelines.



Photo Credit: WATT

## Electoral Area E

### *Official Community Plan (2013)*

The key Official Community Plan policies and objectives relevant to the ATCVP are:

- To work toward the development of a trail system which encourages and accommodates a variety of users and uses, which is consistent and complementary to existing trail systems within the ATCVP area, while recognizing the need to protect domestic water sources.
- To develop a safe transportation corridor that would allow for cyclists, pedestrians and alternative means of transportation between communities.
- Supports the establishment of multi-use corridors within and connecting rural community nodes within public right of ways for non-motorized (pedestrian, horses) and designated motorized use (ATV, dirt bikes).
- Supports a voluntary reduction of personal vehicle transportation emissions by promoting use of public transit, more efficient vehicles, use of alternative fuels, providing sufficient pedestrian and cycling facilities and routes, encouraging home-based businesses, and encouraging changes in travel patterns.
- Encourage connectivity between existing walkways and trail systems to schools, parks and commercial areas.
- Supports the enhancement of cycling and pedestrian systems in new and existing developments, and supports the development of a comprehensive network of pedestrian and bicycle routes on public and private lands and along existing and future road networks.
- Supports on-street alternative transportation options with incorporation of sufficient buffering, and accommodation of the movement of agricultural machinery.

#### **Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan**

There is support for developing safe active transportation corridors for cyclists and pedestrians to travel between communities including on-street options with sufficient buffering.

## Electoral Area F

### *Official Community Plan (2011)*

The key Official Community Plan policies and objectives relevant to the ATCVP are:

- Develop a regionally and locally connected network of bikeways, commuter trails, and open spaces for local commuting and public recreational use.
- Encourage connectivity between existing walkways and trail systems to schools, parks and commercial areas.
- Supports the enhancement of cycling and pedestrian systems in new and existing developments, and supports the development of a comprehensive network of pedestrian and bicycle routes along existing and future road networks.

- Supports an integrated, improved, and expanded trail network in new and existing developments, to provide effective and safe trail transportation options for residents and visitors.
- Supports the development of a Bicycle Network Plan in the rural area.

#### **Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan**

There is support for both local and regional connectivity for active transportation including the development of a bicycle network in the rural areas.

#### **Electoral Area H**

##### ***Official Community Plan (2009)***

The key Official Community Plan policies and objectives relevant to the ATCVP are:

- To develop a safe transportation corridor incorporating cyclists and pedestrians to encourage alternative means of transportation between communities in Slokan Lake North.
- Encourage connectivity between existing walkways and trail systems to schools, parks and commercial areas.
- Supports the enhancement of cycling and pedestrian systems in new and existing developments, and supports the development of a comprehensive network of pedestrian and bicycle routes along existing and future road networks.
- Supports an integrated, improved, and expanded trail network in new and existing developments, to provide effective and safe trail transportation options for residents and visitors.

#### **Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan**

There is support for both local and regional connectivity for active transportation.

#### **Electoral Area I & J**

##### ***Official Community Plan (1996)***

The key Official Community Plan policies and objectives relevant to the ATCVP are:

- To encourage development of a comprehensive trail system adjacent to the Columbia and Kootenay Rivers.
- A comprehensive trail development system for pedestrians and cyclists shall be considered as a high priority on lands adjacent to the Kootenay and Columbia Rivers as shown on attached Schedule 'C' - Trail Development.
- Encourage connectivity between existing walkways and trail systems to schools, parks and commercial areas.

- Promotes pedestrian-friendly development within urban and suburban residential areas, where pedestrian facilities are established and integrated with transit service planning.
- Supports the enhancement of cycling and pedestrian systems in new and existing developments, and supports the development of a comprehensive network of pedestrian and bicycle routes along existing and future road networks.
- Supports an integrated, improved, and expanded trail network in new and existing developments, to provide effective and safe trail transportation options for residents and visitors.

### Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan

There is support for developing safe active transportation corridors for cyclists and pedestrians to travel between communities including on-street options with sufficient buffering. Area I is currently in the process of updating their Official Community Plan and the ATCVP will look to leverage some of the outcomes from engagement that happened in late 2022/early 2023.

## 3.2 Regional & Provincial Local Plans/Studies



### Regional District of Central Kootenay Climate Action Report (2020)

In the summer of 2019, the RDCK worked internally to produce a report called the State of Climate Action in the RDCK. In 2018, 70% of the total community emissions were derived from carbon fueled transportation. The report sets a goal of achieving a 50% reduction of greenhouse gas emissions by 2030, under Transportation in the Climate Action Report.

To achieve this goal the plan identified the following actions:

- To work toward innovative low-carbon & active transportation solutions.

In order to achieve this, the plan recommends RDCK to “coordinate across RDCK departments to support low-carbon & active transportation solutions projects and collaborate with regional groups with focus on equity and universal access”

### Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan

The ATCVP aligns with the RDCK’s goal of the reduction of greenhouse gas emissions by providing sustainable active transportation and low carbon fuel options.





## Transit Future Service Plan: Kootenay Lake West, Castlegar and Area and City of Nelson (2021)

In partnership with the West Kootenay Transit Committee, the RDCK the City of Nelson, the villages of Silverton, New Denver, Nakusp, Kaslo, and Salmo, and the City of Castlegar, BC Transit has undertaken the development of this West Kootenay Transit Future Service Plan (TFSP). The objective of the TFSP is to form a complement to the 2016 Trail and Area Service Review and update the transit priorities identified in the following documents:

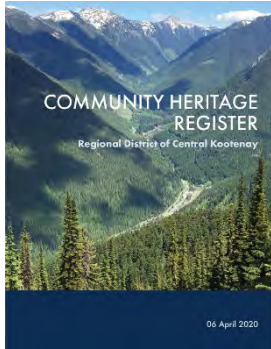
- Central Kootenay Service Review (2011)
- West Kootenay Master Plan (2012)
- Nelson and Area Transit Recommendations (2012)

The primary focus of this TFSP is on the scheduled conventional and paratransit portions of the City of Nelson, Kootenay Lake West, and City of Castlegar transit service, but custom handyDART service will also be considered.

### Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan

The TFSP recognizes the importance of integrating and complementing active transportation through the provision of bicycle rack amenities to broaden the catchment area of transit stops and enable strategic active transportation connections. Two primary investments in active transportation infrastructure were identified:

- Encouragement for the creation of highway pedestrian crossings in designated communities flanking the highway to support safe access to and from transit stops and community destinations (e.g., crossing opportunities on Highway 31 at Ainsworth and Highway 3A at Frank Beinder Way).
- Encouragement for the creation of accessible and direct active transportation linkages to the Frank Beinder Campus of Selkirk College.



### Regional District of Central Kootenay Community Heritage Register (2020)

The Community Heritage Register has identified resources selected as a balanced representation of heritage resource types, geographical location in the region, and for their alignment with multiple and diverse community heritage values and regional themes. The Slocan Valley Rail Trail is an approximately 52 km long recreational trail that runs from the trailhead at the confluence of the Slocan and Kootenay Rivers in South Slocan, to the south end of Slocan Lake in Slocan City. The trail is recommended for initial inclusion on the RDCK Community Heritage Register.

#### Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan

The AT Corridor provides a seamless connection to the regionally significant Slocan Valley Rail Trail.



### BC Active Transportation Design Guide (2019)

The BC Active Transportation Design Guide (BCATDG) was released in June 2019. The guide is a comprehensive set of planning and engineering guidelines offering recommendations for the planning, selection, design, implementation, and maintenance of active transportation facilities across the province. It contains engineering principles and best practices from the municipal, provincial, national, and international levels. These two efforts call for more protected cycling facilities generally using motor vehicle speeds and volumes as the primary way to determine what sort of facility should be provided.

#### Relevance to Castlegar-Nelson Active Transportation Corridor Vision Plan

Infrastructure recommendations and facility selection was guided by the BCATDG.

# SHOREACRES ❁ ΠΡΕΚΡΑΧΟΕ

The bulletin board is densely packed with various notices and advertisements. Notable items include:

- LEARN ARLETON LIVE**: A yellow and pink flyer with a QR code.
- MUSIC PRODUCTION LESSONS**: A white flyer featuring a laptop and speakers.
- WILLYN BOARD COMPANY**: A white flyer with a list of services.
- SEALING INSULATORS**: A white flyer with a house icon and text.
- Various other notices**: Numerous smaller white and blue flyers, some with photos and text, scattered across the board.

## 4.0 OVERVIEW OF CORRIDOR ROUTING DEVELOPMENT

### 4.1 Key Audience Involvement

The following groups were identified as key audiences to be engaged to help shape the final outcomes of the ATCVP.

#### Transportation Specialist Groups

- Ministry of Transportation and Infrastructure
- BC Transit
- Canadian Pacific Railway
- Regional District of Central Kootenay
- RCMP
- City of Nelson staff
- City of Castlegar staff
- ICBC
- BC Trails

#### Non-transportation Specialist Groups

- First Nations
- Community Living BC
- Glade Community Hall
- Pass Creek Community Hall Society
- School District 8 – Kootenay Lake
- School District 20 – Kootenay Columbia
- Selkirk College
- Interior Health Authority / Emergency Services
- Local Businesses
- Nelson & District Chamber of Commerce
- Castlegar Chamber of Commerce
- Teck Resources
- Fortis BC
- BC Hydro
- Columbia Basin Trust
- Agricultural Land Commission
- Community Futures Central Kootenay
- Neighbours United
- Castlegar and District Community Complex & Recreation Commission
- Kootenay Adaptive Sport Association
- Castlegar Friends of Parks and Trails Society
- Nelson & District Recreation Commission
- Slocan Valley Heritage Trail Society

The key audience interviews took place over the summer of 2023 and were important inputs that built upon the work completed in Phase 1 – Understanding of the ATCVP. What was heard from the key audience interviews was incorporated into the development of the various routing options that made up the AT Corridor. The transportation and non-transportation specialist group interviews were designed and conducted separately to achieve different objectives. The transportation specialist group interviews aimed to achieve the following objectives and outcomes:

- Assess how each key audience organization engages with active transportation in their professional realm.
- Identify specific challenges and opportunities for active transportation from a professional perspective.

- Understand the current transportation context, including existing plans, policies, and programs.
- Determine the potential for collaboration between various organizations and the ATCVP.
- Uncover specific safety considerations and strategies related to active transportation.
- Gather professional insights into how the ATCVP can best serve a diverse range of users.

Whereas the non-transportation specialist group interviews aimed to:

- Understand how the key audiences are engaged with active transportation in their specific community along the proposed AT Corridor.
- Identify key barriers and opportunities for active transportation users in these communities.
- Gather specific improvements key audiences would like to see along the active transportation corridor in their community.
- Gain a more detailed understanding of key audience priorities and aspirations concerning active transportation in their community.
- Uncover potential policies, programs, partnerships, or collaborations that could promote active transportation.
- Receive key audience's vision for the future of active transportation in their community, and the role their organization plays in this vision
- Get insights into community outreach strategies that could raise awareness and promote the benefits of active transportation in their community.

A total of 13 key audience interviews were completed; Seven interviews were with transportation specialist groups and six interviews were with non-transportation specialist groups. Not every group was able to provide an interview due to availability over the summer months of 2023, or in some cases groups did not feel that the ATCVP fit under their purview. The transportation specialist groups that did not participate included Canadian Pacific Railway and BC Trails. All of the non-transportation specialist groups were reached out to, however, successful touchpoints were only made with eight groups and included the Agricultural Land Commission, Selkirk College, Castlegar Parks and Trails Society, Community Futures Central Kootenay, FortisBC, Kootenay Adaptive Sports Association, Teck Resources, and Columbia Basin Trust. All the aforementioned non-transportation specialist groups completed an interview, except for Teck Resources and Columbian Basin Trust. Summaries of the key audience interviews are included in [Appendix A](#).

The interviews were insightful, underlining the community's aspirations, concerns, and suggestions for the corridor. Some of the high-level outcomes from these important discussions are highlighted on the following page.



### Commitment to Safety and Accessibility

Key audiences unanimously stressed the importance of designing a corridor that is safe and accessible for everyone. The feedback emphasized creating infrastructure that caters to the diverse needs of all users, including cyclists, pedestrians, and individuals with mobility devices, ensuring a safe, inclusive, and accessible transportation environment for AAA.



### Integration with Existing Plans and Networks

There was a strong desire for the active transportation corridor to seamlessly integrate with existing transportation plans, policies, and infrastructure like the transit routes and stops in the area. Key audiences highlighted the importance of aligning the corridor with existing active transportation plans, leveraging existing multi-modal corridors, and ensuring compatibility with current routes and networks to enhance connectivity.



### Unlocking Connectivity and Mobility

The discussions revealed significant opportunities to enhance mobility and connectivity between Castlegar and Nelson. Key audiences pointed out the potential of e-bikes to transform transportation dynamics and the necessity of addressing geographical challenges to make active transportation a viable, attractive alternative to traditional vehicle use.



### Navigating Geographical and Infrastructure Challenges

The unique geography and existing infrastructure of the region present both obstacles and opportunities for active transportation. Key audiences emphasized the need for creative, innovative solutions to address these challenges, such as the construction of multi-use pathways (MUPs) and the adaptation of infrastructure to support e-bike usage.



### The Power of Collaboration

A recurring theme in conversations with key audiences was the critical role of collaboration and partnership across various sectors. Key audiences advocated for a collective approach to overcome budgetary and planning constraints, ensuring that safety considerations are comprehensive and that efforts are aligned towards a shared vision for active transportation.

The insights and outcomes from conversations with key audiences were used in the development of the Preliminary Routing Options, which are outlined in **Section 5.0**. Further, they guided the engagement and survey approach for the project’s touchpoint with the public in April 2024 as part of the Phase 2 – Developing & Refining work.

## 4.2 Data and Input

### 4.2.1 GIS Data

A significant amount of spatial GIS data was utilized in the analysis and preliminary routing of the AT Corridor. The Project Team worked closely with the RDCK, the City of Castlegar, and the City of Nelson to obtain the most relevant and up-to-date planning information useful for the analysis. The Project Team needed a transparent and thorough understanding of existing site conditions in the project area in order to complete an accurate and realistic level of analysis for routing the ATCV. The data collected included the following:

- Parcel property lines within the study corridor
- BC Transit stop locations & service routes
- Existing and proposed future active transportation connections
- RDCK Agricultural Reserve Land
- Fortis BC and WK Power utility right of way
- MOTI Highway right of way
- Canada Pacific Rail right of way
- BC crown land parcel data

This data facilitated the rigorous mapping exercises conducted by the Project Team and educated the decision-making process for selecting routing options and alignments for the active transportation corridor. This data also ensured a transparent community engagement process where attendees were able to understand the impacts, benefits, and detriments of the proposed routes and provide educated feedback on the project.

## 4.2.2 Strava Data

Strava, a widely-used exercise app, offers valuable data on cycling and running activities through heatmaps that reveal route popularity, elevation changes, and informal trails. Although predominantly reflective of recreational trips, Strava data is increasingly representative of the broader cycling population, including higher usage among women and older adults in some BC municipalities.

Strava heatmaps (see **Figure 2**) present a clear picture of the most and least popular routes. By examining these maps from Castlegar to Nelson, these data inputs give a good insight into current preferences shaped by safety, directness, and topography and were used to shape the routing options.



As a comparison, the table below provides some insight into the directness of the highway routing versus Granite Road between the Taghum Bridge and Mountain Station neighbourhood in Nelson:

	Highway	Granite Rd
Elevation Gain	40 m	150 m
Travel Distance	7.1 km	10.0 km
Travel Time	20 min	42 min

**Figure 2: Example of Strava Heatmap Snapshot –West of Nelson**

## 4.3 Field Visit and Existing Conditions

### 4.3.1 Field Visit

Representatives of the Project Team and the consulting team cycled the length of the proposed route from Castlegar to Nelson on Thursday, May 4, 2023. The following individuals that took part in the ride included:

- Garry Gawryleyz, Member of Castlegar Rotary Club
- Geoff Yule, Member of Castlegar Rotary Club
- Simon Lesiuk, Project Team Member for WATT Consulting Ltd.
- Solita Work, Project team member representing West Kootenay Cycling Coalition
- Trish Dehnel, Project team member representing West Kootenay Cycling Coalition

The field visit was undertaken to document existing conditions, consider alternative alignments, and to hear feedback from local experts concerning recommended and alternate routes.



Photo Credit: WATT



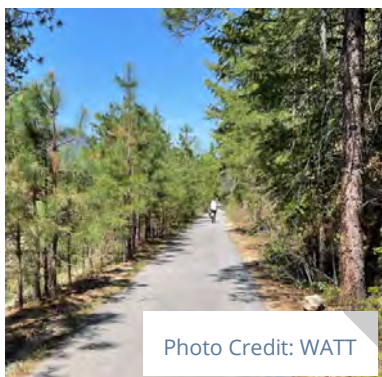
### 4.3.2 Existing Active Transportation Network

Dedicated pedestrian infrastructure is limited along the corridor between Castlegar and Nelson, whereas a sidewalk network is present within the cities' downtown cores and throughout some of their residential areas.

Much like other rural landscapes, the Highway 3A stretch linking Castlegar and Nelson lacks dedicated active transportation facilities. Instead, it provides paved shoulders, which pedestrians and cyclists resort to for their travel needs. However, these shoulders vary in width and condition and are generally not perceived as safe or comfortable active transportation options.

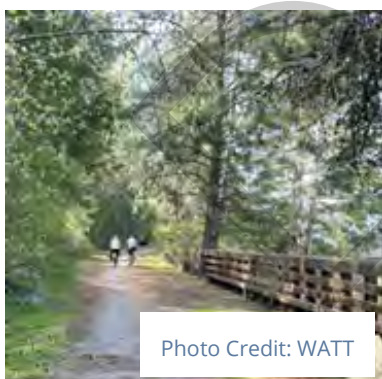
The West Kootenay region boasts an array of recreational trails and pathways suitable for walking, cycling, and other forms of active transportation. The Slocan Valley Rail Trail between South Slocan and Slocan City, and the Great Northern Rail Trail between Nelson and Salmo, stand out as favorite multi-use trails for locals and visitors alike.

The following is a summary of the type of existing active transportation facilities are found within the study area today:



#### Multi-Use Pathway

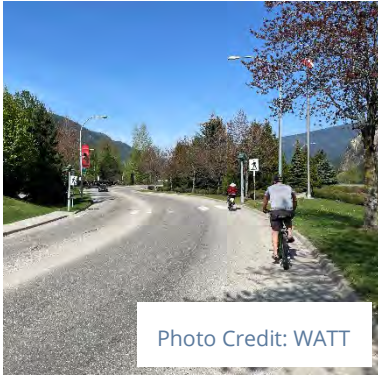
Off-street trails that are physically separated from motor vehicle traffic and are shared between pedestrians and other active transportation users. These pathways come in varying widths and treatments including the Slocan Rail Trail and Great Northern Rail Trail.



#### Recreational Trail

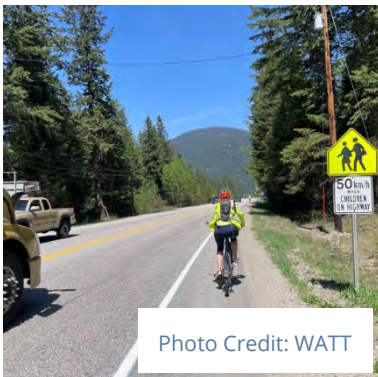
Recreational trails that are physically separated from motor vehicle traffic and are typically shared between pedestrians and other active transportation users. These unpaved trails come in varying widths and are utilized by people walking, hiking, or mountain biking. Some recreational trails are for the exclusive use of pedestrians such as the Brilliant Overlook Trail and the Waldie Island Trail.





### Shared Use

A bicycle facility where people cycling have to share the road with motor vehicles. This facility type is best suited for local roads where vehicle speeds and volumes are low and are found in Castlegar and Nelson today.



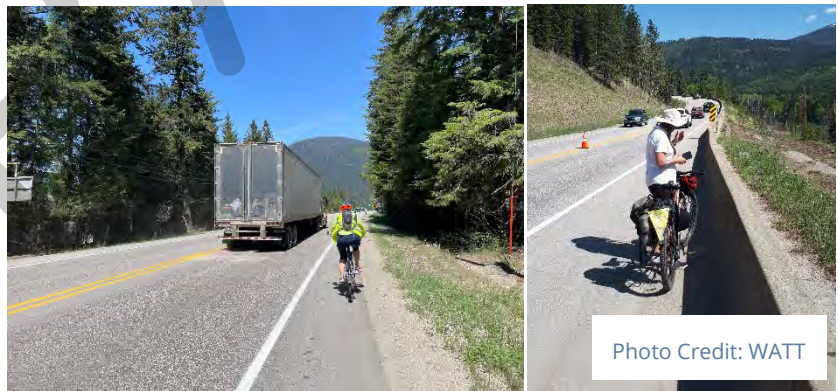
### Walkable and Bicycle Accessible Shoulder

Paved spaces on the side of a roadway, delineated from motor vehicle traffic by a white longitudinal pavement marking. Often found in rural contexts these facilities are not considered suitable for people of AAA. These shoulders are found within the Castlegar-Nelson study area but most notably along Highway 3A.



## 4.3.3 Existing Active Transportation Facilities That Do Not Meet AAA Standards

The existing walkable and bicycle accessible shoulders may not be comfortable for AAA. People prefer to be separated from faster moving traffic and high volumes of traffic as found along Highway 3A where vehicle speeds can get up to 100km/hr. In addition, this corridor also sees a significant number of heavy trucks. The area's hilly terrain provides an additional challenge for those biking with more frequent stops and more side-to-side movements, the shoulders as shown in **Figure 3** do not provide a comfortable uphill experience for people cycling.



**Figure 3: Existing Walkable and Bicycle Accessible Shoulders**

#### 4.3.4 Road Classification & Speeds

Highway 3A stretches approximately 50 kilometres between the cities of Castlegar and Nelson. The two-lane highway winds its way through the scenic Selkirk Mountains with several viewpoints and pullouts where visitors can stop. Commercial trucks and other large vehicles are present on Highway 3A to transport goods and supplies to communities in the West Kootenay region. There are several curves and switchbacks along the highway, particularly near the communities of Taghum and Bonnington Falls.

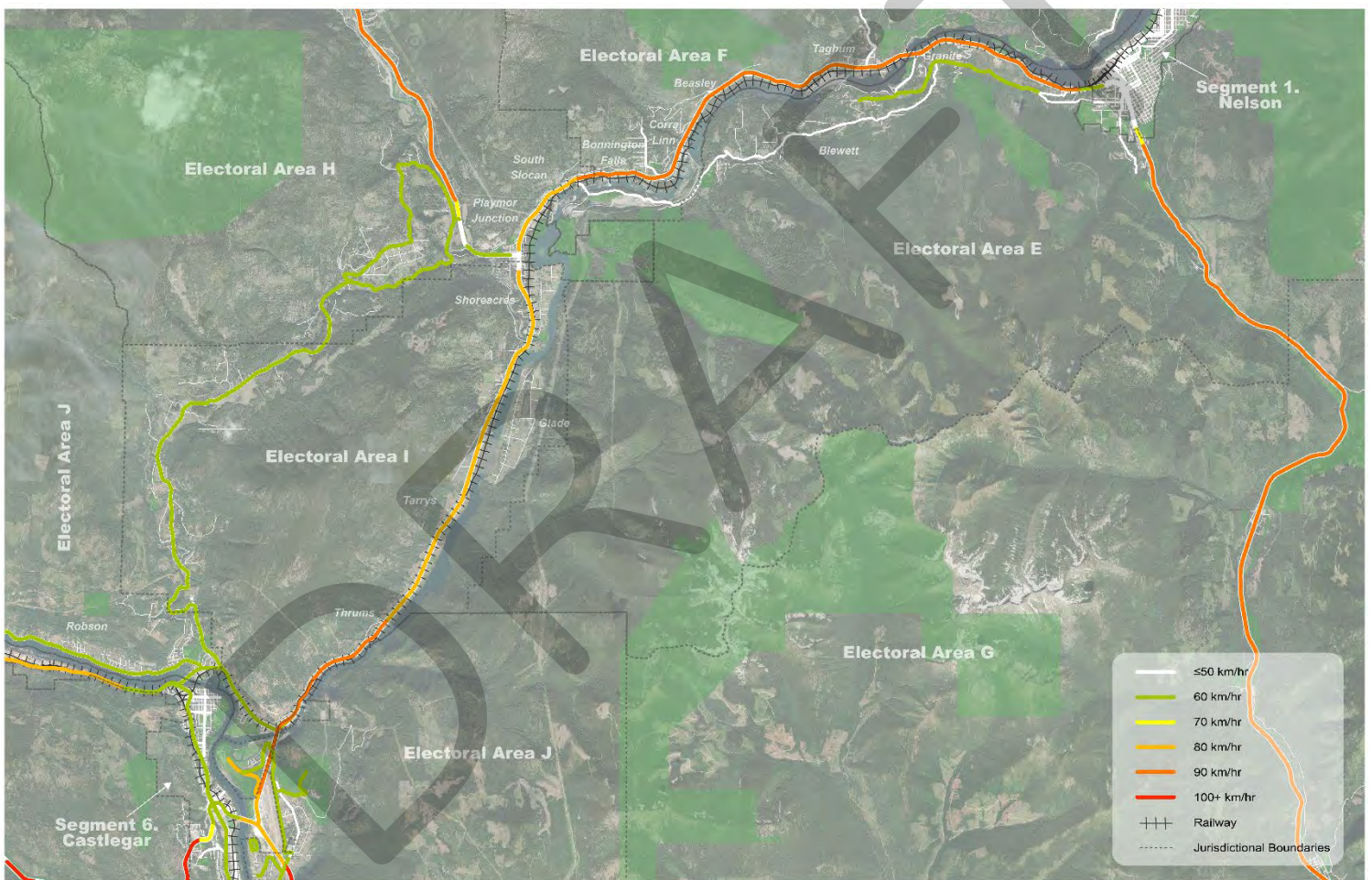
Road classification plays a large role in determining a route's suitability and what infrastructure measures will be appropriate for an AAA active transportation route. **Map 3** highlights the road classification between Castlegar and Nelson.



Map 3: Road Classification Map

As seen in **Map 4**, Highway 3A between Castlegar and Nelson ranges from 60km/hr to 90 km/hr.


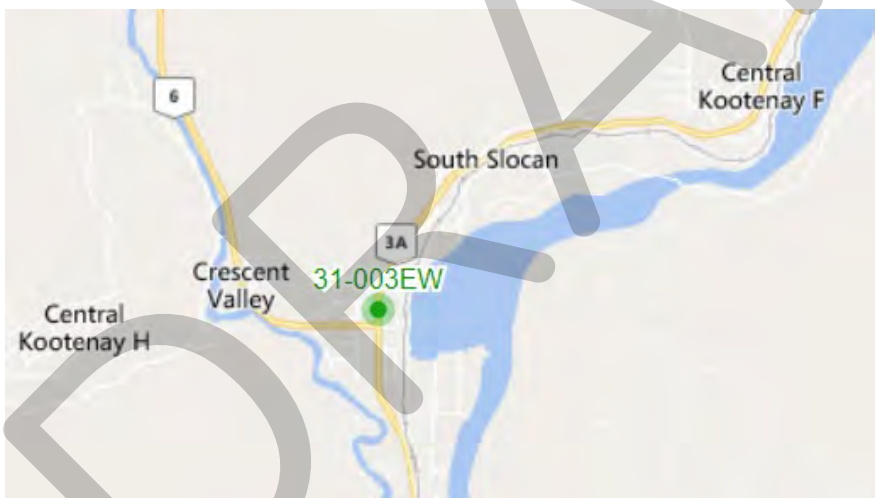
Understanding vehicle speed limits is vital as they directly influence the overall experience of active transportation users. While higher speeds do not necessarily lead to collisions, they do intensify the severity of collisions when they occur, especially for vulnerable road users. Conversely, lower speeds provide road users with more reaction time and improved control, which enhances road safety and minimizes the impact if a collision does occur. Hence, recognizing posted speed limits—and their variations across the street network—can help determine the types of active transportation facilities that can be proposed. Notably, apart from the Playmor Junction, the highway's speed limit currently does not reduce when passing through the numerous communities along the route.



**Map 4: Posted Speed Limits**

While no traffic volume data is available for roads within the study area, the Ministry of Transportation Infrastructure provides average daily traffic data for two locations along Highway 3A shown in **Table 3** below.

**Table 3: Average Daily Vehicle Volumes (2021)**

Location	July 2021
	10,933 veh/day
	9,558 veh/day

Guidance from the BCATDG for rural contexts, as shown in **Figure 4**, indicates that the high vehicle volumes and speeds along Highway 3A require, at a minimum, a bicycle-accessible shoulder with a buffer in any portion of the proposed AT Corridor. Furthermore, in sections where the Average Annual Daily Traffic closely approaches 11,000, consideration should be given to an alternate route or an off-road facility.

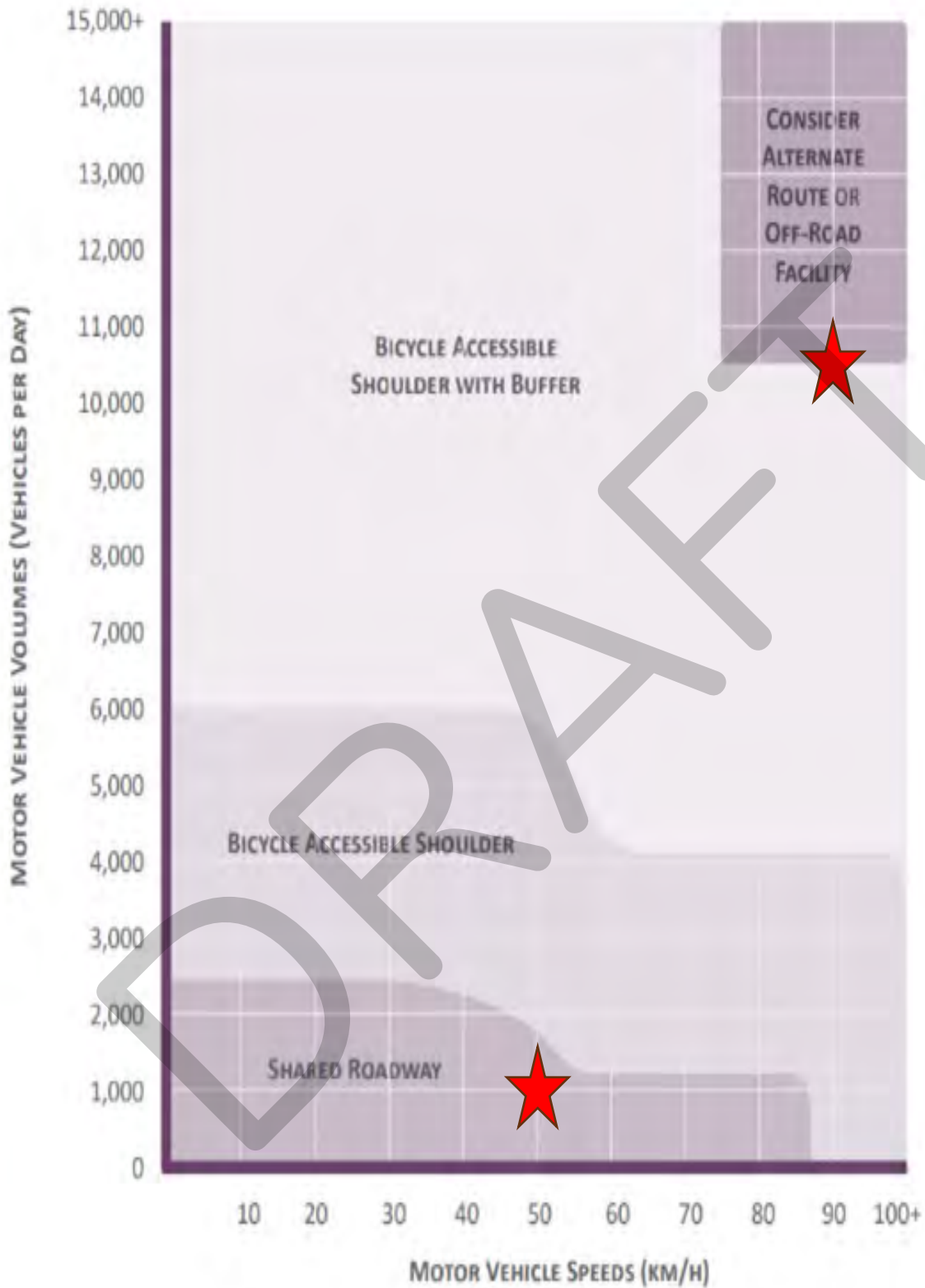


Figure 4: Bicycle Facility Selection Decision Support Tool for Rural Context (Source: Figure D-29: [BCATDG](#))

-The two stars on the graphic indicate a typical highway condition and local road condition along the route.

## 4.4 Design Considerations

The ATCVF and the preferred routing options consider both natural and human environmental constraints. Local, provincial, and federal design guidelines are also referenced. Other considerations for the AT Corridor alignment include providing connection to existing and planned bike routes, trails, sidewalks, and transit stops that are adjacent to the study area limits, right of way constraints, floodplains/floodways, and the environmentally sensitive areas in and around the Kootenay River and its tributaries.

### 4.4.1 Natural Environment

The following natural environmental considerations were taken into account when developing the ATCVF.

#### Topography

The extensive size of the study area means that the AT Corridor experiences various grade changes along its length. Generally, the alignments along Highway 3A do not have steep grades. However, in sections where the route is off-street, steeper grades could be encountered. As the project advances to the conceptual design phase, a topographical and legal survey will be required to confirm the routing and identify alternatives in cases where the corridor routing may not meet Universal Design<sup>2</sup> standards.

#### Rivers and Streams

Along with the Kootenay River, several streams and tributaries are located in the study area and have been considered in the planning process. The preferred AT Corridor route proposes new bridges across these barriers and the utilization of existing bridges where space is available. Both new and existing bridges will need to be evaluated to ensure they are constructed and maintained in a manner that avoids impacts on these sensitive areas.

#### Forests

The proposed AT Corridor predominantly utilizes existing right of way, including roadways, railways, and utility corridors. During the conceptual and detailed design phases, efforts should be made to minimize disturbances to forested areas, even when widening the right of way. If tree removal and forest disturbances are unavoidable, careful planning and mitigation measures should be implemented to minimize environmental impacts and preserve the natural landscape.

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<sup>2</sup> BC Active Transportation Design Guide, *Chapter B.3 Universal Design*, 2019. Available online:

[https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/cycling-infrastructure-funding/active-transportation-guide/2019-06-14\\_bcatdg\\_compiled\\_digital.pdf](https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/cycling-infrastructure-funding/active-transportation-guide/2019-06-14_bcatdg_compiled_digital.pdf)

## 4.4.2 Human Environment

The following human environmental considerations were taken into account when developing the ATCVF.

### Right of Way

Existing right of way typically offers the most efficient opportunities for the implementation of the AT Corridor. However, the right of way is limited along some sections of Highway 3A, including a section between Taghum and Bonnington, which influenced the direction and placement of the proposed alignment along the CP Rail line in Segment 2 and sections of the Fortis Transmission lines in Segment 2 and 3.

### Bridges

There are multiple bridges the AT Corridor will need to utilize, including the Doukhobor Suspension Bridge and the Castlegar-Robson Bridge. The preferred alignment also calls for the re-building of the Taghum Bridge, which still has piers in the Kootenay River and potentially a new crossing of the Slocan River adjacent to the CP Rail and Highway 3A bridges in Shoreacres.

### Streets

The proposed AT Corridor terminus points in Nelson and Castlegar utilize the existing street network including Railway Street and Government Road in Nelson and internal Selkirk College roads, Columbia Avenue, and 3<sup>rd</sup> Street in Castlegar. The AT Corridor will also utilize the existing local road network as shared street facilities including Granite Road, Corra Linn Road, Irving Road, Thrums East Road, Thrums West Road, Brilliant Road, and internal Selkirk College roads. WK Power, Teck, and Fortis access roadways will also be utilized as shared street facilities.

### Transit

Public transit services are crucial for increasing sustainable trips along the corridor. Integrating transit with active transportation is essential for supporting the AT Corridor. BC Transit provides bike racks on buses, which will facilitate the combination of cycling and bus travel. The ATCVF identifies specific locations where integrating bike racks, washrooms, and other amenities near existing bus stops to create convenient and accessible mobility hubs along the corridor.

### Landowners

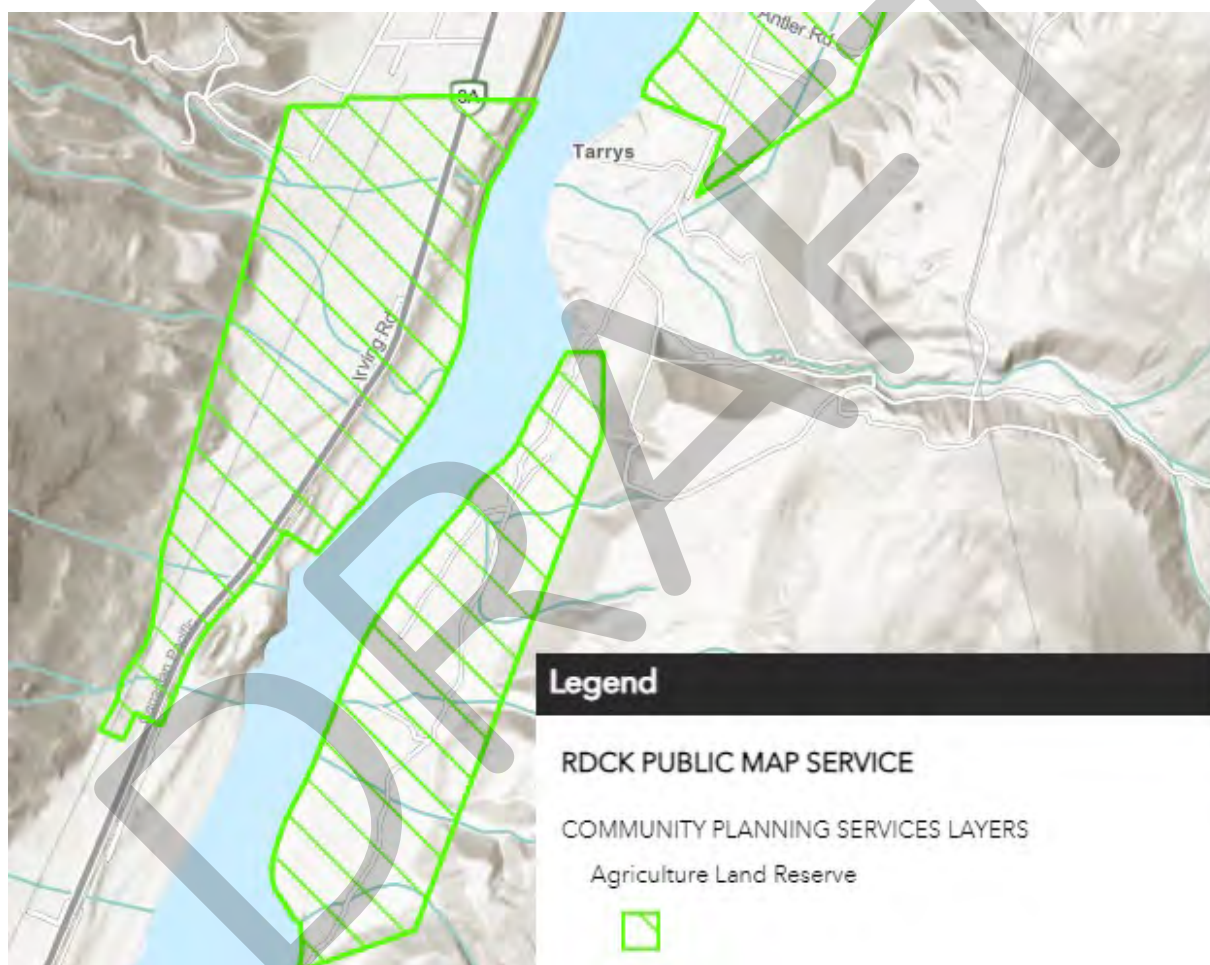
There are multiple privately owned parcels along the preferred route, including a mix of utility and residential uses, that will need to be engaged with to gain easements and agreements in place.

In Segment 2, when an alternative route has been designated, it was to provide some options with respect to easements and access. The preferred alignment in Segment 2 includes sections along CP Rail. Coordination with CP Rail will be essential to ensure the safe and effective use of their right of way. This will involve negotiating access agreements and addressing any safety and operational concerns. Additionally, any necessary crossings of the rail line will need to be carefully planned and approved to ensure safety and minimize disruption to rail operations. CP



Rail's collaboration will be crucial for the successful implementation of the corridor. The ATCVF does not identify any potential cost of acquiring land along the preferred route.

The preferred route also intersects areas designated as Agricultural Land Reserve (ALR), predominantly in the southern portion of Segment 4 and the northern portion of Segment 5. The ALR that the preferred route passes through is illustrated in **Figure 5**. Any development within the ALR will require careful consideration to minimize impacts on agricultural activities. Engagement with the Agricultural Land Commission and affected landowners will be necessary to ensure compliance with ALR regulations and to explore options that support both active transportation and agricultural use.



**Figure 5: Agriculture Land Reserve Along the Preferred Route<sup>3</sup>**

<sup>3</sup> RDCK, *RDCK Public Web Map*, 2024. Available online: <https://gis.rdck.bc.ca/portal/apps/webappviewer/index.html?id=e15a66aba317469481f584a71350f2ad>

### 4.4.3 Active Transportation Facility Design Guidance

The preferred routing alignment and facility types proposed in the ATCVP build off key design guidelines. The main guidelines utilized include:

- TAC Geometric Design Guide for Canadian Roads, 2017
- TAC Manual of Uniform Traffic Control Devices for Canada, Fifth Edition
- TAC Bikeway Traffic Control Guidelines for Canada, Second Edition
- BC Active Transportation Design Guide, 2019
- Transport Canada Grade Crossing Handbook, 2023

These guidelines informed the development of general typical sections incorporated into the ATCVP. They should be referenced in future work, design, and implementation efforts to ensure alignment with established standards.

#### Active Transportation Infrastructure on Provincial, Urban and Rural Road Right of Way

Given that a majority of the proposed route runs parallel to Highway 3A, Chapter F of the BCATDG<sup>4</sup> offers substantial guidance on current practices for highway right of way facilities. Selecting the appropriate facilities for these segments is essential to ensure the AT Corridor is comfortable and accessible for AAA.

**Figure 6** highlights key facility types for active transportation. For the context of between communities and rural areas, the most relevant facility types are:

- Separated pedestrian and bicycle pathways
- Multi-use pathways

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<sup>4</sup> BC Active Transportation Design Guide, *Chapter F.1 Current Practices for Highway Rights-of-Way*, 2019. Available online: [https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/cycling-infrastructure-funding/active-transportation-guide/2019-06-14\\_bcatdg\\_compiled\\_digital.pdf](https://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/cycling-infrastructure-funding/active-transportation-guide/2019-06-14_bcatdg_compiled_digital.pdf)

LOCATION	FACILITY TYPE (IF FEASIBLE)	PRIMARY MODES OF ACTIVE TRANSPORTATION	MOTI INFRASTRUCTURE BY LAND USE		COMFORTABLE FOR PEOPLE OF ALL AGES AND ABILITIES
			Through Urban Environments	Between Communities / Rural Environments	
Physically Separated from Roadway	Separated Pedestrian and Bicycle Pathways	Cycling and Walking	✓	✓	✓
	Multi-Use Pathways	Cycling and Walking	✓	✓	✓
	Sidewalks	Walking	✓	✗	✓
Within Roadway	Protected Bicycle Lanes	Cycling	✓	✗	✓
	Painted and Buffered Bicycle Lanes	Cycling	✓	✓	✗
	Bicycle and Pedestrian Accessible Shoulders	Cycling and Walking	✗	✗	✗

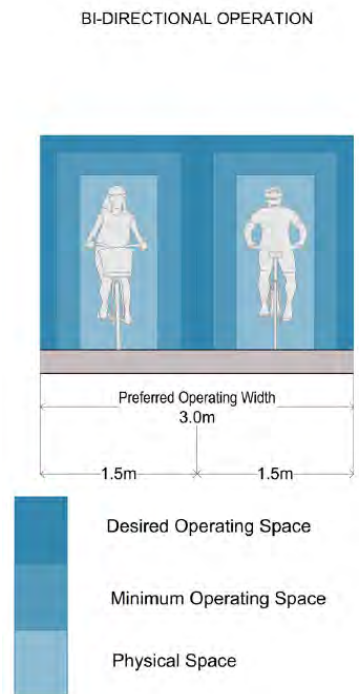
\*It is important to note that local context and engineering judgement play a critical role in determining if a bicycle facility is appropriate on roadways within provincial rights-of-way.

**Figure 6: Facility Types by Land Use (Source: Table E-20: BCATDG)**

Similar to motor vehicles, cyclists and their bicycles come in a variety of sizes and configurations. These variations include different types of bicycles (such as conventional bicycles, recumbent bicycles, or tricycles) and behavioural characteristics (such as the comfort level of the cyclist). Cyclists need sufficient clear space to operate safely within a protected area, pass other riders, and avoid potential obstacles. This necessity means the minimum operating width must be greater than the physical dimensions of the cyclist.

The active transportation corridor should consider the types of bicycles that are reasonably expected to use the facility and use appropriate dimensions accordingly. The operating space and physical dimensions for two typical adult cyclists in bi-directional operation.

**Figure 7** illustrates the operating space and physical dimensions for two typical adult cyclists in bi-directional operation. These dimensions form the basis for typical bi-directional MUP / protected bicycle lane design guidance.



**Figure 7. Typical Bicycle Operating Space (Source: Figure B-12: BCATDG)**

## Multi-Use Pathway Design Rationale

The BCATDG provides recommended widths for MUPs based on corridor designation, as detailed in **Figure 8**. A minimum MUP width of 3.0m is acceptable for all segments. However, in situations where the MUP is adjacent to Highway 3A, a wider desirable pathway width of 4.0m is recommended. The actual width of the MUP will range from 3.0 to 4.0 meters, depending on existing spatial constraints.

The BCATDG guides the buffer width/clear zone consideration for the context of the corridor. In rural areas, along the highway, a Clear Zone is necessary to ensure safety and accessibility. The Clear Zone (see **Figure 9**) encompasses the total roadside border area, beginning at the edge of the outer through-vehicle lane. This area includes a shoulder, a recoverable slope, a non-recoverable slope, a clear run-out area, and a buffer adjacent to the off-street pathway. The desired Clear Zone width depends on the design traffic volume, speed, and roadside slope, and available space.

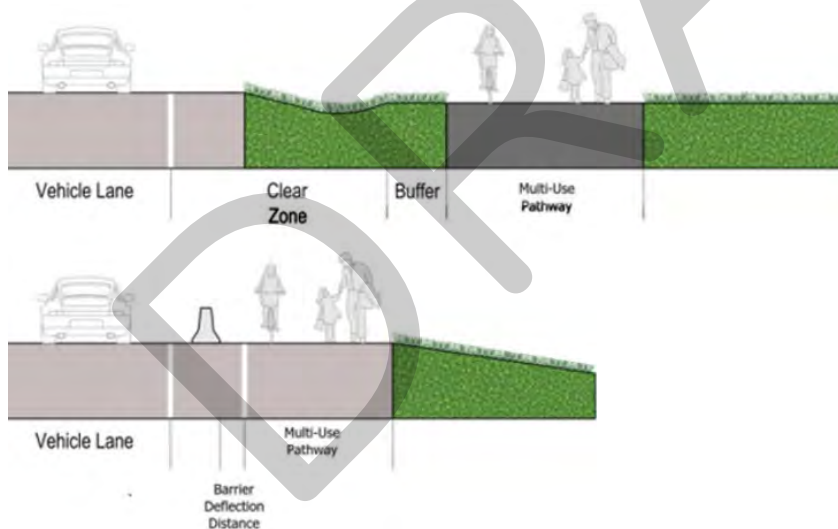
CONTEXT	DESIRABLE (M)	CONSTRAINED (M)
<b>Highway Corridor</b>		
See <b>Chapter F.1</b>		
<b>Roadway Corridor (Arterial and Collector Roads)</b>		
Pathway Width	4.0	3.0
Street buffer Zone Width*	≥ 2.0	0.6
<b>Roadway Corridor (Local Roads)</b>		
Pathway Width	3.0 – 4.0**	3.0
Street Buffer Zone Width*	≥ 1.5	0.6
<b>All Other Contexts</b>		
Pathway Width	3.0 – 4.0**	2.7
Lateral Clearance	0.6***	0.6

\*Where a paved shoulder is present, the separation distance begins at the outside edge of the shoulder. The paved shoulder is not included as part of the separation distance.

\*\* For high volume facilities with a variety of different user types, consider using widths at the higher end of the design domain.

\*\*\* Desirable lateral clearance increases depending on side slope (see side slope section below).

**Figure 8: MUP Width Guidance (Source: Table E-20: BCATDG)**



**Figure 9: Elements of proper AT Separation (Source: Figure F-65 and F-66): BCATDG)**

Below are examples of similar active transportation corridors where a MUP is adjacent to a MOTI-controlled highway. The top photo is the Cycle 16 Project, in the Regional District of Bulkley-Nechako (RDBN), adjacent to Highway 16 between Smithers and Telkwa, BC.

The bottom photo is a section of the West Coast Multi-Use Pathway, in the Alberni-Clayoquot Regional District (ACRD), which connected Tofino to Ucluelet on the Pacific Rim Highway on Vancouver Island, BC.



## Protected Bi-Directional Bike Lane Design Rationale

The consideration of protected bi-directional bike lanes should be considered in the more Urban contexts, especially if an existing sidewalk is already present. In Segment 1 of the AT Corridor, protected bi-directional bike lanes were chosen for Railway Street and Government Road. In Segment 6 of the AT Corridor, this type of facility was chosen for Columbia Avenue, and 3<sup>rd</sup> Street. Bi-directional bike lanes were chosen for these areas rather than MUPs due to the adjacent land use, which includes commercial and multi-family residential uses, resulting in a higher volume of pedestrians. Protected bicycle lanes are among the safest forms of cycling infrastructure, suitable for urban environments where cyclists travel alongside high vehicle volumes and multiple lanes.

The BCATDG recommends a desirable width of 4.0m and a constrained width of 3.0m to provide 1.5-2.0m in either travel direction for cyclists (See [Figure 10](#)).

Although a furnishing zone between the sidewalk and bike lanes is typically recommended to enhance separation, the ideal width for such a zone is 2.0 meters, with a minimum of 0.25 meters in constrained scenarios.

FACILITY	DESIRABLE (M)	CONSTRAINED LIMIT (M)
Bicycle Through Zone (Uni-Directional)	2.5*	1.8
Bicycle Through Zone (Bi-Directional)	4.0	3.0
Street Buffer Zone	0.9*	0.6
Furnishing Zone**	2.0	0.25

\* If Street Buffer Zone is not adjacent to on-street motor vehicle parking, the desirable width is  $\geq 0.9$  metres, with a wider buffer creating additional cycling comfort.

\*\* Furnishing Zone in this context refers to the buffer between the Bicycle Through Zone and Pedestrian Through Zone. This is especially relevant for sidewalk level protected bicycle lanes, where there is no grade difference between people cycling and people walking. For full details on Furnishing Zone width in a pedestrian context, refer to [Chapter C.3](#).

**Figure 10: Protected Bike Lane Width Guidance**  
(Source: Table D-11: [BC AT Design Guide](#))



## Shared Street Design Rationale

Shared streets, also known as advisory lanes or advisory shoulders, are designed to provide a comfortable cycling environment on local roads, qualifying as AAA facilities. They appeal to less confident or experienced cyclists, offering a safer alternative to higher-volume roads. Shared streets can also incorporate traffic calming devices to lower vehicle speeds, promoting a shared space among various user groups.

Advisory lanes/shoulders are active transportation priority areas within a shared street environment and have priority within dedicated lanes, while motor vehicles and confident cyclists would share the centre lane. Motor vehicles may enter the advisory lanes to pass oncoming traffic when it is safe to do so. In a rural context, such as local roads parallel to Highway 3A like Thrums East Road and Glade Ferry Road, this type of treatment is cost-effective to implement.

The necessary roadway widths for shared streets with advisory lanes vary depending on the context. The bi-directional centre travel lane should ideally be 5.0m to 6.0m wide, with a constrained width of 3.0m. The striped advisory lanes should be between 1.8m and 2.1m wide. Chapter D.5 of the BCATDG provides some detailed guidance on implementation of these facility types.



## Off-Street Multi-Use Pathway

Off-street MUPs not adjacent to roadways can be incorporated into linear natural areas such as parks or conservation areas, along utility corridors, or waterfronts including rivers and shorelines. In these settings, motor vehicle volumes are not a primary concern, although personal safety and lighting can be significant issues. Other considerations include managing potential environmental impacts, reducing stormwater runoff, and protecting against erosion.

Since MUPs are designed for AAA, they attract a variety of users, including those operating at slower speeds. Therefore, providing sufficient space to pass others is crucial. The BCATDG suggests that the width of MUPs typically ranges from 3.0 to 4.0 meters, accommodating various users and ensuring accessibility.

The desirable width of the MUP also needs to have additional space on either edge of the MUP, referred to as “cleared width,” which may include drainage swales, additional gravel buffers, or low-lying vegetation. This cleared width requirement can be influenced by several factors, including:

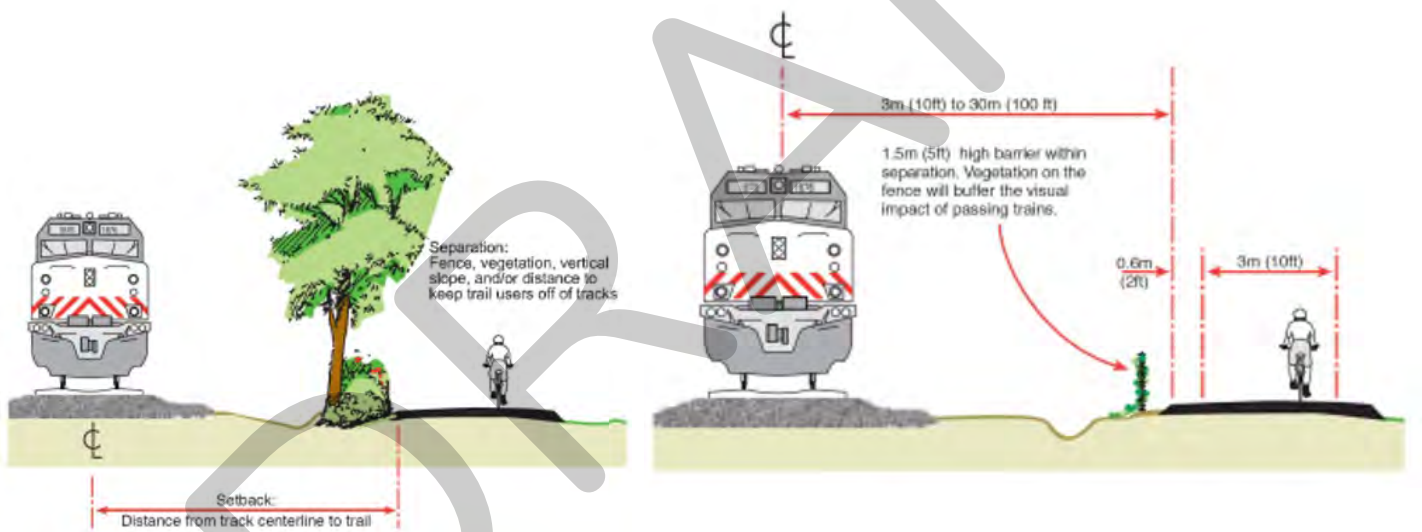
- **Steep Slopes:** When an MUP is adjacent to steep slopes (1V:3H or steeper), a wider separation should be considered. A 1.5-meter separation from the edge of the path pavement to the top of the slope is desirable. Depending on the height of the embankment and conditions at the bottom, physical barriers such as dense shrubbery, railings, or fencing may be necessary.
- **Pathway Maintenance:** Planning for maintenance activities, including snow storage and the use of maintenance equipment like sweepers and snowplows, is essential. Ensuring the pathway is designed to accommodate these activities will help maintain safety and usability year-round.
- **Vehicle Restrictions:** To restrict motor vehicle traffic from entering the pathway at intersections and driveways, lockable and removable bollards are recommended. These barriers will enhance the safety of cyclists and pedestrians while allowing access for emergency or maintenance vehicles.



## MUPs Adjacent to Railways

The BCATDG highlights the benefits and challenges of MUPs in rail corridors, which can be located within abandoned or active rail corridors. These pathways typically offer gentle grades, access to community centers, and scenic views, making them ideal routes for MUPs. However, there are challenges associated with installing MUPs within rail corridors, including personal security concerns related to lighting and isolation, ensuring pathways are accessible for emergency and maintenance services, securing the necessary land or easements for the pathway, addressing potential environmental contamination issues within the rail corridor, and determining land ownership and liability concerns, such as who is at fault in the event of an injury on the pathway.

In Segment 2 where the corridor is proposed to be adjacent to the CP rail line, the MUP pathway will run alongside the rail right of way, which averages approximately 30 meters in width. Maintaining appropriate setbacks and clear zones is crucial for safety. According to the U.S Department of Transportation – Federal Railroad Administration<sup>5</sup>, setbacks from the track centerline to the trail can vary based on context and conditions (see **Figure 11**).



**Figure 11: Setback Definition and Minimum Rail-with-Trail Setback E (Source: Figure 10 and F-11): [Rails with Trails – Best Practices and Lessons Learned](#)**

<sup>5</sup> U.S Department of Transportation – Federal Railroad Administration, *Rails with Trails: Best Practices and Lesson Learned*, 2020. Available online: [https://railroads.dot.gov/sites/fra.dot.gov/files/2020-04/RWT\\_Report\\_Final\\_031620\\_0.pdf](https://railroads.dot.gov/sites/fra.dot.gov/files/2020-04/RWT_Report_Final_031620_0.pdf)

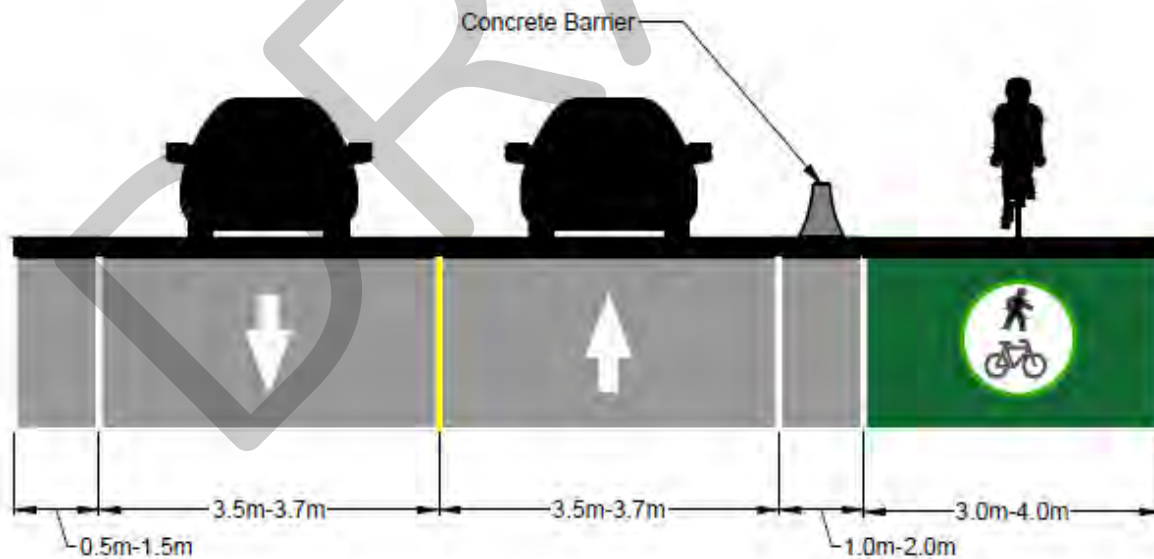
In rural and semi-urban contexts, a clear zone with a minimum setback distance of 3 to 30 meters is recommended. This buffer zone may include fences, vegetation, or other vertical barriers to keep trail users away from the tracks, with an additional 0.6 meters for visual separation and safety. These guidelines will be followed to ensure the corridor is safely integrated into the rail corridor, protecting AT users while maximizing the use of available space.



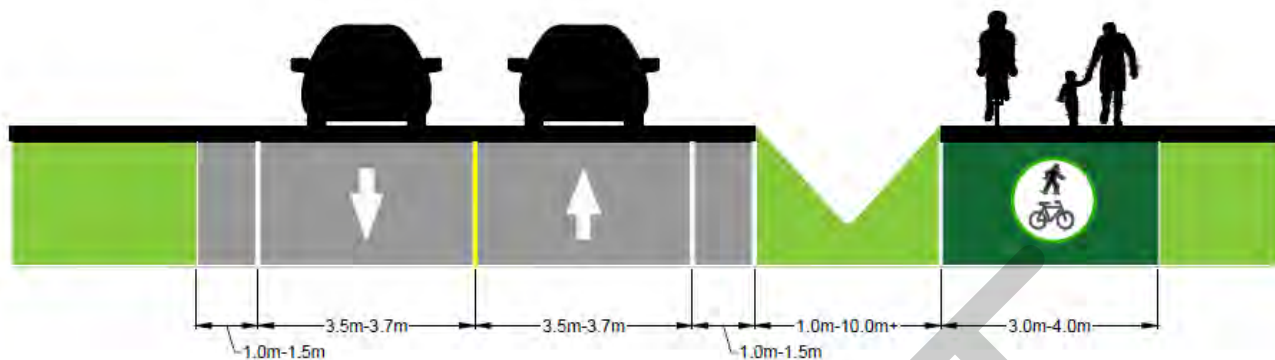
#### 4.4.4 Typical Cross-Sections

The guidelines referenced above have been considered in the development of the typical cross-sections shown below which all make up elements of the preferred route for the AT Corridor.

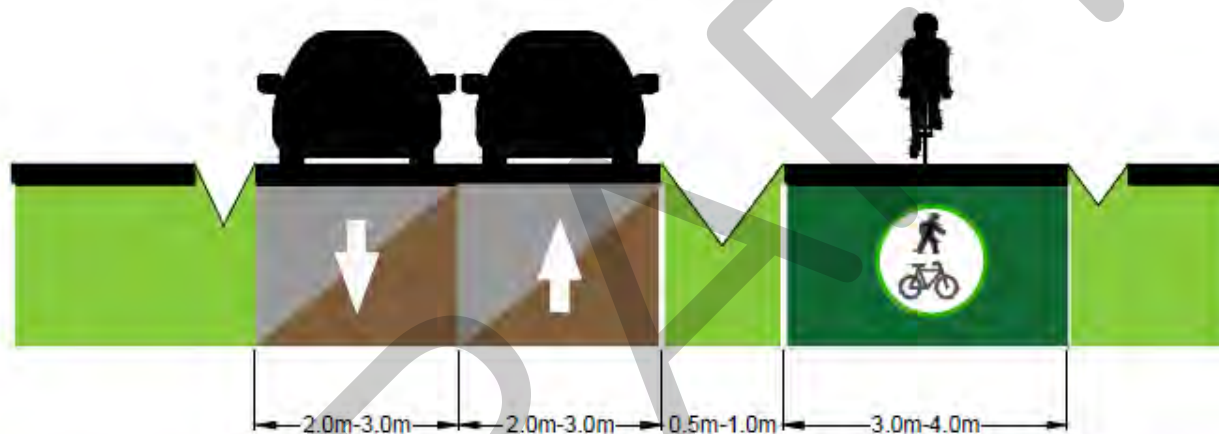
#### Multi-Use Pathway Adjacent to Roadway - Barrier Separated on Highway



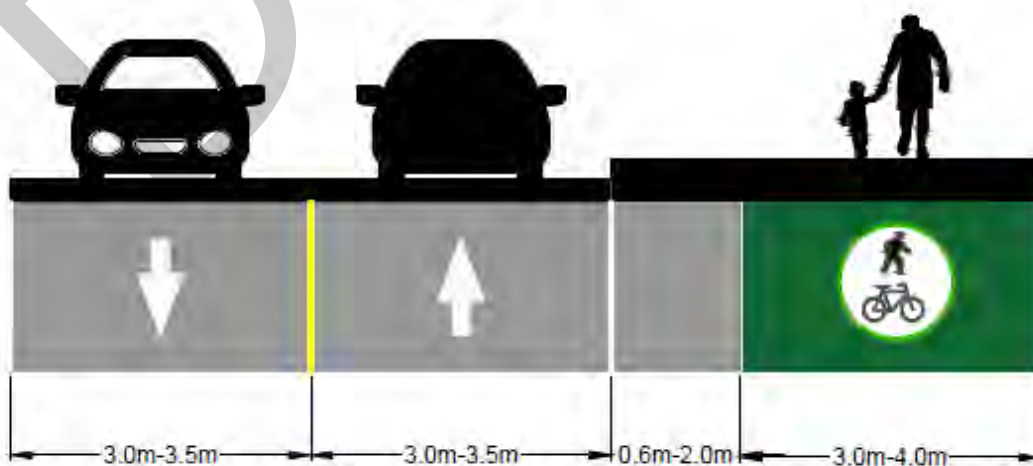
### Multi-Use Pathway Adjacent to Roadway - Ditch Separated on Highway



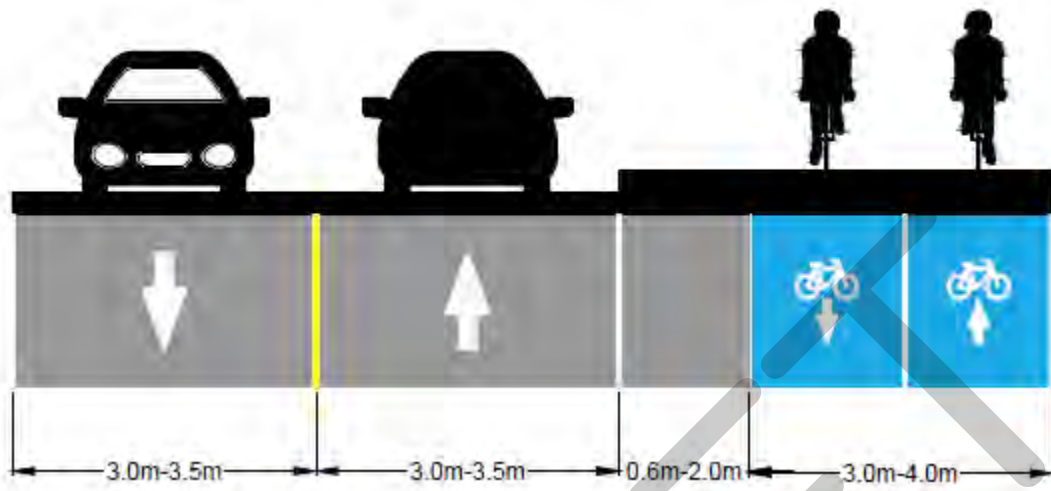
### Multi-Use Pathway Adjacent to Roadway - Existing Local/Dirt Road



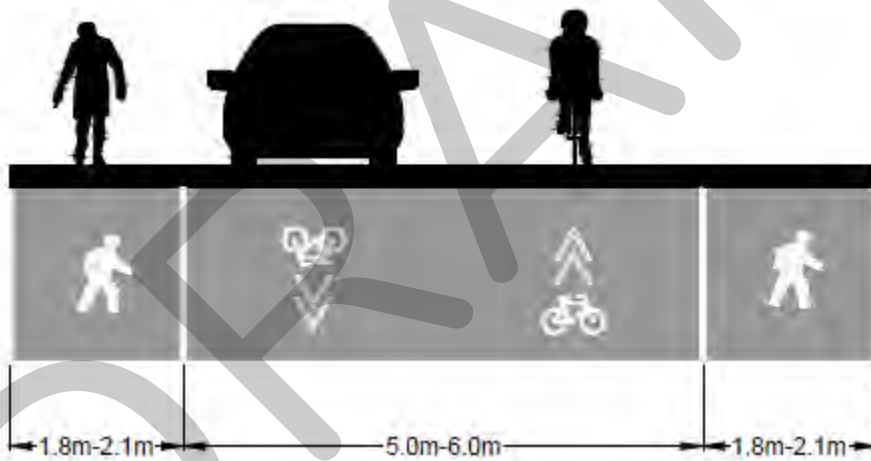
### Urban Bi-Directional Multi-Use Pathway



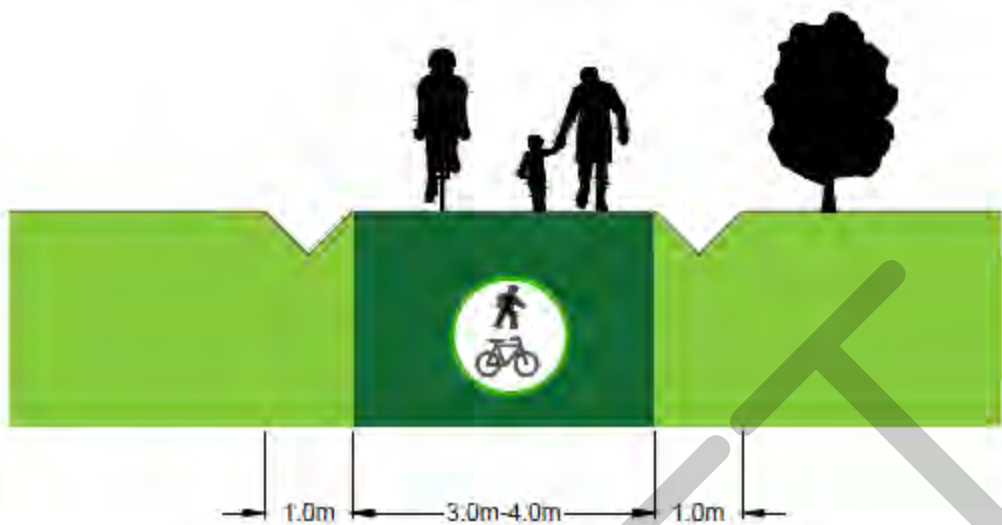
### Urban Bi-Directional Bike Lane



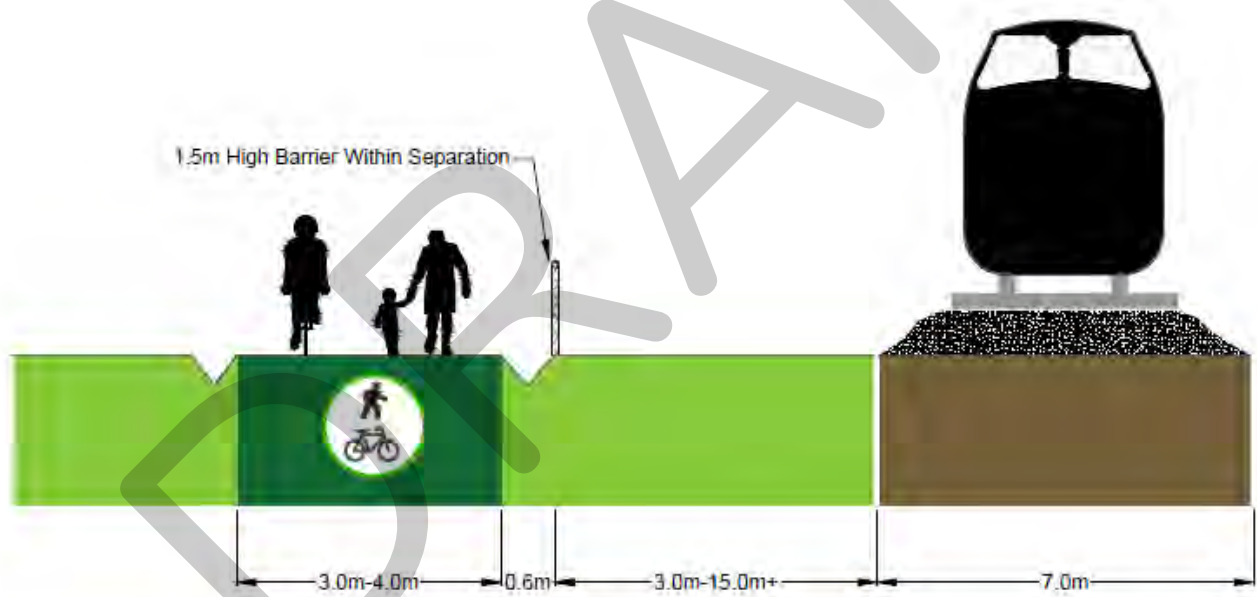
### Shared Street Facility



### Off-Street Multi-Use Pathway



### Off-Street Multi-Use Pathway - Adjacent to Railway



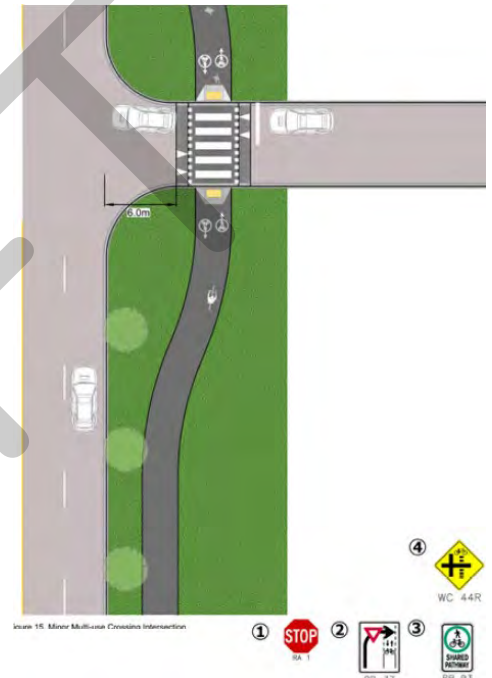
#### 4.4.5 Active Transportation Crossings

In active transportation planning, best practice is to minimize conflict potential between different transportation modes. For this AT Corridor, with existing rail and highway right of way, thoughtful routing to minimize conflicts with these modes is a priority. By minimizing the number of crossings of rail lines and major roadways, user safety is improved. Routing of this AT Corridor, therefore, has prioritized as few crossings of rail lines and roadways as possible. Existing crossings have been utilized wherever feasible with recommendations for improvements to increase the safety and operation of users.

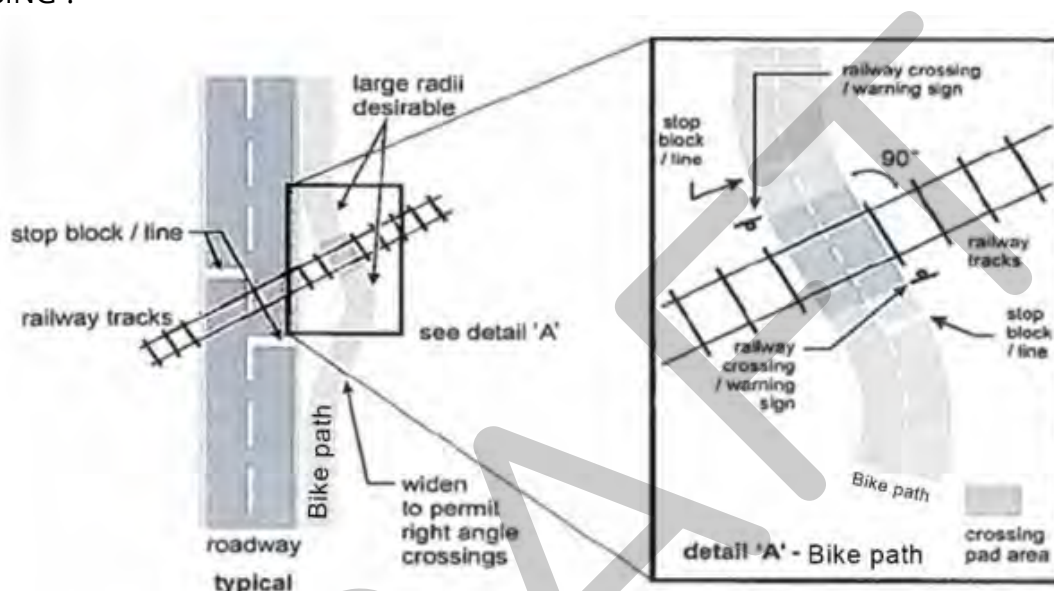
The preferred routing of the corridor integrates multiple important crossings including:

- Eight crossings of Highway 3A
- One crossing of Highway 6
- One crossing of Granite Road
- Eight crossings of Canadian Pacific Railway lines
- One crossing of the Kootenay River at Taghum
- One crossing of the Slocan River at Shoreacres
- Approximately 14 crossings of minor roadways

These crossings exclude the crossing of private driveways. There are several crossings of private driveways proposed throughout the corridor, typically where they abut Highway 3A. At these unsignalized intersections, pathway users may be given right of way through stop control for the side road or driveway. Design treatments at the crossing can be used to demarcate the crossing and indicate to motorists that pathway users have the right of way. This may be completed with signage, pavement markings, and geometric design; and also alerts active transportation users of the upcoming intersection.



The Transportation Association of Canada offers design guidance for cycling and walking facilities crossing active rail lines in their Geometric Design Guide (2017). For grade crossings between pathways, trails, sidewalks, bike lanes, and rail lines, it is recommended to skew the approach of the pathway to meet the rail line perpendicular to maximize sightlines and ensure ease of crossing for all users. A distance of five meters is recommended to site the STOP bar from the nearest rail of the tracks. See **Figure 12**, below. The Design Guide also recommends the use of “RAILWAY CROSSING AHEAD” and “PREPARE TO STOP AT RAILWAY CROSSING”.

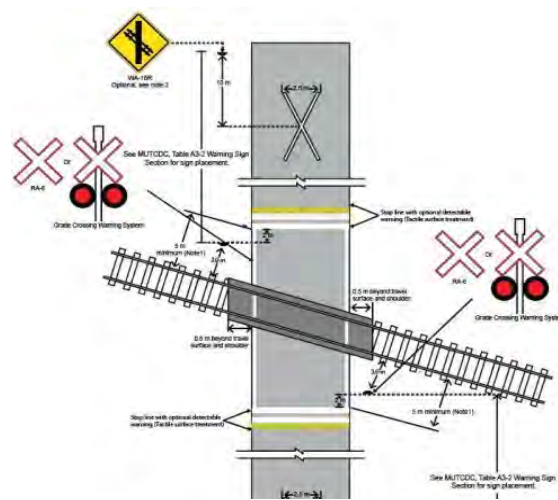


**Figure 12: Transportation Association of Canada Design Guidance for Pathways and Trails Approaching Active Railway Lines**

Detailed design guidance is provided below in **Figure 13** to identify the locations of stop bars, signage and grade crossing warning systems.



Photo Credit: WATT



**Figure 13: Detailed Design Guidance for Multi-Use Pathways Crossing Railway Lines (Source: [Transport Canada](#))**

As outlined in the BCATDG, intersection design is a critical part of both pedestrian and cycling facility design. Similarly, active transportation network planning must consider how people cycling can navigate intersections safely and comfortably. The crossings proposed throughout the ATCVP study area will typically be simpler to navigate than in an urban core; however, high volumes of high speed traffic along Highway 3A are a core consideration for designing safe crossings.

Based on the current conditions of crossings along the corridor, at the time of conceptual design, the WKCC and the RDCK, in collaboration with MOTI or other key groups, should undertake crossing improvement reviews that can educate changes related to crossing alignments, travel surface, signage, pavement markings, intersection geometry, vehicle speeds, and the elimination of conflicts with other roadway users. For example, this could include the installation of Rectangular Rapid Flashing Beacons (RRFBs) at uncontrolled approaches to ensure vehicle operators can identify users wanting to cross, particularly in poor weather conditions.

More detailed guidance on intersection and crossing treatments is available in Chapter G.5 of the BCATDG. A BC example of a cross-ride<sup>6</sup> and crosswalk combination crossing is provided below in **Figure 14**. These are the typical types of crossing that would be utilized for the main AT Corridor roadway crossings as multiple user groups are anticipated to travel the corridor.

Overall, where crossing cannot be avoided, they must be designed thoughtfully with the appropriate treatments and techniques to maximize the safety of the AT Corridor users in mind.



**Figure 14: Combined Cross-Ride and Crosswalk on the Spirit Trail in North Vancouver**

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<sup>6</sup> Cross-rides, also known as elephant's feet and cross-bikes, are the bicycle equivalent of a crosswalk. They are intended to alert all road users of a bicycle crossing. Cross-rides consist of a series of white squares laid out in parallel lines across a road. They can be enhanced by adding bicycle symbols and/or applying a green surface treatment. A green surface should not be utilized for the ATCVP project area however as they are reserved for bicycle-only crossings.





## 5.0 PRELIMINARY ROUTING OPTIONS

### 5.1 Evaluation Criteria and Decision Tree

A significant amount of technical analysis has been completed to determine the routing options and ultimate preferred routing of the ATCVP. A preliminary list of routing influence criteria was developed for consideration and review as the routing options were developed. The criteria (in no order of priority or influence) included:

- Available Right of Way
- Population Served
- Facility Safety (potential for AAA)
- Topography/grade change
- Multimodal potential (access to transit or Park 'n' Ride, vehicle parking, etc.)
- Access to Key Community Amenities & Destinations
- Directness & Distance
- Traffic Conditions
- Desire and functionality for the community
- Land Ownership
- Approximate Infrastructure Costs

These criteria helped guide the decision-making process through the selection of the most functional, safe, and practical routing options for the corridor. The ATCVP Team utilized a Decision Tree to identify decision points throughout the corridor and determine which alignments were suitable and preferable over others. At each decision point along the corridor, where two or more routing options were available, each of the alignments were reviewed against these criteria. Ultimately, the goal was to identify two or three primary routing options for each segment that could then be reviewed and commented on by the community through the engagement process. Each routing option was explained, along with its benefits and detriments, to the community for their review. The ATCVP Team then collected and reviewed the feedback for potential alignment revisions. These decisions are reflected in the changes between the maps in [Section 5.0](#) and the maps in [Section 6.0](#).

For example, as observed in [Figure 15](#) below, two primary routing options were proposed between continuing along Highway 3A and crossing the highway over to Granite Road. This decision was oriented by the directness of the highway alignment, the connection to Grohman Narrows Provincial Park and Taghum Beach Regional Park, the minimal grade change of the highway alignment, the connectivity to residents, the connections to transit stops along the highway, and the available right of way of Highway 3A.

Several of these decisions were conducted in this manner and based on these criteria.

## 5.2 Preliminary Routing Maps

The following sections (5.2.1 – 5.2.6) outline the preliminary routing options proposed to the communities during the public engagement process. These routing alignments were deemed feasible and held potential for hosting the active transportation corridor. Through a robust public engagement process hosted by the WKCC, the community reviewed these routing options for functionality, comfort, and safety. Through the online survey and the open houses, the public had the opportunity to provide input on the preliminary routing options. The routing option feedback received for each of the

ATCVP segments are summarized below along with the results and impacts the community's feedback had on shaping the project design. A number of distinct changes were made to better suit the routing and design to the needs of the community.

### 5.2.1 Segment 1: Nelson

Segment 1 options looked at connecting the City of Nelson to the community of Taghum with a separate MUP. Depending on the routing option selected, this may also connect to the community of Blewett via Granite Road. This segment may also connect to Grohman Narrows Provincial Park (PP), Morning Mountain Regional Park, and Taghum Beach Regional Park. This segment also provides access for multiple neighbourhoods outside the City of Nelson. The City of Nelson acts as the northern terminus of this project area with the corridor terminating at the Nelson Visitor Information Centre.

There were two primary routing options for this segment, and they are illustrated in **Figure 15**:

**Routing Option 1** (green and pink): Follows Railway Street and Government Road exiting the City of Nelson. Continues along adjacent to Highway 3A west towards the Taghum bridge. This routing option connects to Grohman Narrows PP, transit stops, and multiple residences and businesses. The pathway would then exit onto Granite Road connecting to Taghum Beach Regional Park towards a newly proposed pedestrian and cycling bridge over the Kootenay River.

Key Considerations for this alignment included:

- Most direct routing
- 1 crossing of Highway 3A
- Connects to transit stops
- Decreased level of comfort adjacent to highway

**Routing Option 2** (blue): Follows the same routing as Option 1 exiting the City of Nelson but then crosses Highway 3A over to Granite Road. Continuing along Granite Road, this routing would connect to the community of Blewett and Morning Mountain Regional Park. The pathway would then connect to a newly proposed pedestrian and cycling bridge over the Kootenay River.

Key Considerations for this alignment included:

- Less direct routing
- 1 crossing of Highway 3A
- Connects to Blewett
- Potentially higher comfort away from highway
- More grade change than Option 1



Figure 15: Segment 1 of ATCVP Preliminary Routing (Nelson - Taghum)

**Engagement Feedback:** Option 1 was ranked as the preferred route for Segment 1 by 46.8% of survey respondents. The public noted that a contributing factor to Option 1 being preferred was the better grade and reported that Option 2 was quite hilly. It was noted that if Option 1 is pursued, physical separation from highway traffic should be prioritized and the crossing at Taghum Bridge should be thoughtfully designed due to the high traffic volumes and speeds that cause safety concerns.

**Result:** Option 1 returned the most positive feedback and support from the community being the most direct route and aligning with transit stops for multi-modal trip potential. This alignment offers less grade change and improved AAA facility potential. It also connects well to

the proposed active transportation network in Nelson and provides access to numerous residences, Grohman Narrows PP, and Taghum Beach Regional Park. Option 1 was selected as the preferred route for Segment 1. The preferred route is mapped in [Section 6.0](#).

### 5.2.2 Segment 2: Taghum & Bonnington

Segment 2 proposes a MUP connecting Taghum and Bonnington. This segment would provide access for multiple residents and businesses within and surrounding these communities. This segment proposes a new pedestrian and cycling bridge across the Kootenay River near Taghum bridge.

There were two primary routing options for this segment, which are shown in [Figure 16](#):

**Routing Option 1** (green and orange): Crosses the proposed new bridge and follows the Highway 3A alignment on the south side of the highway. It then enters the Fortis/WK Power hydropower right of way which runs parallel to the highway.

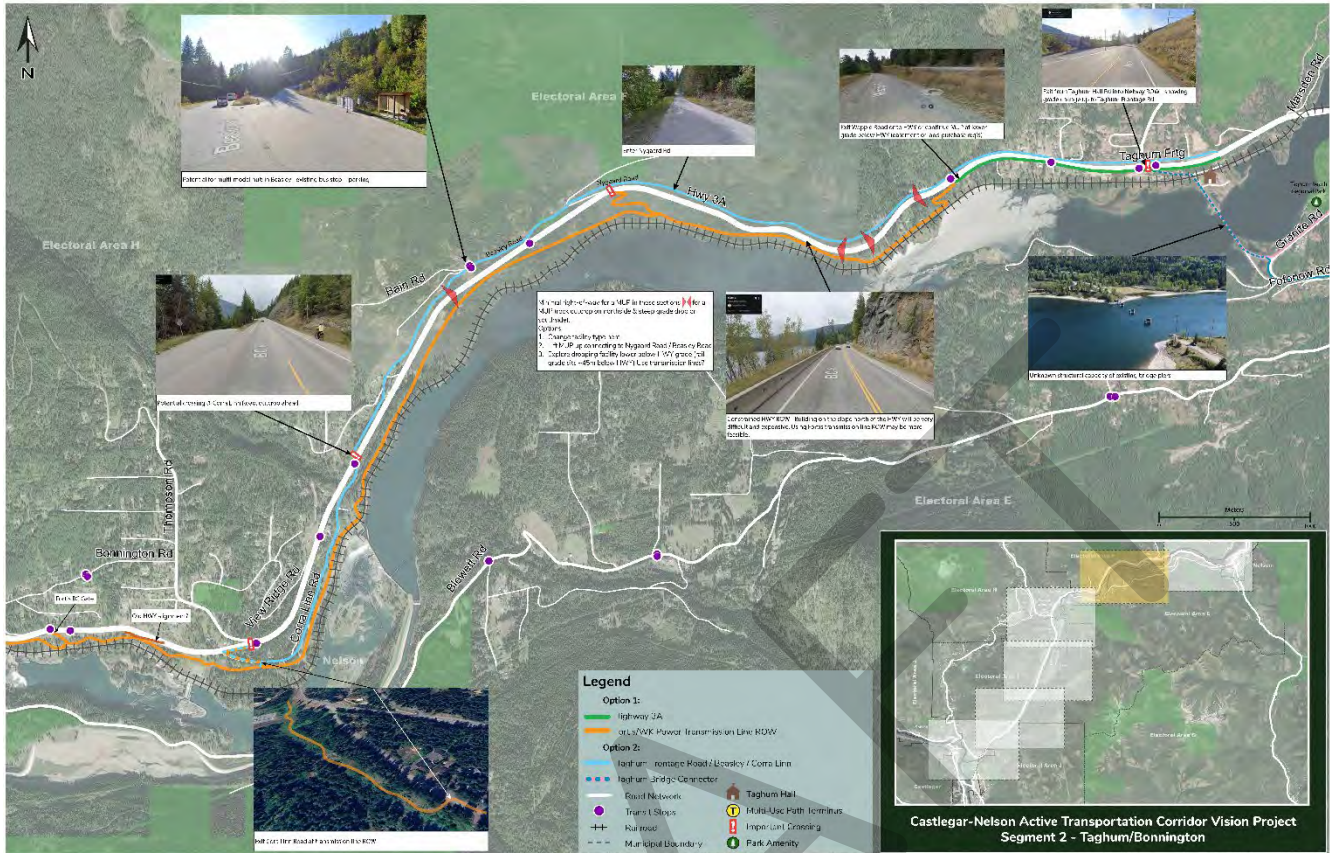
Key Considerations for this alignment include:

- Utilizes existing right of way
- Highway crossing required for access to Taghum
- Highway crossing required for access to Bonnington
- Highway crossing required for access to Beasley

**Routing Option 2** (blue): Crosses the proposed new bridge and crosses Highway 3A to Taghum. Follows Taghum Frontage Road through the community and then enters a new alignment on a bench above Highway 3A. The pathway would enter Nygaard Road and the community of Beasley. The pathway would cross the highway, entering Cora Linn Road and then entering the Fortis/WK Power hydropower right of way as per Option 1.

Key Considerations for this alignment include:

- Less direct routing
- Greater grade changes
- Significant new construction of the new right of way
- Requires private property easement along the bench
- 2 crossings of Highway 3A
- Highway crossing required for access to Bonnington



**Figure 16: Segment 2 of ATCVP Preliminary Routing (Taghum - Bonnington)**

**Engagement Feedback:** Option 1 was ranked as the preferred route for Segment 2 by 60.2% of survey respondents. Comments received indicated that there was a preference to keep the route on the south side of Highway 3A. The preference was motivated by avoiding crossing Highway 3A, navigating an easier grade, and the close proximity to Kootenay River. Separation from highway traffic was highlighted as a priority for this segment, and it was suggested that following the CPR tracks be explored. A final notable comment that was received multiple times was the support for the new active transportation bridge at Taghum.

**Result:** Segment 2 of the ATCVP is a complicated section of the corridor to design for and required a high-level of effort and analysis to identify a feasible route. Following a considerable amount of technical analysis and community engagement, neither Option 1 nor Option 2 fully aligned with the needs of the community while also being feasible to construct. Option 2 was deemed less feasible considering the increased number of crossings of Highway 3A and the constructability of the MUP along the north side of the highway. The north side of the highway would have required considerable geotechnical engineering work, retaining structures, and agreements with private landowners. Option 1 was selected and revised further to follow the Canadian Pacific Railway right of way from Taghum Hall to Cora Linn Road. This reduces the conflicts with private properties and increases the constructability within the existing right of way

already utilized for rail transportation. Following Cora Linn Road, the route follows the transmission line right of way over WK Power and Fortis BC properties. The preferred route is mapped in **Section 6.0**.

### 5.2.3 Segment 3: Slocan Junction

Segment 3 proposes a MUP connecting Bonnington, Slocan Junction, and Shoreacres. This segment would provide access for multiple residents and businesses within and surrounding these communities. This segment would take advantage of the existing crossing under Highway 3A at the terminus of the Slocan Valley Rail Trail. This segment proposes a new pedestrian and cycling bridge at Shoreacres across the Slocan River and was proposed to be placed on either the east or west side of the existing highway and railway bridges.

There were two primary routing options for this segment, which are illustrated in **Figure 17**:

**Routing Option 1 (orange)**: Follows the Fortis BC/WK Power right of way throughout the segment. This route would pass directly through Slocan Junction and cross the highway further south near Shoreacres. It would then cross the proposed new bridge and follow the Highway 3A alignment on the north/west side of the Highway.

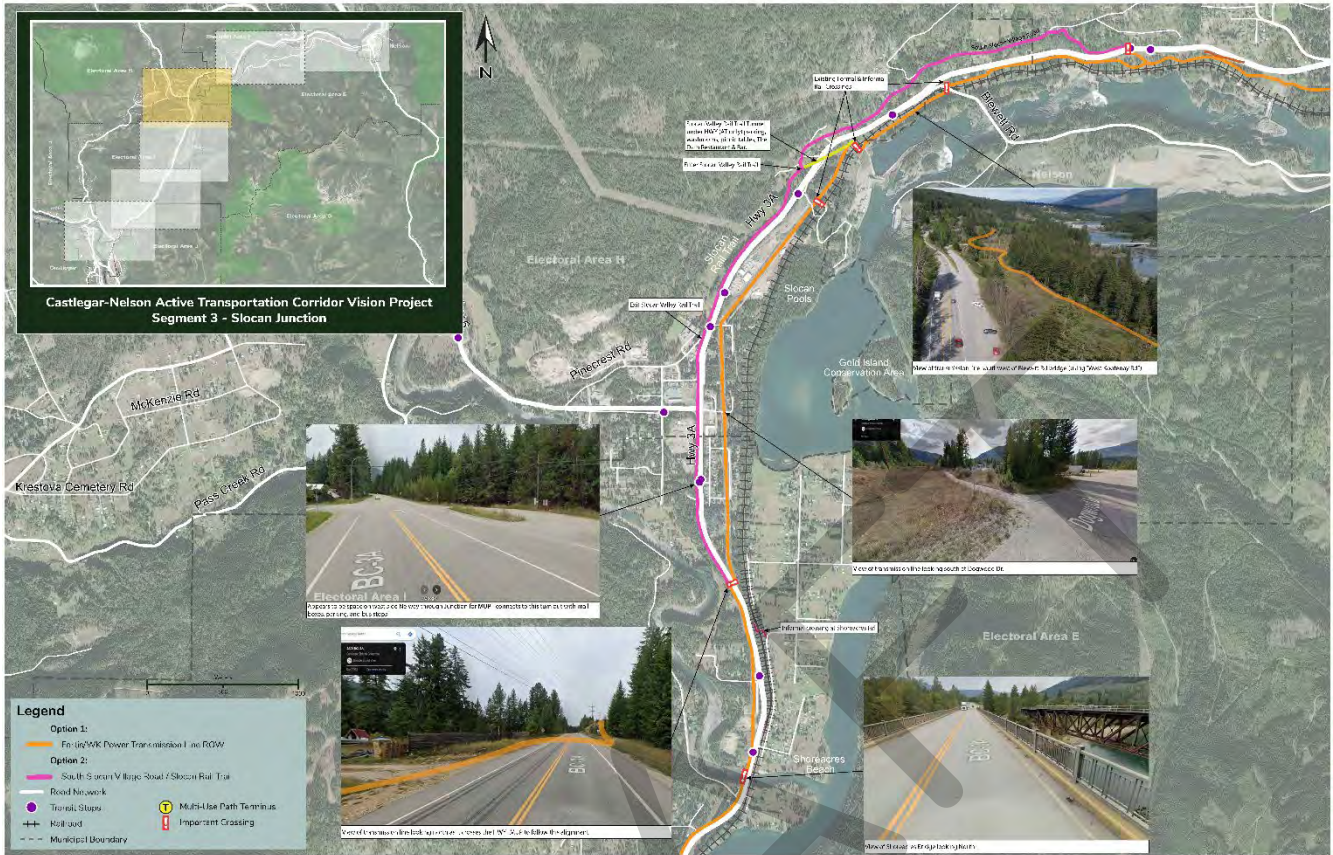
Key Considerations for this alignment include:

- 1 highway crossing
- Utilizes existing right of way
- Connects to Slocan Valley Rail Trail at tunnel crossing
- Railway crossing needed for access to Shoreacres residents
- Other railway crossings require improvements

**Routing Option 2 (pink)**: Crosses the Highway entering South Slocan Village Road and then enters the Slocan Valley Rail Trail. The pathway would then continue adjacent to Highway 3A on the west side connecting to Option 1 where it crosses.

Key Considerations for this alignment include:

- 1 highway crossing
- Utilizes existing Rail Trail
- Better connectivity for Slocan Junction residents



**Figure 17: Segment 3 of ATCVP Preliminary Routing (Slocan Junction)**

**Engagement Feedback:** Option 1 was ranked as the preferred route for Segment 3 by 46.6% of survey respondents. However, comments from the public expressed concern that Option 1 passed through too many private properties. Respondents and open house attendees prioritized connecting to the existing Slocan Valley Rail Trail. While both options connect to the Slocan Valley Rail Trail, some comments expressed they would like to see the existing trail utilized. Another priority identified by the public was to minimize highway crossings. Finally, comments received expressed support for creating a safe pedestrian and cycling crossing experience at Shoreacres Bridge.

**Result:** Similar to Segment 2, Segment 3 is also a complicated section of the corridor and, of the two options proposed, neither option perfectly fits the needs of the community. Therefore, a combination alignment of options 1 and 2 was created to continue using the CP Rail right of way, while also utilizing the existing crossing under Highway 3A. To reduce the impacts on private properties on the east side of the highway, the recommended alignment passes through the Slocan Valley Rail Trail parking lot and the tunnel. Utilizing the existing tunnel and the Rail Trail increases regional connectivity, improves the opportunity for multi-modal trip chaining, and reduces capital costs for a new highway crossing elsewhere. The route then rejoins Highway 3A right of way further south. The MUP then continues south along the west side of Highway 3A until



it reaches the community of Shoreacres, where a new highway crossing is proposed. Another mobility hub would be located at Shoreacres Beach, where there is vehicle parking and a transit stop. The MUP would then continue south along the east side of Highway 3A, crossing over the Slocan River via a new pedestrian and cycling bridge. The combination of routing options and the revisions to reduce impacts to private properties have improved the final routing alignment to be more functional for residents and provide improved access to neighbourhoods and regional destinations. The preferred route is mapped in **Section 6.0**.

#### 5.2.4 Segment 4: Glade & Tarrys

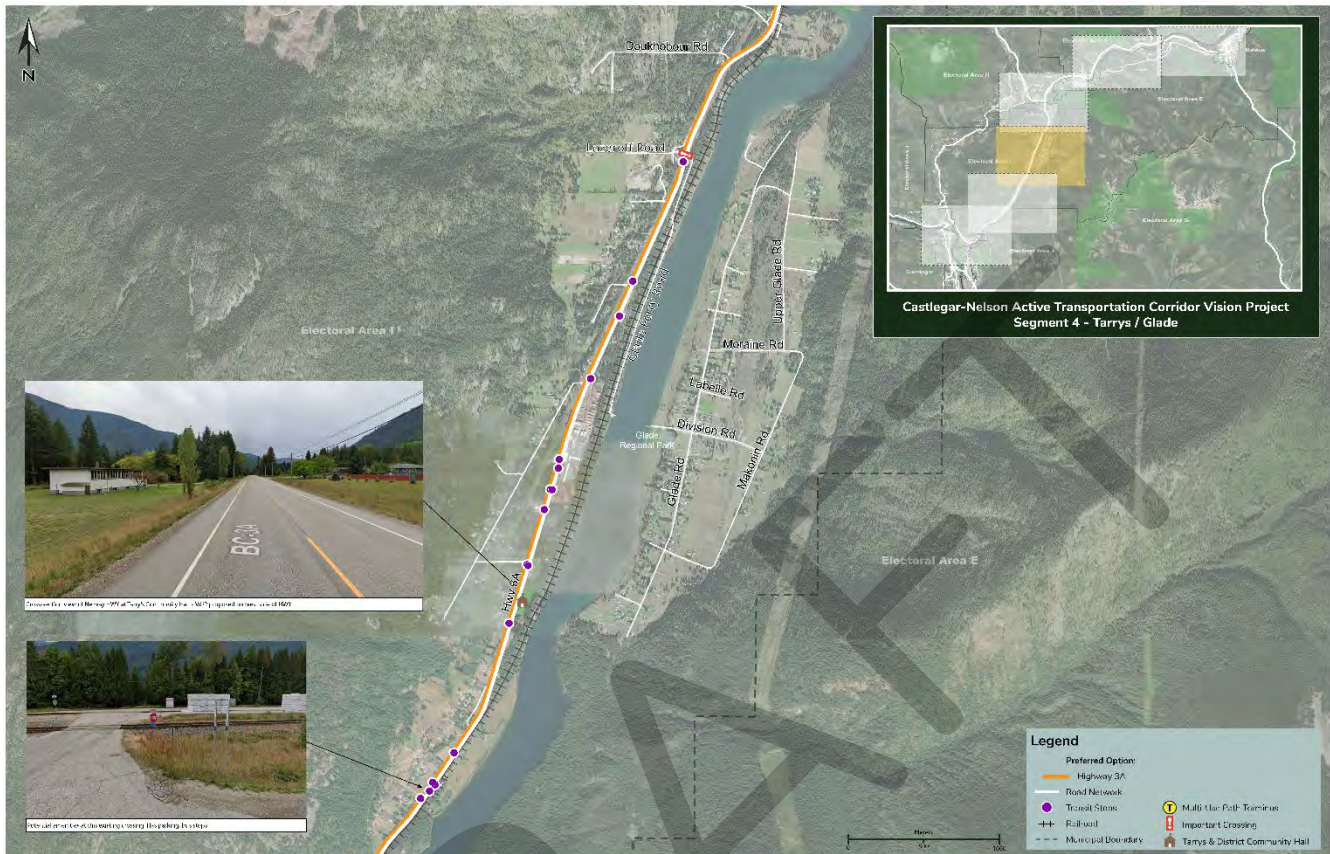
Segment 4 proposes a MUP connecting the previous segments to the communities of Glade and Tarrys. This segment would provide access for multiple residents and businesses within and surrounding these communities.

One routing option was proposed for this segment and it is highlighted in **Figure 18**:

**Routing Option 1 (orange)**: Follows the alignment of Highway 3A running adjacent to the roadway. A crossing could be added across Highway 3A at Glade Ferry Road/Lazeroff Road to provide access to the Glade Ferry and to the Tarrys Community Hall.

Key Considerations for this alignment:

- Utilizes existing highway right of way
- Provides access for multiple residences on the west side of the Highway
- Highway crossing potential for access to Glade
- Highway crossing potential for access to Tarrys Community Hall
- Decreased level of comfort adjacent to Highway 3A



**Figure 18: Segment 4 of ATCVP Preliminary Routing (Glade & Tarrys)**

**Engagement Feedback:** No options were provided for the public to choose between for Segment 4, however, they were allowed to provide suggestions for improving the overall plan for Segment 4. A common theme amongst the comments received was to keep the route on the east side of Highway 3A. This would enable easy access to Glade Ferry and Glade Ferry Road, and these locations were identified by the public as key connections.

**Result:** Only one routing option was proposed for Segment 4 for Glade and Tarrys. The alignment of the MUP was proposed on the west side of the highway. However, following engagement with the community, it was indicated that an improved connection to Glade Ferry and Tarrys Hall would be found by routing the MUP on the east side of the highway. After further analysis, the proposed new Shoreacres bridge was moved to the river-side of the existing Shoreacres vehicle bridge. Moving the MUP to the east side of the highway improves connectivity for residents along the east side of the highway while also maintaining minimal grade change and proper transit connectivity. Further analysis found that the available highway right of way to the south of Segment 4 at Irvine Road is constrained and would require considerable engineering work, retaining structures, and earthworks. A crossing was then proposed to utilize Irvine Road, and transitioned the MUP to the west side of the highway. The preferred route is mapped in **Section 6.0**.

### 5.2.5 Segment 5: Thrums

Segment 5 proposes a MUP connecting the previous segments to the community of Thrums. This segment would provide access for multiple residents and businesses within and surrounding these communities.

There are two primary routing options for this segment, which are shown in **Figure 19**:

**Routing Option 1 (orange)**: The MUP continues along the west side of Highway 3A connecting to the Thrums Market and various residences on the west side of the Highway. Following the existing highway alignment, the pathway then exits the highway at Lookout Road to avoid the narrowed roadway and cliffs north of the Brilliant Rest Area. From Lookout Road, the pathway re-enters the Fortis/WK Power hydropower right of way at the Brilliant Rest Area, continuing southward along the bench above Highway 3A.

Key Considerations for this alignment:

- Utilizes existing highway and road right of way
- Highway crossing needed for access Thrums East/West Road
- Grade change climbing and descending Lookout Road
- Good connectivity for west side residents
- Private property easements may be required

**Routing Option 2 (red)**: Follows the same alignment as Option 1 but crosses the Highway onto Thrums East Road and continues on this road south. The pathway would exit Thrums West Road and rejoin Highway 3A continuing south towards the Brilliant Rest Area.

Key Considerations for this alignment:

- Less direct routing
- 1+ Highway crossings
- Utilizes existing highway and road right of way
- Consistent grade along highway
- Better connectivity for east side residents
- Decreased level of comfort adjacent to Highway 3A
- Description of options developed/maps from engagement boards

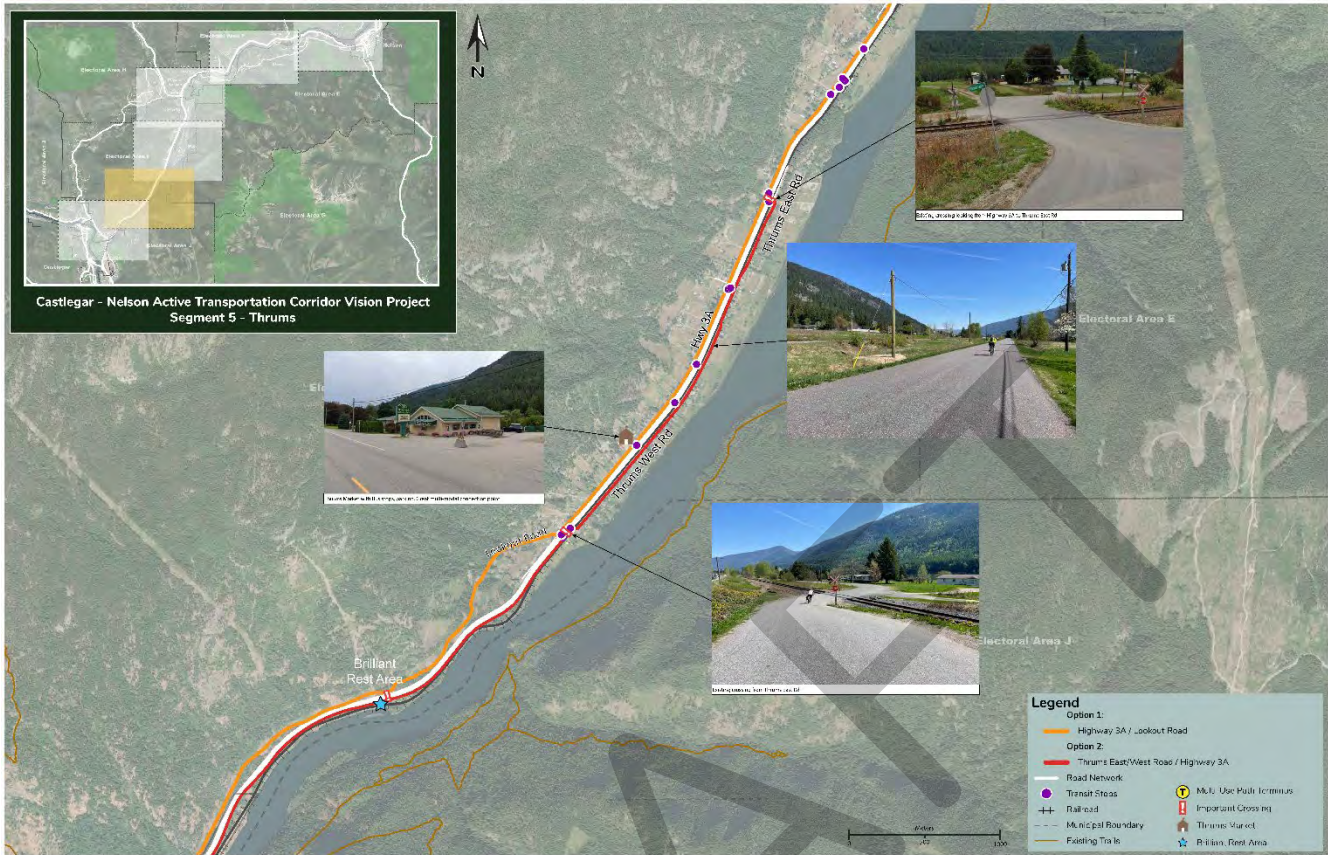


Figure 19: Segment 5 of ATCVP Preliminary Routing (Thrums)

**Engagement Feedback:** There was no clear routing preference for Segment 5, with 36.4% of survey respondents preferring Option 1, 30.0% preferring Option 2, and 33.6% having no preference. Lookout Road was identified as unsuitable for active transportation users due to its steep grade. Regardless of what option is moved ahead, the public reported that they would like to see connections provided to Thrums Market and highway crossings minimized.

**Result:** Similar to Segment 2, a combination of technical analysis and community engagement discovered that, independently, neither Option 1 nor Option 2 fully aligned with the needs of the community. A combination of the two options was then produced to improve the connectivity of Segment 5. With the MUP entering from Segment 4 on the west side of the highway, the orange alignment remains feasible for a majority of the segment. Instead of selecting the east or west sides of the highway, a connection on the east side of the highway is also proposed along Thrums Frontage Road. This offers connectivity to the residences on the east side of the highway while also providing direct access to Thrums Market. A highway crossing is also proposed at the south end of Thrums Frontage Road at Lookout Road. The red alignment is then recommended to continue south towards the Brilliant Rest Area and Castlegar. The preferred route is mapped in **Section 6.0**.

## 5.2.6 Segment 6: Castlegar

Segment 6 proposes MUP(s) connecting the previous segments into the City of Castlegar. This segment would provide access for multiple residents and businesses within and surrounding these communities. This segment proposes to take advantage of the existing trail network in Castlegar with the south terminus of the corridor being the CPR Station Museum and/or the Selkirk College Campus.

There are two primary routing options for this segment, see **Figure 20**:

**Routing Option 1 (orange)**: The pathway continues along the north/west side of Highway 3A via the Fortis/WK Power right of way connecting to Terrace Road, continuing through the neighbourhood and crossing the highway to Brilliant Road, entering Option 2 routing. The pathway would continue entering onto the Waldie Island Trail before crossing up, over the Castlegar Robson Bridge, and entering Downtown Castlegar.

Key Considerations for this alignment:

- Complicated construction required along the north/east side of highway
- Utilizes existing right of way on Terrace Road and Brilliant Road
- Improvements Waldie Island Trail
- Less direct routing and does not connect to Selkirk College

**Routing Option 2 (red/blue)**: The MUP continues along the south/east side of Highway 3A entering the Dam Access Road. It then continues along the Dam Access Road around under the Brilliant Bridge along Brilliant Road. It then enters the Waldie Island Trail and crosses the Castlegar Robson Bridge as per Option 1. To provide access to Selkirk College Campus, the pathway can also cross the Doukhobor Suspension Bridge and enter the Skattebo Reach Trail terminating at the Selkirk College Campus.

Key Considerations for this alignment:

- Direct routing using existing infrastructure and right of way
- Improvements to Waldie Island Trail and Skattebo Reach Trail
- Provides access to Selkirk College for students, staff, and faculty
- Decreased level of comfort adjacent to Highway 3A

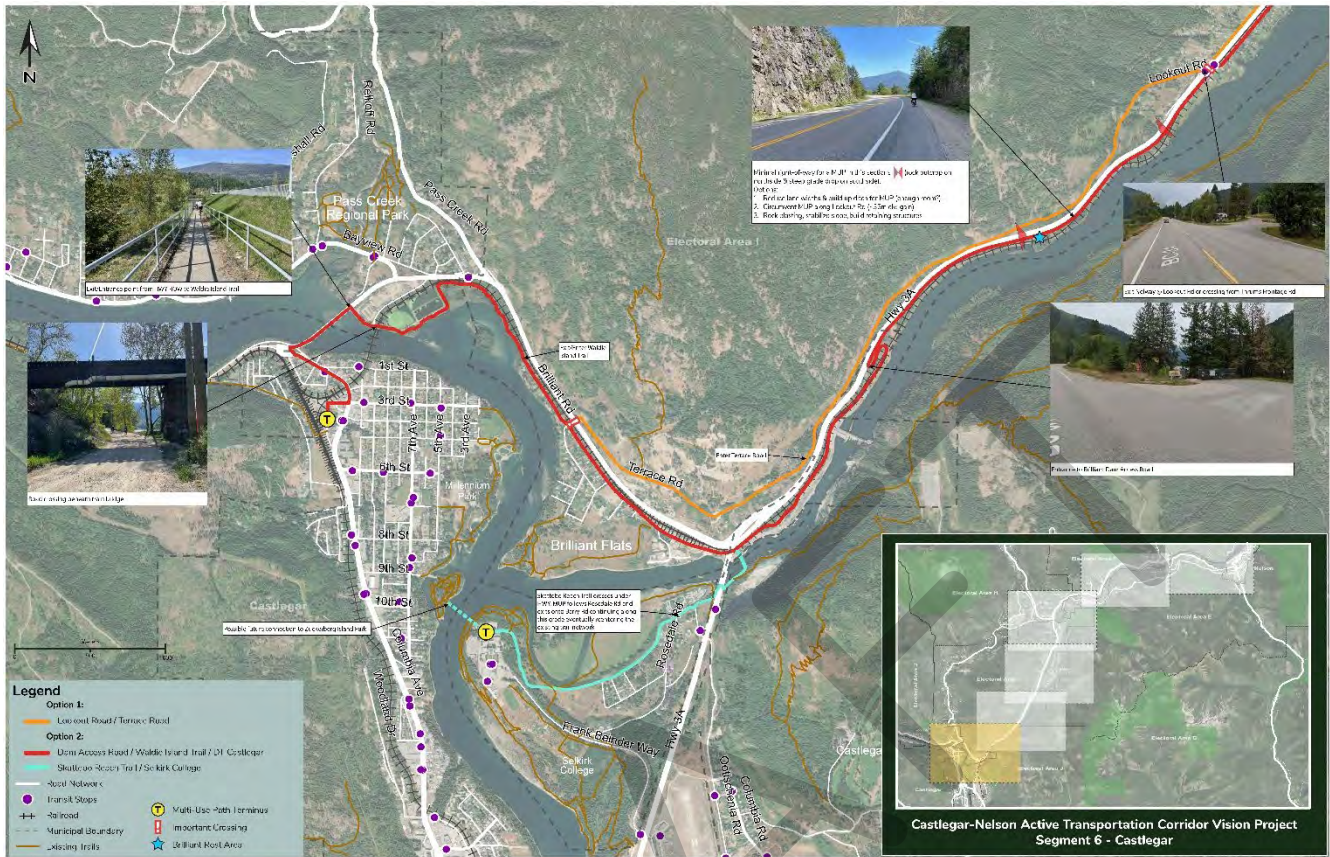


Figure 20: Segment 6 of ATCVP Preliminary Routing (Castlegar)

**Engagement Feedback:** Option 2 was ranked as the preferred route for Segment 6, with 58.9% of survey respondents selecting it as their preferred route. Based on the comments received, it is likely that the public preferred this route because it enables people to get to downtown Castlegar and Selkirk College. In particular, providing a connection to Selkirk College received a lot of support. Comments were also received indicating that the public felt it was important to connect to the Brilliant area and that Terrace Road felt disconnected from the community. These insights likely contributed to Option 2 being the preferred route.

**Result:** Finally, Segment 6 terminates the corridor in two proposed locations in Castlegar; at the CPR Museum Downtown, and Selkirk College. Both the red and blue alignments received community support and were feasible based on the technical analysis. With the MUP

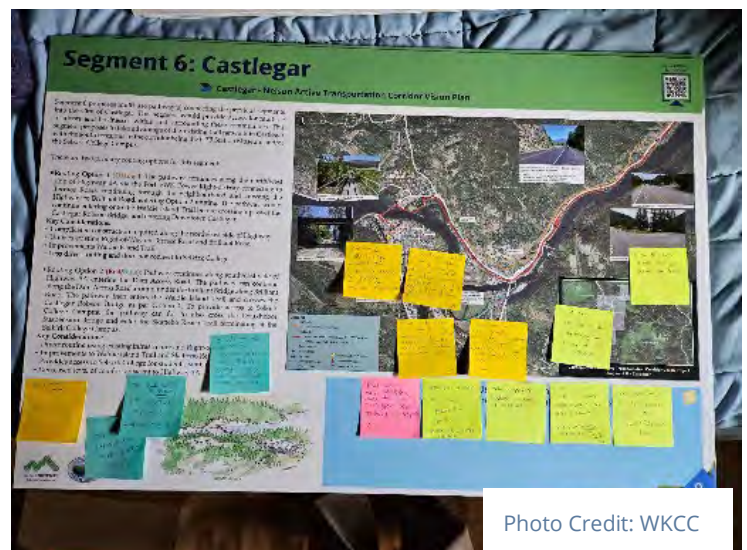


Photo Credit: WKCC

entering Segment 6 from the northeast on the south side of Highway 3A from the Brilliant Rest Area, entering the Brilliant Dam Access Road and utilizing the existing Doukhobour Suspension Bridge received the most support. This connects to the Skattebo Reach Trail, Rosedale/Barry Road, and the Riverside Trail before entering into Selkirk College Campus. Continuing past the Doukhobour Bridge, under the Brilliant vehicle bridge, the second terminus is accessed via Brilliant Road, Waldie Island Trail, the Castlegar-Robson Bridge, Columbia Road, and 3<sup>rd</sup> Street to reach the CPR Museum. Both alignments fully remove users from the highway onto separate roads and trails, improving the AAA potential of the corridor. The orange alignment was deemed less feasible and more circuitous on the north side of Highway 3A. The preferred route is mapped in [Section 6.0](#).

### 5.3 Engagement Summary

Multiple opportunities were provided for community members within the project study area to participate in the creation of the ATCVP. A public online survey was created to seek input to help shape a safe, accessible, and inclusive route that enhances connectivity, supports health and wellbeing, and promotes active transportation tourism. The public was also engaged through multiple open houses where they had the opportunity to discuss the project with WKCC volunteers and provide feedback on the proposed routing options.



#### 5.3.1 Survey

The public online survey was live from April 19<sup>th</sup>, 2024, to May 17<sup>th</sup>, 2024. Paper copies were made available at the public open houses that were hosted in April 2024. A total of 542 records were received, of which 346 were complete survey responses to all 31 questions.

From the multiple-choice survey responses, several key takeaways were extrapolated that are important to this ATCVP. The first being the main purpose of active transportation trips within the study area. When asked, survey respondents indicated that their active transportation trips are primarily motivated by exercise and fitness. This was closely followed by active transportation trips completed for recreation purposes. It is likely most current users are using cycling for fitness and recreation purposes because the existing facilities are geared towards these types of use. Examples of existing facilities include mountain biking trails and recreational MUPs, both of

which do not always provide direct connections that are desirable when commuting or running errands. To incorporate commuting purposes into the functionality of the AT Corridor, the development of the preferred route worked to strike a balance between directness, serving large portions of the various communities along the route, and providing connections to existing recreational active transportation facilities that are already valued by users.

However, the most important factors when choosing a route for an active transportation trip were identified to be safety and separation. Safety was defined as the route feeling safe from traffic and personal harm, and separation was defined as routes that offer dedicated space and separation from motor vehicles. This was an important finding because the most direct route, often along Highway 3A, may not offer users the feeling of safety and separation due to restricted right of way and high vehicle volumes and speeds. Safety was prioritized when developing the preferred route and was taken into consideration by looking at the facility types that were being proposed. Based on this takeaway, the AT Corridor was to be comprised of separated MUPs and off-street facilities as much as possible along Highway 3A to provide space and separation from motor vehicles.

In anticipation of the AT Corridor, approximately 95% of survey respondents most likely saw themselves biking along the route. This was followed by approximately 58% of respondents suggesting they would walk and roughly 42% suggesting they would jog or run.

The final key takeaway was with respect to amenities along the route. Access points / hubs were ranked as the most important amenity, followed by year-round maintenance. This highlighted the need to consider these access points and mobility hubs as key locations that would provide access to the corridor, parking, and transit connectivity.

The survey also had opportunities to provide some open-ended responses, and the following themes emerged.

#### **Requests for Additional Amenities:**

- Rest areas and benches were requested along the route to increase user comfort and provide reprieve for those with mobility issues.
- An importance was placed on facilities that support cycling, such as bike storage and e-bike charging stations.

#### **Connectivity and Accessibility:**

- There was support for improving public transit frequency and integrating it with active transportation options to provide a seamless travel experience.
- An emphasis was placed on connecting key locations such as colleges, schools, employment areas, and shopping centres to make active transportation viable for students, young families, and those with lower incomes.
- An importance was placed on ensuring routes are inclusive for adaptive bicycles, e-bikes, and other non-standard forms of active transportation.
- Suggestions for paved paths to accommodate a variety of users, including those on roller skates and scooters were received.



- Concerns were raised regarding the route's gradient preventing the corridor being accessible to all.
- A call for well-maintained compact surface paths with regular sweeping, especially after the winter season to remove sand and debris would help with year-round accessibility.

#### **Safety and Separation from Motorized Traffic:**

- There was a strong preference for routes that are separated from the highway to ensure the safety and comfort of cyclists and pedestrians.
- Respondents called for physical barriers and dedicated AT facilities to protect non-motorized users from high-speed traffic and large trucks.

#### **Environmental and Aesthetic Considerations:**

- There was preference for routes that offer scenic views and minimize environmental impact, with concerns about preserving wildlife habitats and maintaining the natural beauty of the area.
- Respondents called for eco-friendly features like solar-powered lighting and signage to enhance the user experience without harming the environment.

#### **Community Engagement and Funding:**

- There was requires for more public consultation in future stages, especially in areas where the trail interacts with private property.
- Concerns were raised regarding funding and the need for strategic investments to maximize the project's benefits while being cost-effective.

### **5.3.2 Open House**

A total of six open houses were held in April 2024. The open houses were located throughout the study area in an effort to engage the various affected communities. The locations were as follows:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Nelson Library</li> <li>• Taghum Hall</li> <li>• The Dam</li> </ul> | <ul style="list-style-type: none"> <li>• Brilliant Cultural Centre</li> <li>• Tarrys Hall</li> <li>• Castlegar Community Forum</li> </ul> |
|--|---|

The open houses were hosted by members of the WKCC and included ten display boards to cultivate meaningful conversations with attendees. General comments heard through discussions at the open houses included a variety of concerns and requests. Common concerns included safety, cost, and consideration to how the proposed corridor will interact with existing transit along the highway. Common requests included future data collection along the corridor to count active transportation users, for the routing options to provide access to employers, and future education opportunities. It was specifically requested that the education be geared towards informing drivers that cyclists may be present. Future engagement opportunities could be used to educate active transportation users on how to correctly use the new infrastructure while simultaneously educating drivers that they may be required to change their behaviour or expectations on the road. Programs can ensure drivers understand new rules of the road, how new signage impacts them, and how to keep everyone safe.

The boards were interactive and allowed attendees to add sticky notes with their comments. Upon analysis of the sticky note comments, there was support for:

- Year-round maintenance
- Lighting
- Accessibility for all users
- Deeper connections into nature
- Signage which includes distance and challenge level
- Restrooms
- Benches
- Small links for shorter outings

Many of these comments were echoed in the online public survey results.

After public engagement concluded, the feedback received on the preliminary routing options was reviewed. After the review was complete, the options were refined to define the preferred route for the AT Corridor.





Thrums  
Market  
Bakery & Deli  
SUPPORT YOUR  
LOCAL ARTIS T  
GREAT GIFT IDEAS  
INSIDE

## 6.0 PREFERRED ROUTE

### 6.1 Segment Review

The following sections (6.2.1 – 6.2.6) outline the preferred route for the ATCVP. The routing and facility types identified in these maps are the culmination of the technical analysis integrated with community feedback obtained throughout this project. These map segments capture the revisions and refinements to the 'Preliminary Routing Options' in Section 5.0, and indicate the optimized alignments for the active transportation corridor.

Within the maps, (also provided in Appendix B) a preferred route alignment has been identified; while secondary, additional, or future connections have also been shown where the corridor may be extended or re-routed in the future. This routing approach offers flexibility in the ability to construct the corridor in the near future, with routing improvements available on a longer 20+ year time horizon. The preferred route has been separated out into the different proposed facility types, and aligns with existing active transportation planning documents where feasible. Refer back to Section 4.4.3 for details regarding the Proposed Facility Types and Section 4.4.4 for the Typical Cross-Sections.

Finally, the preferred routing also reflects the needs of the community and individual desire to use this corridor. The preferred routing maximizes connectivity to rural communities while also ensuring a direct and safe travel pattern accessible for AAA. Support for the construction of this corridor is evident in the community, and the preferred route aims to maximize functionality and useability for residents and visitors of the west Kootenays.

#### 6.1.1 Segment 1: Nelson

The preferred route for Segment 1, illustrated in Figure 21, proposes connecting the City of Nelson to the community of Taghum with a protected MUP adjacent to Highway 3A. Two access points enter the City of Nelson – the Bi-Directional Bike Lane/MUP (blue) along Railway Street and Government Road; and, the continuation of the MUP adjacent to the highway (green), which enters the City at an existing pathway crossing under the highway from the Rosemont neighbourhood.

The westward MUP towards Taghum is recommended to be routed on the north side of the highway before reaching the existing Taghum bridge, where the MUP would cross the highway onto Granite Road. The MUP would then be routed on the south side of Granite Road, before connecting to a proposed new pedestrian and cycling bridge, crossing over Kootenay River to Taghum Hall. This segment also connects to Grohman Narrows Provincial Park and Taghum Beach Regional Park. This alignment provides access to multiple neighbourhoods outside the City of Nelson for recreational and commuting purposes. The City of Nelson acts as the northern terminus of this project area with the corridor terminating at the Nelson Visitor Information Centre.

As per the [Protected Bi-Directional Bike Lane Design Rationale](#), and [Typical Cross-Sections](#), the Proposed Urban Bi-Directional Bike Lane would occupy 3.0 - 4.0m of roadway along Railway Street and Government Road. It is recommended to route the bi-directional bike lane or MUP along the north/east side of Railway Street to optimize access to Cottonwood Park, and along the north side of Government Road to optimize access to future development in the Railtown area. This bi-directional bike lane should be supplemented by a minimum 1.8m wide sidewalk along a minimum of one side of both streets.



**Figure 21: Segment 1 of ATCVP Preferred Routing (Nelson - Taghum)**

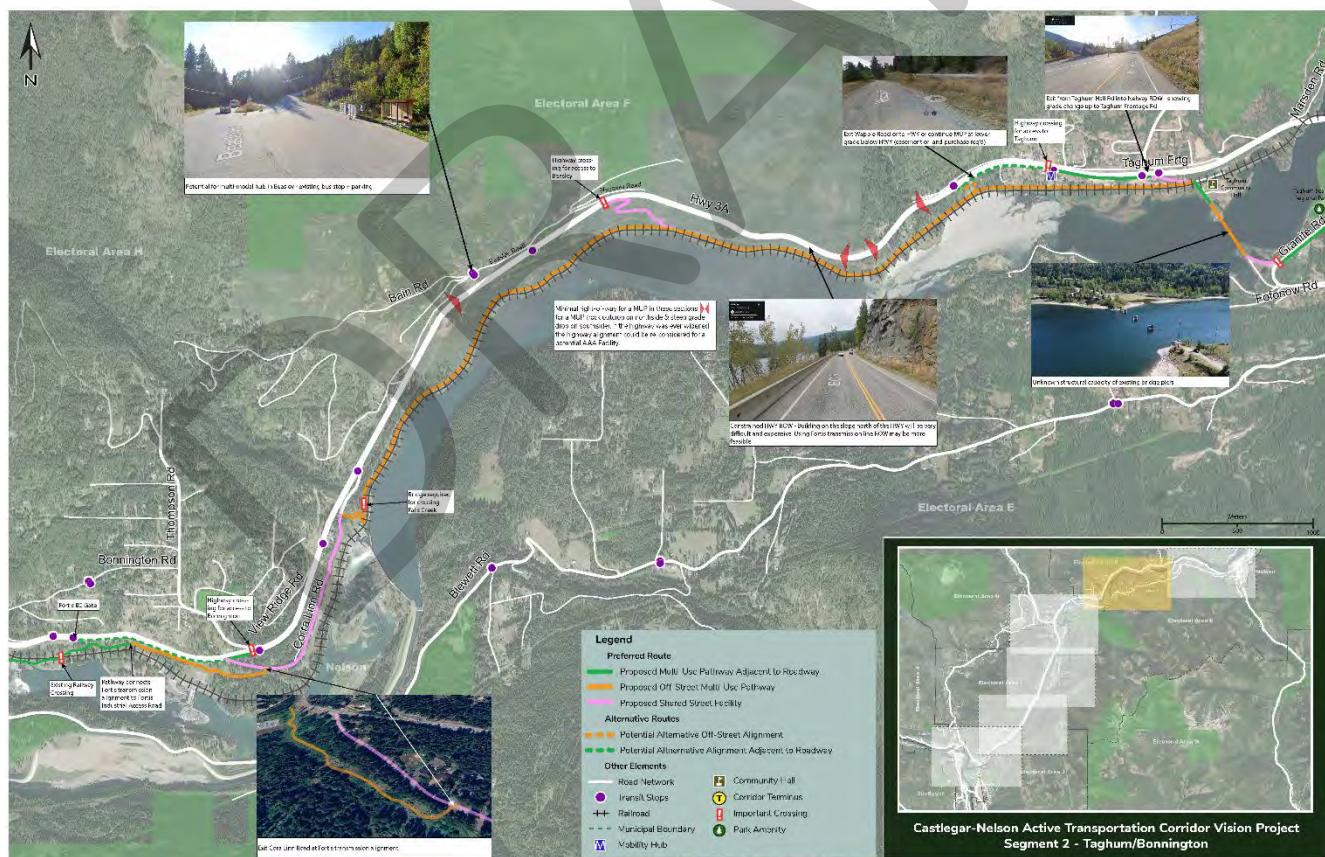
As per the [Multi-Use Pathway Design Rationale](#) and [Typical Cross-Sections](#), the MUP is proposed to be 3.0 - 4.0m wide with a barrier protecting the pathway from vehicle traffic along the highway. It is recommended to site the MUP on the north side of the highway to optimize access to Grohman Narrows and take advantage of the existing highway right of way. The north side also connects to the Park & Ride lot on Highway 3A at Government Road.

It is recommended to situate the MUP on the south side of Granite Road to avoid the steep grade drop on the north side and minimize earthworks required for construction. The MUP will then cross Granite Road, converting briefly to a Shared Street Facility before crossing where the proposed Taghum pedestrian and cycling bridge would cross the existing piers in the Kootenay River.

Similar to other sections in the corridor, the terminus' of the AT Corridor also acts as a mobility hub, offering vehicle parking, transit access, washrooms, and a host of other amenities.

### 6.1.2 Segment 2: Taghum & Bonnington

The preferred route for Segment 2, illustrated in **Figure 22**, connects the new Taghum Bridge and the community of Taghum to the communities of Beasley and Bonnington. The recommended alignment follows the CP Rail right of way from Taghum Hall, with connections to Highway 3A via Taghum Hall Road and Curtis Road. This CP Rail alignment is proposed as a more feasible routing option than routing along Highway 3A. This route requires less capital investment for construction, earthworks, and engineering; and could reduce time and effort related to constructability. This facility type includes an Off-Street MUP. The CP Rail alignment connects to Cora Linn Road where the facility type changes to a Shared Street where motorists, cyclists, and other users share the roadway. Where Cora Linn Road meets Highway 3A, a MUP connects eastward to a crossing over to Lower Bonnington Road. The preferred route exits Cora Linn Road and follows the Fortis BC transmission line right of way. Following the transmission line enables the use of historical highway right of way for the MUP. The MUP then joins the Bonnington Dam Access Road and follows this road past the Bonnington Dam site.



**Figure 22: Segment 2 of ATCVP Preferred Routing (Taghum - Bonnington)**

Segment 2 hosts multiple facility types including MUP Adjacent to Roadway (green), Off-Street MUP (orange), and Shared Street Facility (pink). As per the Multi-Use Pathway Design Rationale and Typical Cross-Sections, the MUPs are proposed to be 3.0 - 4.0m wide with a barrier, ditch, or sufficient buffer space protecting the pathway from vehicle traffic along the highway or from the active rail line.

Further, a mobility hub is proposed at the Taghum Shell. These locations have been identified as having multi-modal potential by hosting vehicle parking, transit stops, and other amenities such as corridor maps, washrooms, lighting, seating, emergency help phones, water filling stations, and bicycle repair equipment. These mobility hubs enable users to utilize the AT Corridor for a section of the corridor and complement their travels with transit or a personal vehicle. Some users may take advantage of using transit or driving to a mobility hub and riding the remainder of their commute to work or school on the AT Corridor. Additionally, Taghum Hall (along with other community halls) is also proposed to host a number of similar amenities to the mobility hubs. These halls may act as refuge areas for AT Corridor users with washrooms, maps, and potentially retail spaces to purchase food and drinks.

### 6.1.3 Segment 3: Slocan Junction

The preferred routing for Segment 3, illustrated in Figure 23, connects the communities of Slocan Junction and Shoreacres. Leaving Segment 2, the AT Corridor follows the Bonnington Dam Access Road before crossing Blewett Road. West Kootenay Road is then used, passing through Fortis BC property and exiting off into the trailhead parking lot of the Slocan Valley Rail Trail (SVRT). The SVRT is followed and exits from Eden Road to rejoin the Highway 3A right of way. Following the west side of Highway 3A, the MUP is recommended to cross the highway at Alexis Road, providing access to Shoreacres. With the MUP routed on the east (river) side of the highway, the MUP enters the proposed new pedestrian and cycling bridge at Shoreacres, crossing the Slocan River. Continuing south on the east side of the highway, the corridor enters Segment 4.

Segment 3 hosts various facility types including MUP Adjacent to Roadway (green), Off-Street MUP (orange), Shared Street Facility (pink) and Existing Off-Street MUP (blue). As per the Multi-Use Pathway Design Rationale and Typical Cross-Sections, the MUPs are proposed to be 3.0 - 4.0m wide with a barrier, ditch, or sufficient buffer space protecting the pathway from vehicle traffic along the highway or from the active rail line. For existing MUP facilities, like the SVRT, a review would be undertaken to determine whether improvements are necessary to align the section with the standard of the rest of the corridor. This could include resurfacing or widening the pathway, or adding lighting and other amenities.

Further, two mobility hubs are proposed at the SVRT trailhead and at Shoreacres Beach.



Figure 23: Segment 3 of ATCVP Preferred Routing (Bonnington – Shoreacres)

#### 6.1.4 Segment 4: Glade & Tarrys

The preferred route for Segment 4, illustrated in **Figure 24**, connects the AT Corridor to the communities of Glade and Tarrys, and provides access to Tarrys Hall. With the MUP following along the east side of Highway 3A from Segment 3, a proper Shared Street Facility connection can be created along Glade Ferry Road to access this community. The eastside MUP connects to the Tarrys Hall mobility hub. Continuing south, the MUP is recommended to cross Highway 3A and enter Irvine Road. This is proposed (as noted in **Section 5.2.4** to circumvent a roadway constriction and move the MUP to the other side of the highway. The alignment would then continue south on the west side of the highway into Segment 5.

Segment 4 proposes two facility types including MUP Adjacent to Roadway (**green**), and Shared Street Facility (**pink**). As per the **Multi-Use Pathway Design Rationale** and **Typical Cross-Sections**, the MUPs are proposed to be 3.0 - 4.0m wide with a barrier, ditch, or sufficient buffer space protecting the pathway from vehicle traffic along the highway or roadway.



Additionally, Tarrys Hall, similar to Taghum Hall, is also proposed to host a number of similar amenities to the mobility hubs. These halls can act as refuge areas for ATCVP users with washrooms, maps, and potentially retail spaces to purchase food and drinks.

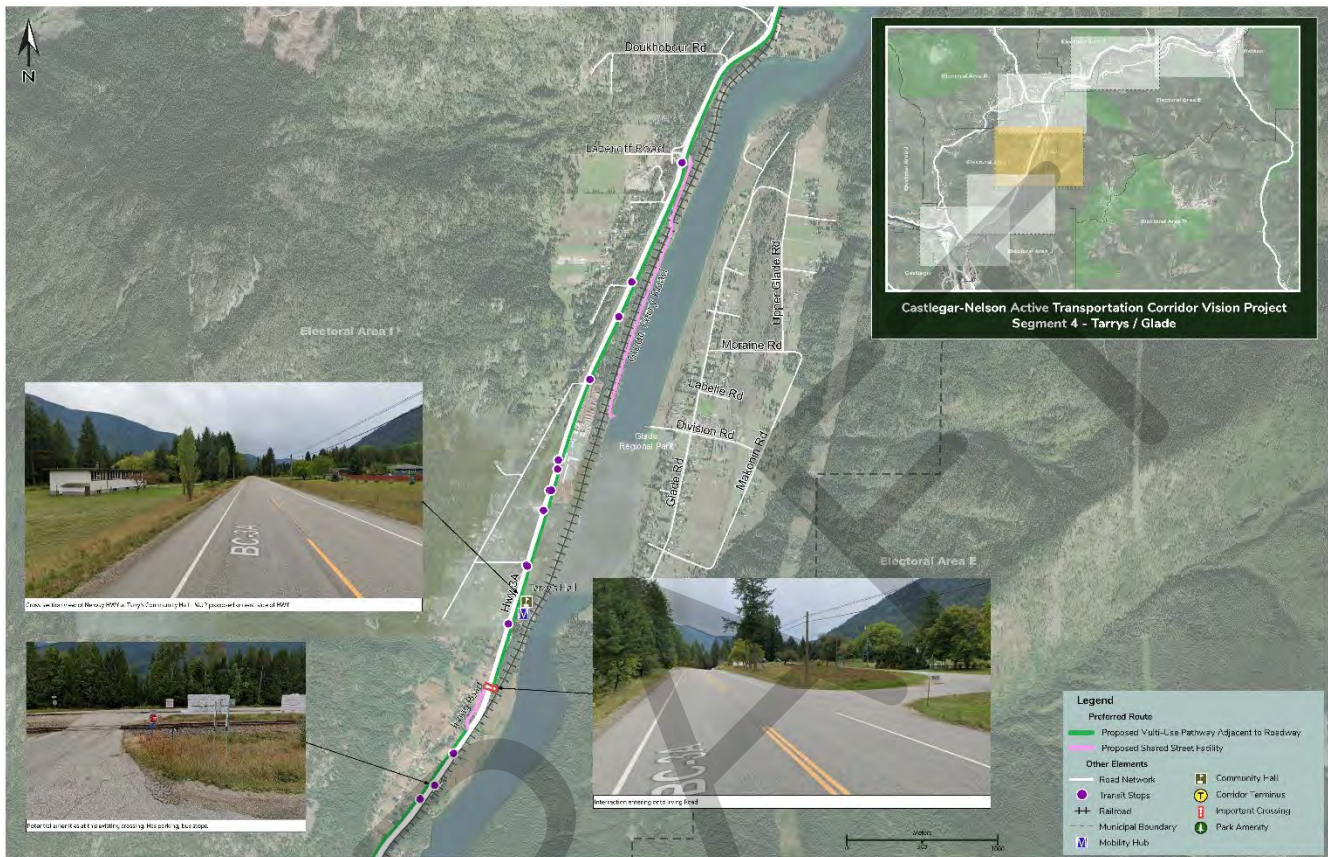


Figure 24: Segment 4 of ATCVP Preferred Routing (Tarrys & Glade)

### 6.1.5 Segment 5: Thrums

The preferred alignment for Segment 5, illustrated in **Figure 25**, connects to the community of Thrums along Highway 3A. The MUP enters Segment 5 on the west side of the highway and continues south to the crossing over to Thrums Frontage Road. Here, two alignments and facility types are proposed – the MUP (green) would continue on the west side of the highway, connecting to the Thrums Market as a Mobility Hub and local destination. This MUP would continue south to the southern entrance to Thrums Frontage Road. The second alignment (pink) and facility includes a Shared Street Facility along the length of Thrums Frontage Road. Unfortunately, the public road right of way does not continue the entire length and is blocked by seven parcels that directly abut the CP Rail right of way. Across the frontage of these properties, an informal roadway appears to continue within the CP Rail right of way. Specific approval would be required to use the CP Rail land or an agreement with the private land owners could be negotiated. The Shared Street Facility is shown as dashed in this area. The remainder of Thrums Frontage Road is recommended to host a Shared Street Facility. The westside MUP will cross

Highway 3A at the south entrance to Thrums Frontage Road and will continue south on the east side of the highway towards the Brilliant Rest area.

The Brilliant Rest Area is also identified as a Mobility Hub with vehicle parking, washrooms, and other amenities for users of the ATCVP. A transit stop could also be sought after for this location to provide multi-modal connectivity to and from the AT Corridor.

Segment 5, like Segment 4, proposes two facility types including MUP Adjacent to Roadway (green), and Shared Street Facility (pink). As per the [Multi-Use Pathway Design Rationale](#) and [Typical Cross-Sections](#), the MUPs are proposed to be 3.0 - 4.0m wide with a barrier, ditch, or sufficient buffer space protecting the pathway from vehicle traffic along the highway or from the active rail line.

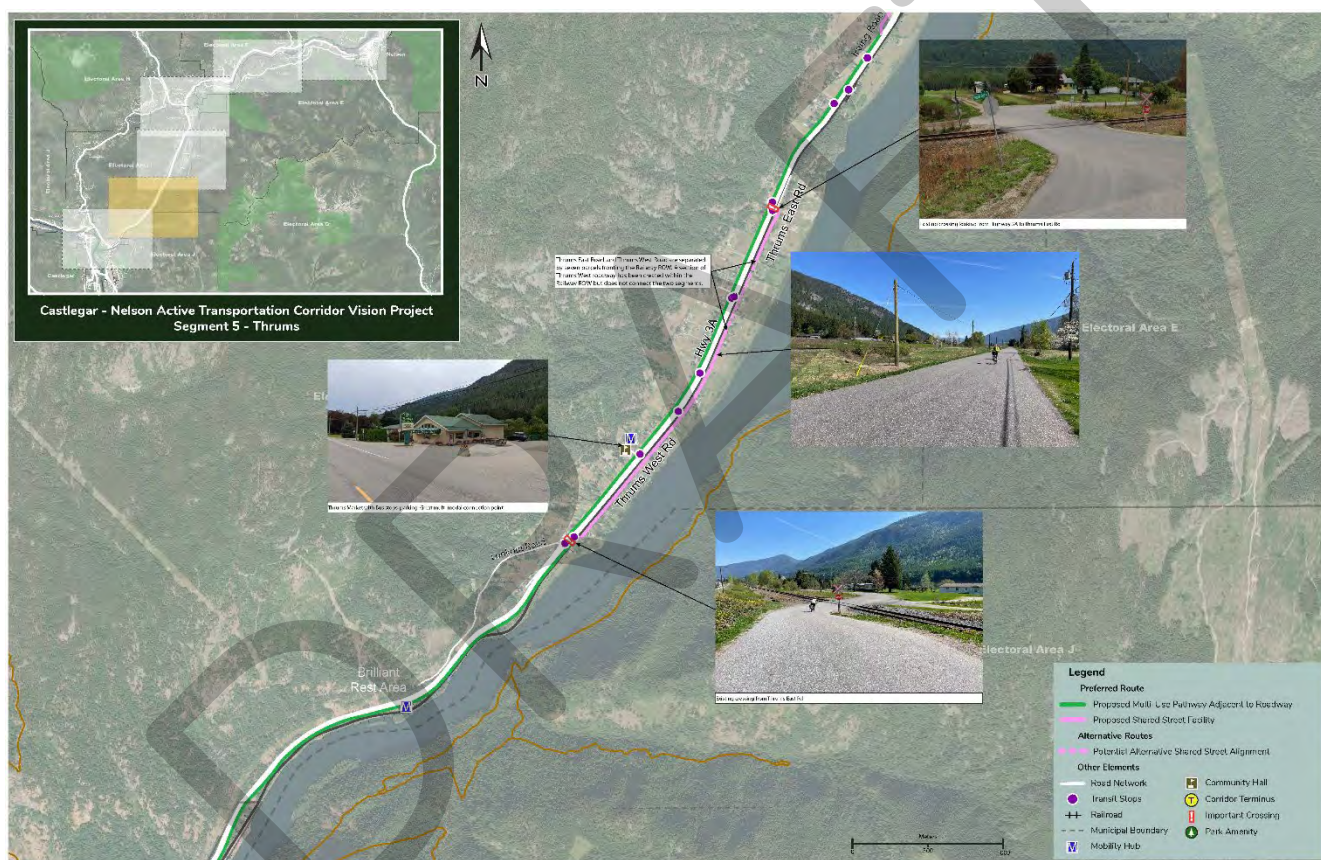
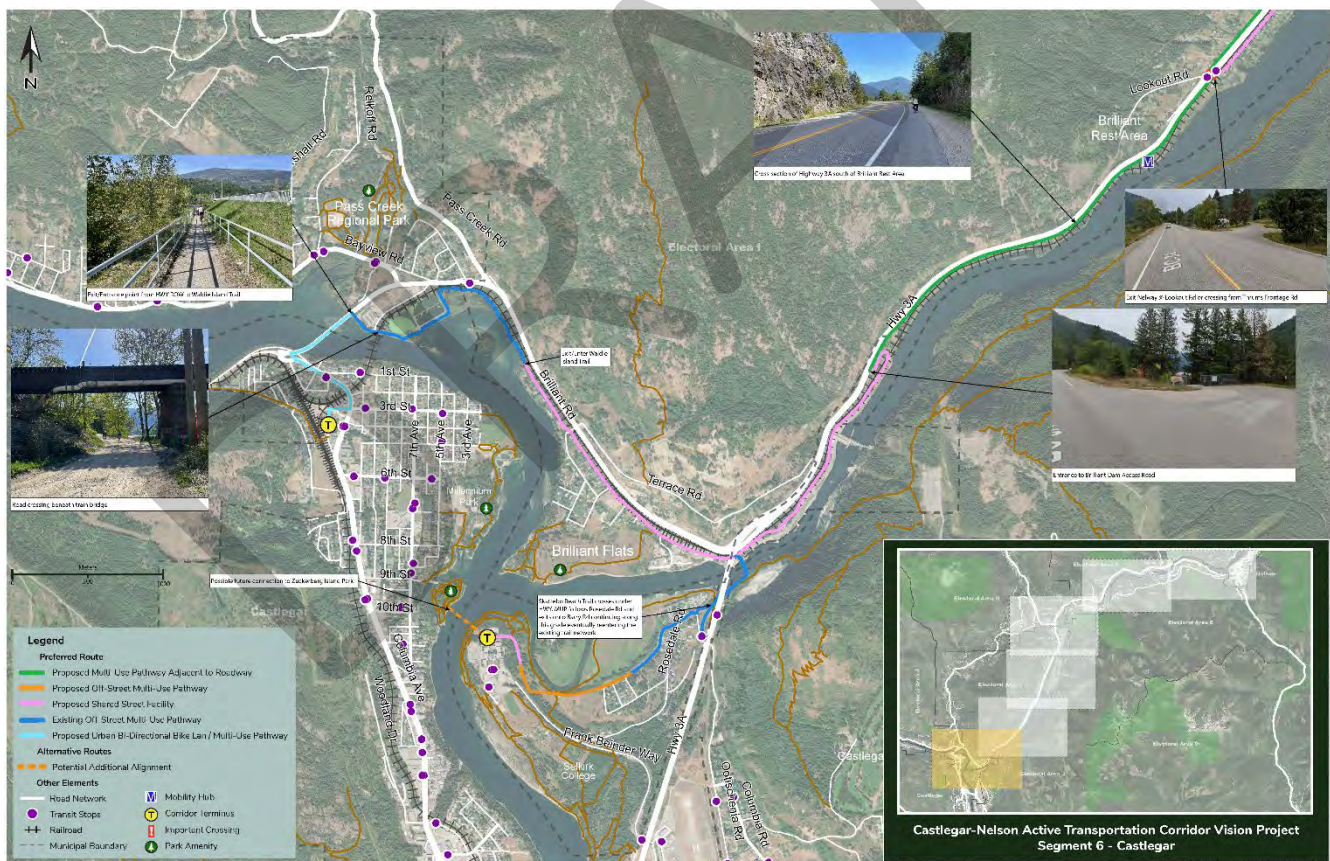


Figure 25: Segment 5 of ATCVP Preferred Routing (Thrums)

### 6.1.6 Segment 6: Castlegar

Finally, the preferred route of Segment 6, which is shown in **Figure 26**, connects the AT Corridor into the City of Castlegar in two locations. Differing from the City of Nelson, two terminus locations in Castlegar were identified for the AT Corridor. As with the northern terminus in Nelson, the two locations in Castlegar will also act as mobility hubs.

The MUP enters from Segment 5 on the east side of Highway 3A past the Brilliant Rest Area. The MUP continues south and enters the Fortis BC Brilliant Dam Access Road where it converts into a Shared Street Facility. The Shared Street Facility continues along the Dam Access Road and, to connect to the Selkirk College Terminus, the corridor will enter the existing Doukhobour Suspension Bridge. The alignment then connects to the Skattebo Reach Trail beneath Highway 3A, and then briefly enters Rosedale Road before continuing along the Riverside trail to Selkirk College. The second Terminus is accessed by continuing past the Doukhobour Bridge along Brilliant Road as a Shared Street Facility type. Brilliant Road then connects to the Waldie Island Trail which likely requires improvements to accommodate a 3.0 – 4.0m wide MUP. Passing over the Castlegar-Robson Bridge, the facility type converts to a new Urban Bi-directional Protected Bike Lane/MUP to reach the final terminus along Columbia Avenue and 3<sup>rd</sup> Street. The Terminus lies at the CP Rail Historical Museum in downtown Castlegar.



**Figure 26: Segment 6 of ATCVP Preferred Routing (Castlegar)**

Segment 6 hosts the most variety in different facility types including MUP Adjacent to Roadway (green), Off-Street MUP (orange), Shared Street Facility (pink), Existing Off-Street MUP (blue), and Urban Bi-Directional Bike Lane/MUP (blue). As per the Multi-Use Pathway Design Rationale and Typical Cross-Sections, the MUPs are proposed to be 3.0 - 4.0m wide with a barrier, ditch, or sufficient buffer space protecting the pathway from vehicle traffic along the highway.

For existing MUP facilities, like the Waldie Island Trail, a review would be undertaken to determine whether improvements are necessary to align the section with the standard of the rest of the corridor. This could include resurfacing or widening the pathway or adding lighting and other amenities.



Photo Credit: WATT

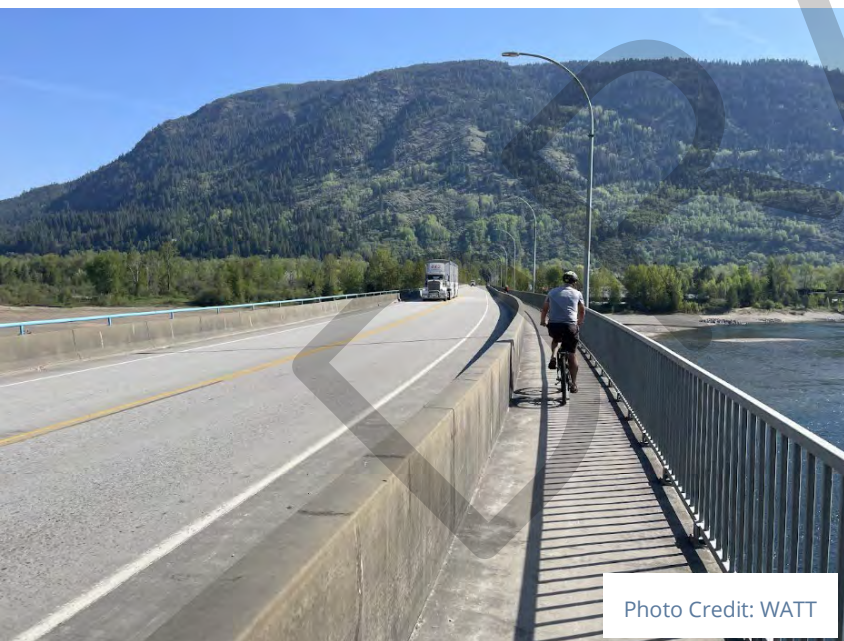


Photo Credit: WATT

Similarly, the Castlegar-Robson Bridge currently has a shared AT facility that allows for cycling, picture on the left. The current available space to provide an appropriate two-way AT facility is limited with the current configuration of the bridge. Additional review study will need to be undertaken to determine what a future improvement might be and to determine the associated costs. As such, this has not been factored into the current cost estimates prepared.

## 6.2 Amenities & Mobility Hubs

Below are recommended amenity upgrades that complement the AT Corridor. The recommended amenities reflect what was heard from the public during engagement and industry best practices. These public amenities should be implemented alongside the corridor as it develops over time.

### Bike Parking

Bike parking, in the form of bike racks, is an important amenity that provides active transportation users a secure location to lock their bikes. Ideal locations for bike racks include key destinations along the corridor and mobility hubs. Bike racks should be designed and placed in a manner that accommodates all types of bikes regardless of height, width, or length. Recommended bike rack styles are shown below which support the frame at two locations and make it easy for locking the frame to the rack. These options accommodate all bike styles, offering plenty of space for maneuvering to and away from the rack.



Three different bike rack styles in Nelson, BC - large and small capacity parking

### Lighting

While lighting is less common in rural contexts such as the unincorporated communities along the proposed AT Corridor, insufficient lighting can be a deterrent to active transportation use, particularly in winter months with extended dark hours. According to the BCATDG, in rural environments such as the study area, the minimum average horizontal illuminance should be 2.0 LUX. However, in practice, providing lighting along the AT Corridor may be challenging. Along the preferred routing option, many stretches of highway are not lit or are proposed to be off-street where no existing lighting infrastructure is present. Providing lighting along the AT Corridor could be cost prohibitive, require additional maintenance, and there could be difficulty accessing power.

Due to the cost prohibitive nature of lighting upgrades, priority areas should receive lighting improvements, or new lighting infrastructure where it does not already exist, first. Areas of highest importance include intersections and crossings. A staged approach could be considered as part of the AT Corridor in areas with readily available power sources. More lighting could be

added later based on demand and/or power availability. Where power availability is limited, the use of solar power should be considered.

See Chapter H.4 of the BCATDG for more information on lighting guidance.

## Wayfinding

Wayfinding refers to all of the infrastructure and systems associated with enabling people to correctly orient themselves within their environment and conveniently reach their intended destination. Wayfinding enables better trip planning and can be especially useful in rural settings, such as the AT Corridor, where destinations are further spread out by providing information about trip distances (and times) to make one's active transportation experience more seamless with less uncertainty. Wayfinding can also be used to encourage exploration, by increasing awareness of services, supportive infrastructure, and other points of interest along a route.

Communities with the RDCK are already utilizing wayfinding. For example, in 2023 the [Nakusp Signage and Wayfinding Plan](#) was developed to create a wayfinding strategy through the installation of signage that would benefit tourists and locals. Nelson is in the process of creating a wayfinding plan and output a Request for Proposals in 2022. Given that the AT Corridor will be crossing through multiple communities, it is recommended that wayfinding be completed at the regional level to ensure consistency along the route.

Examples of signage/kiosks to be considered along the AT Corridor include:

- **Pedestrian monoliths:** this could include information for pedestrians and people walking about distances to key destinations / amenities within the network. They could be placed on or near existing access points and/or at intersections or junction points to help with route decision making.
- **Decision and confirmation signage:** these signs are typically used for cycling wayfinding. Decision signage provides direction to select destinations through the use of directional arrows. Confirmation signage is placed after decision points and provide confirmation about cycling direction and other destinations along the route.
- **Trailhead signage:** this could include trailhead kiosks and direction signs. The kiosks provide information to users regarding safety, the environment, etiquette, and wayfinding whereas the direction signs typically provide direction information, the difficulty level of the trail, and the types of users permitted on a trail.
- **Interpretive and cultural signage:** these types of signage provide information on historical events or other points of interest. There is an opportunity to work with local First Nations to include points of interest or culturally significant places using Indigenous names.

See Chapter H.3 of the BCATDG for more information on wayfinding guidance.

## Benches & Rest Areas

Community inputs have underlined the importance of incorporating benches and rest areas along the AT Corridor to increase user comfort and ensure the corridor remains accessible to all. By adding these amenities, the AT Corridor would accommodate persons with a broader range of physical abilities. The benches and rest areas should work to create inviting spots to stop, rest,

and appreciate the stunning vistas or simply take a breather. Along areas of the route with steep topography, rest areas should be allocated to provide frequent flat landing areas with benches and seating to allow people to walk uphill in stages.

### Restrooms

Providing public restrooms is a great way to encourage active transportation, especially in the case of the AT Corridor where users may be travelling longer distances. MOTI typically provides restrooms along highways in areas where alternate options, like gas stations, are not available or limited. For similar reasons, public restrooms should be provided along the AT Corridor as it passes through areas where alternate options may not be available or hard to get to due to the length of the route. These restrooms should be regularly maintained to provide a pleasant and safe experience for all. Some restrooms may also include change rooms, which would be useful when using the AT Corridor for longer recreational trips. These buildings can often also host many other amenities such as maps, transit information, suggestions boxes, water filling stations, benches, lighting, emergency call buttons, trash & recycling receptacles, or public notice boards. Ideal locations for these host of amenities have been identified along the AT Corridor as mobility hubs. The photo to the right is the Brilliant Dam Rest Area, which has bathrooms, benches, and a nice view of the Kootenay River. Coincidentally, it has also been identified as a mobility hub.



#### 6.2.1 Mobility Hubs and Corridor Access

Mobility hubs and access points along the AT Corridor between Castlegar and Nelson are essential for facilitating ease of use and encouraging active transportation. These hubs can be designed as parking areas, community halls, existing transit stops, public rest stops, gas stations, or stores, providing necessary amenities and ensuring safe and convenient access to the corridor.

Mobility hubs will provide critical access points to the AT Corridor. These can range from simple turnouts along the road that accommodate a few vehicles to larger parking lots that accommodate dozens of vehicles with additional amenities. For example, hubs near community centres or parks like Shore Acres Beach as an example, may require more extensive facilities.

Access points need to have safe ingress and egress for vehicles, bicycles, and pedestrians, requiring a straight stretch of road with sufficient sight distance in either direction. They should

be situated on relatively level terrain with adequate drainage. The layout may include perpendicular or angled parking with loop access drives, which are especially important for accommodating larger vehicles.

Mobility hubs along the corridor should be equipped with comprehensive amenities to support users, including:

- Vehicle parking
- Bicycle parking
- Trail rules and information
- Information kiosks
- Maps and directional signage
- Restrooms
- Drinking water
- Trash and recycling receptacles
- Dog waste stations (if dogs are permitted)
- Picnic tables
- Benches

Additional amenities that may be included:

- Interpretive information
- Picnic shelters
- Self-guided tour information

### Accessibility and Safety

To ensure safety and accessibility, mobility hubs should provide:

- Clear and well-marked pathways for pedestrians and cyclists
- Adequate lighting for personal safety, especially in isolated areas
- Lockable and removable bollards to restrict motor vehicle traffic from entering the AT Corridor while allowing emergency and maintenance vehicle access

In the near term, some of these mobility hubs will act as jumping-off points to connect to transit or other modes of transportation before all segments of the corridor are implemented. **Section 6.0** and the maps in **Appendix B** provides details on their locations.

By strategically placing these mobility hubs and ensuring they are well-equipped, connectivity and accessibility along the corridor will be enhanced.



## 6.2.2 Integration with Transit

The West Kootenay Transit System, serviced by BC Transit, provides transportation options to communities throughout the study area. Route 99 Kootenay Connector provides service between Castlegar, Thrums, Tarrys, Playmor Junction, Taghum, and Nelson. In addition, the following zones fall within the study area:

- Columbia Zone serving Playmor Exchange, Castlegar, Trail, Fruitvale and Rossland
- Kootenay Zone serving Playmor Exchange, Nelson, Blewett, and Balfour
- Slokan Zone serving Playmor Exchange and Slokan

Public transit services are important for increasing sustainable trips along the AT Corridor. Given the length of the corridor between the two communities, transit integration is essential to supporting active transportation. Integration refers to the coordination and connectivity of different modes of transportation, including public transit, walking, and cycling. BC Transit provides bike racks on their buses to facilitate people to easily combine active transportation with public transit. When transit systems are integrated with active transportation options, it becomes easier for people to combine different modes of transportation to reach their destinations. By providing the option to take transit part of the way or one-way to their destination, transit also provides a weather-proof option.



Photo Credit: WATT

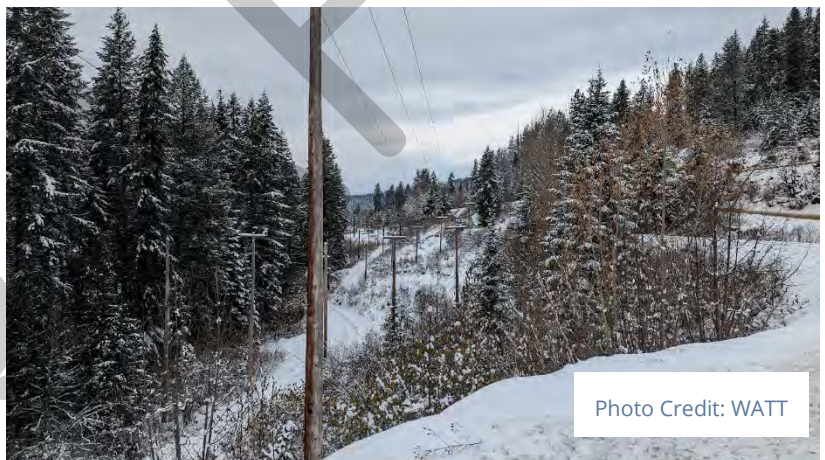
## 6.3 Maintenance

The benefits of an active transportation corridor can quickly disappear if it is not adequately maintained throughout the year. The corridor requires regular maintenance, along with snow and ice removal. When facilities are not maintained and have icy or snowy conditions, debris, potholes, and uneven paving, active transportation users, especially cyclists, tend to have more negative experiences and higher risks for potential crashes and accidents.

Currently, the proper equipment and resources required to maintain the recommended facilities are limited, and any comprehensive maintenance will necessitate coordination with the MOTI on segments that are within the road right of way that fall under their jurisdiction. This is especially important for MUPs where smaller machinery is needed to access the area behind barriers and/or curb and gutter for snow removal and clearing of debris. Best practice solutions for the corridor maintenance are based on previous experience and input from the BCATDG.

The overall maintenance of the corridor includes several components:

- **Sweeping and Debris Removal:** Regular sweeping to remove gravel, debris, and leaves; and trimming adjacent vegetation.
- **Snow and Ice Management:** In the fall and winter months, it is critical to clear and remove debris and snow, and to treat and remove ice or slippery conditions. Any maintenance requirements will need coordination with the group, agency, or landowner in which the corridor is located, to determine if year-round maintenance is achievable and desired.
- **Asset Management:** This includes repairing pavement surfaces and other road surface appurtenances such as utility covers, replacing worn pavement markings and signs, mitigating locations with pooling water or drainage issues



As the ATCVP moves into future stages of design and implementation, developing a Memorandum of Understanding (MOU) among groups that will be involved in the maintenance, including local municipalities and MOTI, will help ensure coordinated efforts. Additionally, establishing a "Friends of the Castlegar-Nelson Active Transportation Corridor" volunteer program can engage the community in the maintenance and long-term stewardship of the ATC.

A well-maintained AT Corridor will enhance safety, increase usage, and reduce long-term costs.



## 7.0 IMPLEMENTATION APPROACH

### 7.1 Governance & Collaboration

The AT Corridor will need to be built piecemeal and in a phased approach and also managed using a collaborative governance system. This system involves a governing arrangement where multiple public agencies, advocates, and non-governmental agencies (NGOs) will need to engage in a consensus-oriented, deliberative decision-making process.

The purpose is to update and share the vision for the ATC, in this arrangement, the WKCC should continue to act in its convener role, look to partner where possible and work together to bring key public agencies such as the RDCK, the Province, local municipalities, First Nations, and other interested parties to support rolling out the vision of the ATCVP.

In the short term, the WKCC and its partners will support the collaborative planning for the AT Corridor and work with the RDCK to develop the conceptual and detailed design of the various segments of the corridor. Municipalities will be able to support through the development and implementation of specific portions of the ATC that mesh with their own local active transportation networks and amenities.

Other orders of government and their agencies operating in the region, such as the MOTI, will provide important infrastructure support, such as enhancing the Road ROW to allow for integration with other transportation modes. NGOs and other interested parties play crucial roles in advocacy, education, and funding.

The following definitions outline roles and suggest ways in which each role can support the development and implementation of the ATC.

#### Promoter

A Promoter actively advocates for the ATCVP, championing its vision and goals. Promoters are essential in raising awareness and building public and political support for the project. Ways to support as a Promoter include:

- Advocating for policies that support active transportation and public health.
- Promoting the ATC concept through public campaigns and community engagement.
- Celebrating successes and project milestones to maintain momentum and support.

#### Coordinator

A Coordinator ensures effective communication and collaboration among all key groups involved in the ATC development. This role is vital for harmonizing efforts and ensuring a cohesive approach. Ways to support as a Coordinator include:

- Facilitating regular meetings and communications between public agencies, municipalities, and other stakeholders.
- Exploring partnerships to facilitate planning, construction, and operation of AT Corridor segments.

- Collaborating with municipalities and other jurisdictions to ensure seamless integration with existing transportation networks.

### Strategist

A Strategist focuses on long-term planning and policy development to support the AT Corridor. This role involves confirming optimal routes, securing necessary resources, and ensuring alignment with broader regional plans. Ways to support as a Strategist include:

- Developing policies and plans that incorporate green infrastructure and amenities that align with the ATCV.
- Updating local and regional plans to reflect the ATCV.
- Identifying and securing routes through collaboration with private landowners and other agencies.

### Implementer

An Implementer would be responsible for the practical aspects of constructing and developing the various segments of AT Corridor. This role involves prioritizing projects / sub-segments, securing funding, providing available right of way, and managing the physical development of the corridor. Ways to support as an Implementer include:

- Planning, designing, and building AT Corridor segments that meet established goals and objectives.
- Including AT Corridor development in capital projects and securing the necessary right of way.
- Utilizing land use policies to support AT Corridor development through public amenities and setback acquisition.

### Manager

A Manager oversees the operation and maintenance of the AT Corridor, ensuring that it remains functional and sustainable over time. This role is critical for the long-term success and usability of the corridor. Ways to support as a Manager include:

- Coordinating the operation and maintenance of AT Corridor segments, particularly those within municipal or regional jurisdictions.
- Planning for increased operational budgets to accommodate new AT Corridor segments.
- Developing agreements with various levels of government and private partners for the upkeep of the AT Corridor segment.

### Informer

An Informer plays a key role in educating the public and stakeholders about the AT Corridor, its benefits, and its progress. This role helps build a supportive community and ensures transparency. Ways to support as an Informer include:

- Publishing updates and plans online to keep the public informed.
- Collaborating with local organizations on educational campaigns promoting active transportation.

- Tracking and reporting on the progress of ATC development and expansion.

### Financial Supporter

A Financial Supporter provides the necessary funding to ensure the development and sustainability of the AT Corridor. This role is essential for securing the financial resources needed to make the vision of the ATCVP a reality. Ways to support as a Financial Supporter include:

- Incorporating AT Corridor funding into regional and local budgets and planning processes.
- Seeking grant funding from provincial, federal, and other sources.
- Collaborating with NGOs and DMOs that have mutually beneficial interests. As an example partnering with organizations like Destination BC can help secure financial contributions by highlighting the potential for increased tourism and regional promotion, making the AT Corridor an attractive investment.
- Providing funding or land access to support the implementation of the AT Corridor.

**Table 4** below suggests which roles could be supported by the various regional groups and authorities.

**Table 4: Potential Role for the Development of the AT Corridor**

Agency	Roles for the Development of the AT Corridor
<b>Regional District of Central Kootenay Inc. Castlegar, Nelson, Electoral Areas E, F, H, I)</b>	Promoter, Coordinator, Strategist, Implementer, Manager, Informer, Financial Supporter
<b>West Kootenay Cycling Coalition</b>	Promoter, Coordinator, Strategist, Implementer, Informer, Financial Supporter, Partner
<b>Provincial Government</b>	Promoter, Strategist, Implementer, Manager, Financial Supporter, Partner
<b>Ministry of Transportation and Infrastructure (MOTI)</b>	Promoter, Strategist, Implementer, Manager, Financial Supporter, Partner
<b>Provincial Agricultural Land Commission</b>	Promoter, Implementer, Financial Supporter, Partner
<b>BC Transit</b>	Promoter, Implementer, Partner
<b>Federal Government</b>	Promoter, Strategist, Implementer, Manager, Financial Supporter, Partner
<b>First Nations</b>	Promoter, Partner
<b>NGOs</b>	Promoter, Financial Supporter, Partner
<b>Private Land Owners (Fortis, Teck, CP Rail)</b>	Strategist, Implementer, Manager, Financial Supporter, Partner

## 7.2 Preliminary Cost Estimates

The financial planning for the ATCVP draws on unit cost assumptions detailed in **Table 5** and **Table 6**. These unit and lump sum costs reflect typical expenses and recent construction pricing observed in communities of similar size within British Columbia. The estimates are based on adapting existing right of way to incorporate active transportation facilities or crossing improvements, as well as developing new MUPs across the study area. Some pathways will be in public right of way, while others will be on private land and require easement or land access agreements.

Recognizing the comprehensive nature of active transportation facility construction, the unit costs include some elements and exclude others. It is important to note that these estimates do not cover expenses associated with land acquisition, structural enhancements, traffic control mechanisms, the relocation of hydro lines, or additional engineering assessments. The costs reflect typical slopes and associated grading without retaining walls, but some of the preferred route alignments will not reflect the right of way, grading, and slope stability requirements in locations where the topography is steep.

The estimates are assumed averages and are subject to change based on construction market fluctuations, real estate values, final design, surveys, and engineering.

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**Table 5: Unit Costs**

Facility Type	Unit Cost - per m	General Assumptions
<b>Shared Street Facility</b>	\$75	Assumes installation on both road sides, with signage every 400m, Sharrows installed at 1 at start and end of block for each direction and line painting on two sides - assume every 200m and assumes 1 speed table every 250m (@ \$7500 per table / 30\$ per m of Shared Facility)
<b>Multi-Use Pathway Adjacent to Roadway</b>	\$1,100	A 3.0-4.0m wide hard surface asphalt pathway (MUP) within the road right of way, to be built near the edge of the road, with asphalt pavement being widened, includes excavation, removal of organic materials, placing base aggregate, and connecting to the existing ground level (cut/fill). Includes Signage 1 every 200m) + Pavement Marking with Ped/Bike Symbol + Roadside concrete barrier. Excludes potential private property agreements, design/installation of retaining structures / extensive earthworks, and drainage (culverts / swales). Costs will vary depending on the project's scale and complexity.
<b>Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway</b>	\$1,400	A 3.0-4.0m wide hard surface asphalt pathway / bike lane within road right of way, assuming curb and gutter is removed and replaced but no utility relocations. Includes Signage 1 at start and end of each block at each 200m) + Pavement Marking with Ped/Bike Symbol. Excluding design of and/or signal modifications. Costs will vary based on project scale and complexity.
<b>Off-Street Multi-Use Pathway</b>	\$900	A 3.0-4m wide hard surface asphalt pathway (MUP) through a green space / forest and/or adjacent to utility / Rail ROW, setting under normal conditions with a 90mm asphalt depth, includes clearing and grubbing, excavation, removal of organic materials, placing base aggregate, and connecting to the existing ground level (cut/fill) costs for. Includes Signage 1 every 200 + Pavement Marking with Ped/Bike Symbol. Excludes potential private property agreements, design/installation of retaining structures / extensive earthworks, and drainage (culverts / swales). Costs will vary based on project scale and complexity.



**Table 6: Lump Sum Costs**

Lump Sum	Lump Sum Cost	Assumptions
<b>Urban AT Crossing</b>	\$15,000	Ramps on both sides, back-to-back signs, tactile domes, and solid white lines with Zebras and elephants feet
<b>RRFB AT Crossing</b>	\$20,000	Include two push buttons, rapid flashing beacons signs X 2, concrete curbing, back-to-back signs, and pavement crossing.
<b>Minor Street Crossing</b>	\$3,500	Includes adjustment of existing curb (if any) to accommodate a MUP and includes green thermoplastic for improved visibility.
<b>At-Grade Railway Crossing with Gate</b>	\$100,000	Includes surface treatment and a standard gate with signage for AT User safety at railway crossings.
<b>Wood Bridge (Medium)</b>	\$15,000	For bridges spanning 10 to 20 meters.
<b>Custom Bridge (Medium)</b>	\$5,000,000	Single span bridges, either metal or wood, ranging from 50 to 100 meters in length.

As indicated in **Table 7**, the estimated cost to realize the proposed AT Corridor detailed in this ATCVP is approximately \$66 million. This includes 40% contingency added.

This estimate encompasses the core infrastructure developments but does not cover the Taghum Bridge or Selkirk College Connection (see **Section 7.2.1 - 7.2.2**). It also does not include additional elements such as bicycle parking, benches, public amenities, enhancements at the proposed mobility hubs, and the ongoing maintenance of the facilities and amenities. **Appendix C** provides a breakdown of each segment cost by the facility type and lump sum elements.

As the ATCVP moves to conceptual design and implementation, there will be a need to actively pursue partnerships with other agencies and government entities to form cost-sharing agreements and seek grant funding, mitigating the financial impacts. Detailed information about potential funding opportunities is provided in **Section 7.4**.

**Table 7: Estimated Costs by Segment**

Segment Number	Total Cumulative Length of new facility (m)	Lump Sum Item & Quantities	Total Cost
<b>Segment 1</b>	8718	<ul style="list-style-type: none"> <li>• 3 x Urban AT Crossing</li> <li>• 2 x RRFB AT Crossing</li> <li>• 3 x Minor Street Crossing</li> <li>• Taghum Bridge*</li> </ul>	\$13,600,000
<b>Segment 2</b>	12723	<ul style="list-style-type: none"> <li>• 3 x RRFB AT Crossing</li> <li>• 1 x Minor Street Crossing</li> <li>• 2 x At-Grade Railway Crossing with Gate</li> <li>• 1 x Wood Bridge (Medium)</li> <li>• Taghum Bridge*</li> </ul>	\$14,400,000
<b>Segment 3</b>	5343	<ul style="list-style-type: none"> <li>• 1 x RRFB AT Crossing</li> <li>• 4 x Minor Street Crossing</li> <li>• 2 x At-Grade Railway Crossing with Gate</li> <li>• 1 x Custom Bridge (Medium)</li> </ul>	\$15,200,000
<b>Segment 4</b>	5284	<ul style="list-style-type: none"> <li>• 2 x RRFB AT Crossing</li> <li>• 2 x Minor Street Crossing</li> <li>• 2 x At-Grade Railway Crossing with Gate</li> </ul>	\$7,800,000

<b>Segment 5</b>	8250	<ul style="list-style-type: none"> <li>• 1 x RRFB AT Crossing</li> <li>• 4 x Minor Street Crossing</li> <li>• 2 x At-Grade Railway Crossing with Gate</li> <li>• 1 x Custom Bridge (Medium)</li> </ul>	\$9,300,000
<b>Segment 6</b>	10778	<ul style="list-style-type: none"> <li>• 1 x Urban AT Crossing</li> <li>• 2 x Minor Street Crossing</li> <li>• 1 x At-Grade Railway Crossing with Gate</li> <li>• Robinson-Castlegar Bridge AT accommodation*</li> </ul>	\$5,400,000
<b>Total</b>			<b>\$65,700,000</b>

*\*Lump Sum Item not included in the cost estimate*

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### 7.2.1 Taghum Bridge Piers

The Old Taghum Highway Bridge, originally constructed in the early 1900's, stands as a historical structure with significant potential for adaptive reuse. In 2021, a Hydrotechnical and Structural Assessment of the piers was conducted by StructureCraft<sup>7</sup>. The assessment concluded that, with specific recommendations and further detailed investigations, the existing piers and abutments could be economically salvaged and repaired to support a new pedestrian bridge with an estimated lifespan of 40 to 60 years.

While the idea of repurposing the old piers for a new active transportation bridge is highly beneficial for the community, it has been treated as a separate initiative from the ATCVP but is identified as infrastructure that would be utilized in the preferred routing. This bridge would not only provide a crucial connection across the Kootenay River but also enhance active transportation options for residents in the Taghum area, directly linking them to the south-side communities of Blewett and Granite.



As the ATCVP progresses into future stages, coordination with the development of this

pedestrian bridge will be essential to ensure seamless integration and maximize the benefits of both initiatives. Given the significance and complexity of the bridge replacement, it is excluded from the current cost estimates of the ATCVP and should be pursued as an independent but complementary infrastructure project.

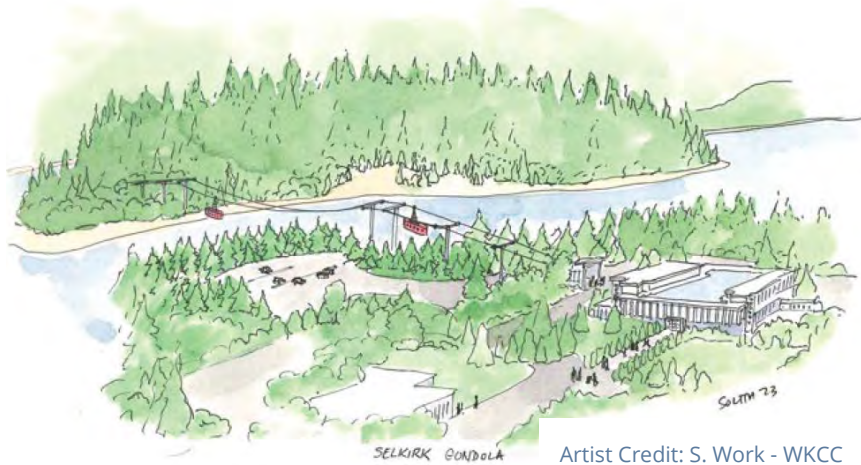
### 7.2.2 Selkirk College Active Transportation Connection to Castlegar

Selkirk College in Castlegar is a key terminus point for the AT Corridor. A potential future connection between Selkirk College and the City of Castlegar, has again been given some thought, and as of late, proposed by the Castlegar Rotary Sunrise Club in May, 2023<sup>8</sup>. The goal of this would be to enhance connectivity and promote active transportation by constructing a pedestrian bridge or gondola over the Columbia River.

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<sup>7</sup> StructureCraft, *Preliminary Hydrotechnical and Structural Assessment of the Old Taghum Highway Bridge Piers for Possible Re-Use to Support Proposed Pedestrian Bridge*, 2021. Made available by the RDCK

<sup>8</sup> My Kootenay Now, *Rotary hoping for study on Castlegar-Selkirk College link*, 2023. Available online: <https://www.mykootenaynow.com/50837/news/rotary-hoping-for-study-on-castlegar-selkirk-college-link/>



The connections would integrate Selkirk College more closely with the community, making it easier for over 2,000 students and 400 staff to access local businesses and amenities. The envisioned bridge would accommodate cyclists and pedestrians, providing a direct route across the river without supporting vehicular traffic. This initiative aligns with the ATCVP’s goal of

enhancing active transportation options and connectivity within the region. While this initiative is still in its infancy, it has not been included in the cost estimates of the ATCVP.

### 7.3 Segment Phasing and Prioritization

As outlined in Section 6.1, there are six active transportation corridor segments recommended as part of the ATCVP. While all six segments are important, it will not be feasible to implement them simultaneously due to right of way acquisition, construction challenges, and budgetary constraints. Recognizing these limitations, several segment prioritization criteria were developed, and the segments were scored to develop prioritization, as shown in Table 8.

**Table 8: Segment Prioritization Criteria and Scoring**

Seg #	Natural Environment Considerations			Human Environment Considerations				Project Complexity	
	Route is relatively flat (Yes/No)	# of Rivers / Streams Crossed (#)	Routing in Green spaces / Forests (Yes/No)	% of Seg. that on Existing Public ROW (L/M/H)	Connection w/ Existing Residents (L/M/H)	Connection w/ Transit (L/M/H)	Agreement required w/ Priv. Land Owners (Yes/No )	Cost (\$,\$,\$,\$,\$)	Ease to implement (L/M/H)
Seg 1	Yes	0.5*	No	High	High	High	No	\$\$\$	Med
Seg 2	No	1.5*	Yes	Low	Low	Low	Yes	\$\$\$	Low
Seg 3	No	1	Yes	Med	Med	Med	Yes	\$\$	Med
Seg 4	Yes	0	No	High	Med	High	No	\$	High
Seg 5	Yes	0	No	High	Med	High	Yes	\$\$	Med
Seg 6	Yes	2	Yes	High	High	Med	Yes	\$	Med

\*Represents Proposed Taghum Bridge, which is split between Segments 1 and 2.



Based on the criteria outlined in **Table 8**, it is recommended that the ATCVP team and its partners pursue priority segments in the following order of priority, which is based on professional judgment and should be revisited as the ATCVP progresses to future stages. Note that the overall prioritization of segments may be subject to change based on shifting priorities, budget availability, available resources, and coordination with

external partners, including the MOTI/CP Rail/ALC & Fortis/WK Power as an example. Therefore, the list below is included for recommendation purposes only; ultimately, the decision on the order of implementation will need to be determined by the project partners.

### Segment 4

This segment has no river or stream crossings and avoids green spaces or forests, making it easier to implement. It has high connectivity to residents and transit, with a high percentage utilizing existing public right of way. The route connects the corridor to Glade and Tarrys, providing access to Tarrys Hall. Due to its low cost and high ease of implementation, Segment 4 should be the highest priority.

### Segment 1

This segment connects Nelson to Taghum with a MUP for a majority of the segment. The cost of building the Taghum Bridge on existing piers is not factored into this prioritization, as connecting Nelson to Taghum Beach Regional Park and Grohman Narrows Provincial Park is seen as a benefit and can be achieved without the bridge. The segment features flat topography, with high connectivity to residents and transit. It avoids green spaces and utilizes a high percentage of public right of way. Despite its high cost, Segment 1's medium ease of implementation makes it a strong candidate for earlier implementation.

### Segment 6

This Segment terminates the corridor in Castlegar at two locations: the CPR Museum Downtown and Selkirk College. Overall, the segment has relatively flat topography but requires crossing multiple rivers and some of its routing is through green spaces on Waldie Island and requires land access by the way of Brilliant Dam Access road. It does have better connectivity to existing residents than other segments. Given its low cost and medium ease of implementation, Segment 6 should follow the easier and less expensive segments.



## Segment 5

This segment improves connectivity in Thrums, avoiding river crossings and green spaces. It has high connectivity to residents and transit, with a high percentage of public right of way. Some agreements with private landowners are needed. With moderate cost and medium ease of implementation, Segment 5 should be prioritized after Segments 4, 1, and 6.

## Segment 3

This segment connects Slocan Junction and Shoreacres. It requires a new river crossings and a good portion of the preferred routing is through green spaces, with medium connectivity to residents and transit. It does benefit from tying into the existing Slocan Rail Trail, but the northern portion of segment will require agreements with private landowners. With moderate cost and medium ease of implementation, Segment 3 should be prioritized after less complex segments.



## Segment 2

This segment connects Taghum to Beasley and Bonnington. It features challenging topography and multiple river crossings, requiring routing through green spaces and forests. Connectivity to residents and transit is low, and it utilizes a low percentage of public right of way. A significant challenge is negotiating the use of the CP Rail right of way, which complicates implementation. It then follows Cora Linn Road to Lower Bonnington Road and continues along the Fortis BC transmission line and Bonnington Dam Access Road. Due to its high cost and low ease of implementation, Segment 2 should be the lowest priority.

## 7.4 Funding for the Active Transportation Corridor Vision Plan

Stable and long-term funding sources will be essential from municipal, provincial, and federal levels of government to fully realize the long-term vision of the ATCVP. Local levels of Government must collaborate with project partners to present a unified voice to other levels of government, demonstrating how new investments in sustainable transportation infrastructure can be effectively and equitably allocated to support economic growth and promote healthy, prosperous communities.

### Local Government Climate Action Program (LGCAP)

The Local Government Climate Action Program (LGCAP), launched in 2022, offers predictable, long-term funding for communities to support local climate action to reduce emissions and prepare for climate change impacts. . The program has several eligibility requirements including the need for a specific project to be linked to one or more objectives outlined in the CleanBC Roadmap to 2030 and/or the Climate Preparedness and Adaptation Strategy.

The CleanBC Roadmap to 2030 aligns well with the ATCVP, as it supports several relevant transportation infrastructure and policy changes, including:

- Development and implementation of active transportation plans or investments
- Provision of secure bike parking
- Commute reduction programs
- Transit/pedestrian-oriented development regulations
- Trip reduction programs
- Mode shift targets in Official Community Plans and Regional Growth Strategies

LGCAP provides a total of \$24.456 million annually, allocated to local governments and Modern Treaty Nations based on community population size. The LGCAP website provides more detail on the eligibility requirements but in general, several of the cycling facilities project would be eligible for funding.

### **B.C. Active Transportation Infrastructure Grants Program**

The B.C. Active Transportation Infrastructure Grants Program offers two grant options for Indigenous governments and local governments, including municipalities and regional districts. Eligible governments can apply for a maximum of two grants per intake if they satisfy specific criteria, including:

- Project must be part of an active transportation network plan or equivalent.
- Project must be ready to begin construction once provincial funding is announced.
- Projects must be completed by March 2025 for budgets under \$1 million or by March 2026 for budgets over \$1 million.
- Projects must be open to the public.

The ATCVP team can leverage this grant program by ensuring that priority segments are shovel-ready, positioning itself for funding.

### **Road Safety Funding**

The Ministry of Health and the Ministry of Transportation & Infrastructure offer the [BC Vision Zero in Road Safety Grant Program](https://www.visionzerobc.ca/apply-now) (<https://www.visionzerobc.ca/apply-now>), supporting local governments, Indigenous governments, and NGOs in addressing road safety issues. The program targets immediate and long-term injury reduction benefits for vulnerable road users in underserved, Indigenous, and small or remote communities. It also promotes low-cost, innovative, and technology-driven road safety measures. Grants range from \$5,000 to \$20,000, with applications typically accepted between November and January.

[ICBC's Road Improvement Program](https://www.icbc.com/road-safety/community/investing-in-road-improvements) (<https://www.icbc.com/road-safety/community/investing-in-road-improvements>) aims to reduce collisions, injuries, and fatalities, enhancing road safety for all users. This program also helps lower insurance claims, resulting in cost savings for ICBC. It adopts a cost-sharing agreement, typically 50/50, with the road authority for projects expected to reduce future collisions. Eligible projects include road safety reviews, sidewalk installations, intersection improvements, cycling facilities, and speed reader boards. The ATCVP team can



reach out to the ICBC Road Safety Engineer for the Interior Region to discuss partnership opportunities and submit projects for ICBC's funding considerations.

By utilizing resources from both the BC Vision Zero in Road Safety Grant Program and ICBC's Road Improvement Program, the ATCVF team can promote the AT Corridor as an improvement to existing conditions, that will enhance safety and accessibility for all users along the proposed route.

### **Columbia Basin Trust**

The Columbia Basin Trust (CBT) provides various forms of support to those who live within the Canadian portion of the Columbia Basin, including through grants. The CBT's [Community Development Program](#) supports the efforts of Basin residents to address community challenges and opportunities. Eligible applicants include non-profits, public organizations, municipalities, regional districts and First Nations communities. The types of projects that may be eligible include strategic, broadly supported projects that address community challenges or take advantage of unique opportunities that have significant positive impacts on Basin communities, planning projects that will lead to the implementation of tangible projects, and capital projects that become community assets. Under this program, priority would be given to projects with confirmed cash contributions from the applicant or other funders. There is no deadline to apply for this grant, and it is recommended that when the AT Corridor is moved to the next phase of the ATCVF, a project inquiry could be submitted online at: <https://forms.ourtrust.org/community-development-program-project-inquiry/>

### **Outdoor Recreation Council of BC (ORCBC) Grants**

The Outdoor Recreation Council of BC (ORCBC) supports enjoyable and respectful outdoor recreation opportunities for all, representing more than 100,000 individual members. In May 2023, the province of BC provided a one-time grant of \$10 million to ORCBC to establish a new endowment fund to improve and enhance outdoor recreation opportunities. Grant sizes range from \$2,000 to \$10,000, with criteria including alignment with grant priorities such as:

- Outdoor enhancement
- Stewardship and education

These grants can support initiatives around maintenance, interpretive signage, and safety enhancements. Although the 2024 grant intake is closed, future opportunities may arise, allowing the ATCVF team to apply for funding to support wayfinding, signage, and maintenance of enhanced trails.



## 8.0 NEXT STEPS

The Castlegar-Nelson Active Transportation Corridor Vision Plan sets the stage for a transformative infrastructure project that promises to enhance regional mobility, promote sustainable transportation, and foster community health and well-being. To transition from vision to reality, the next steps are detailed out below. These initiatives will require coordinated expertise from multiple disciplines and are not laid out in any particular order.

### Establish Governance and Collaboration Framework

- **Steering Committee:** Establish a committee with representatives from the West Kootenay Cycling Coalition, Regional District of Central Kootenay, local municipalities, First Nations, provincial agencies, and community organizations to oversee the next stages of the ATCVP.
- **MOUs:** Create Memorandums of Understanding with key groups, including the Ministry of Transportation and Infrastructure, local governments, and utility companies, to define roles, responsibilities, and collaborative mechanisms for corridor development and maintenance.

### Business Case Development

- **Develop a comprehensive business case** to evaluate the benefits, costs, and risks associated with the proposed AT Corridor. Highlight the anticipated economic, environmental, and social benefits to generate public support and convince decision-makers to invest public funds.

### Secure Funding and Resources

- **Funding Opportunities:** Explore diverse funding opportunities, including federal and provincial grants, municipal contributions, and private sector partnerships. Engage with organizations like the Columbia Basin Trust and Outdoor Recreation Council of BC for potential financial support.
- **Grant Applications:** Develop comprehensive grant applications highlighting the ATCVP's benefits, alignment with policy goals, and community support. Prioritize applications for segments that can be initiated in the short term to demonstrate early successes and build momentum.

### Detailed Design and Engineering

- **Surveys:** Conduct detailed topographical and environmental surveys along the proposed route to inform concept development and engineering design.
- **Engineering Designs:** Create detailed engineering designs for each segment of the corridor, ensuring compliance with active transportation design standards and addressing any identified challenges.

- **Phased Implementation:** Revisit the phased priorities regularly based on future public input, engineering design, and studies to focus on those segments that offer the greatest benefits and are most feasible to implement.

### Community Engagement and Communication

- **Maintain continuous communication** with community members, key audiences, and the public throughout the implementation process using public meetings, online updates, and social media.
- **Volunteer Program:** Establish a "Friends of the Castlegar-Nelson Active Transportation Corridor" volunteer program to engage the community in corridor maintenance and stewardship, fostering a sense of ownership and pride in the project.

### Permitting and Land Acquisition

- Obtain the necessary permits and land through consultations with regulatory agencies, multiple levels of government, NGOs, and utility owners. Along with securing land acquisition or easements from private landowners.

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## APPENDIX A – KEY AUDIENCE INTERVIEW SUMMARIES

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# Castlegar-Nelson ATC Visioning Project Stakeholder Interview Summaries - Draft

## 1.0 PURPOSE

The purpose of conducting interviews was to gather insights from groups that are directly involved or impacted by the planning, management, and operation of transportation modes along the Castlegar-Nelson Active Transportation (AT) Corridor. The stakeholder interviews aimed to achieve the following objectives and outcomes:

Assess how each stakeholder organization engages with active transportation in their professional realm.

- Identify specific challenges and opportunities for active transportation from a professional perspective.
- Understand the current transportation context, including existing plans, policies, and programs.
- Determine the potential for collaboration between various organizations and the ATCVF.
- Uncover specific safety considerations and strategies related to active transportation.
- Gather professional insights into how the ATCVF can best serve a diverse range of users.

## 2.0 INTERESTED AND AFFECTED PARTIES

Stakeholders for these interviews included the following Governing bodies and organizations:

- City of Nelson
- Ministry of Transportation and Infrastructure (MoTI)
- ICBC
- BC Transit
- RCMP (Castlegar Detachment)
- City of Castlegar
- Regional District of Central Kootenay

## 3.0 INTERVIEW QUESTIONS

Each stakeholder interview took place virtually over Microsoft Teams and lasted approximately 45 minutes to one hour. The conversation commenced with a brief project overview and concluded with an invitation to participate in other public engagement activities.

The below table shows the interview questions asked alongside the corresponding engagement objective.



Interview Question	Engagement Objective
1. Could you describe your organization's role and responsibilities concerning transportation in the Castlegar-Nelson corridor?	<b>For all stakeholders:</b> To understand each stakeholder's professional involvement and influence on active transportation.
2. What key challenges and opportunities do you see for active transportation from your professional perspective?	<b>For all stakeholders:</b> To identify sector-specific insights into the complexities of planning and implementing active transportation solutions.
3. What existing plans, policies, or programs in your organization could intersect with the ATCVP?	<b>For all stakeholders:</b> To uncover potential synergies or conflicts that need to be considered in the ATCVP. I.e. Clean BC Directives (Reduce driving in trip in the short term) Maintenance & Re-paving
4. What potential do you see for collaboration between your organization and the ATCVP?	<b>For all stakeholders:</b> To explore opportunities for partnership and joint efforts to promote active transportation.
5. What safety considerations are important from your organization's perspective in developing the ATCVP?	<b>Particularly for ICBC, RCMP, and engineering professionals:</b> To understand unique safety concerns related to active transportation.
6. How do you think the ATCVP can best serve the needs of diverse users from a professional transportation perspective?	<b>For all stakeholders:</b> To gain specialized advice on catering to different user groups, such as those using public transit, personal vehicles, bicycles, and pedestrians.
7. Are there any additional considerations or suggestions you would like to offer for the development of the ATCVP?	<b>For all stakeholders:</b> To provide an opportunity for stakeholders to share additional insights, ideas, or concerns not covered by the previous questions.





## 4.0 INTERVIEW SUMMARIES

### Interview Summary #1:

**Agency:** City of Nelson

**Interviewee:** Matthew Kuziak and Sebastian Arcand

**Date / Time:** July 27th, 2023, 2:00pm

### Main Insights:

1. **Familiar Communities:** The City recognizes the necessity for improved connectivity between Castlegar and Nelson, aligning with Nelson's Active Transportation Implementation Plan and integrating conceptual plans into the broader corridor for internal community linkage.
2. **Engagement with Active Transportation:** The lack of accommodating infrastructure was highlighted as a major issue with a focus on the demand for safer and more comfortable transportation means and the opportunities presented by the rising popularity of longer trips, like those that can be made by E-bike.
3. **Barriers or Opportunities:** Identified barriers include a lack of accommodating infrastructure and topographical challenges, such as road width and competition for space. Opportunities are seen in leveraging the rise in E-bikes and reducing traffic congestion.
4. **Improvements:** Emphasis is placed on the necessity of infrastructure that ensures safety in areas like dangerous intersections and choke points, along with the potential for more effective integration of current plans and infrastructure.
5. **Catering to Different User Groups:** Safety for all users is stressed as important, with additional considerations like lighting, shade, wind protection, and accessibility for diverse user needs.
6. **Policies or Programs:** References are made to several intersecting plans with the ATCVP and stated that the City's Active Transportation Implementation Plan is due for updates and will be integrated into the city's Official Community Plan (OCP). This integration signifies the city's commitment to embedding active transportation within its broader urban planning framework.
7. **Partnerships/Collaborations:** A desire is expressed to remain informed about developments affecting Nelson, with discussions on routing options and impacts on surrounding communities highlighted as important.
8. **Future Vision of Active Transportation:** A future is envisioned where active transportation is safely integrated, accommodating a variety of users and effectively connected within the broader transportation network.



9. **Other Remarks:** No additional comments were provided.

The insights from the interview highlight a nuanced understanding of the challenges and opportunities in developing active transportation in the Castlegar-Nelson corridor. A focus on safety, strategic planning, and the potential for E-bikes as game-changers suggests a forward-thinking approach. Collaborative efforts and the alignment of policies and plans are crucial in realizing a future vision of active transportation that is inclusive, sustainable, and beneficial to the community.

**Interview Summary #2:**

**Agency:** Ministry of Transportation and Infrastructure (MoTI)

**Interviewee:** Juliet Spalding and Ryan Oakley

**Date / Time:** August 1, 2023, 10:30am

**Main Insights:**

1. **Familiar Communities:** MoTI's mandate includes ensuring safe and reliable infrastructure. In the Castlegar-Nelson corridor, they've tackled resurfacing along the route, though no significant repaving is scheduled in the near future due to cost. Emphasis is placed on maintaining rather than upgrading due to these constraints.
2. **Engagement with Active Transportation:** MoTI recognizes the challenges posed by the region's topography and climate to AT. They are supportive of Multi-Use Pathways (MUP) off the highway but are constrained by the high costs of constructing such pathways in mountainous terrain. However, e-bikes are seen as a game-changer for rural cycling feasibility when considering the viability of cycling routes.
3. **Barriers or Opportunities:** Topography, traffic volume, and maintenance are primary challenges for AT along the highway. Off-highway solutions like the TC trail (in Banff) are seen as opportunities, however not sure the ability exists for this type of treatment along the highway without additional costs. The 2021 Hwy 3A corridor study aimed at improving safety and mobility is in a holding pattern, awaiting action. MoTI is guided by the Ministers' mandate, which currently doesn't prioritize active transportation but focuses on the safety, reliability, and economic vitality of the network.
4. **Improvements:** Safety is paramount, with a preference for grade-separated crossings over painted crosswalks. The high-speed rural context complicates at-grade solutions, and MOTI stresses the importance of realistic project expectations when considering new infrastructure developments to ensure user safety.
5. **Catering to Different User Groups:** The Ministry faces challenges in implementing the AAA (All Ages and Abilities) cycling infrastructure, especially in rural settings. They are also



considering whether the infrastructure should serve transportation needs or recreational purposes, highlighting a dilemma in planning for future needs of the highway corridor.

6. **Policies or Programs:** Policies like Clean BC and BC Active Transportation guide align with ATCVP goals. Clean BC's targets, including a 30% emission reduction and a 10% increase in active transportation by 2030, guide their long-term planning. It is also noted that a 2021 Hwy 3A corridor study, currently shelved, could provide insights for future projects.
7. **Partnerships/Collaborations:** MoTI is open to partnerships, particularly in areas such as grant funding, sharing information, and permitting rights-of-way. However, budget constraints necessitate involvement from regional districts and other stakeholders for infrastructure development.
8. **Future Vision of Active Transportation:** A year-round AT solution is ambitious and complex. MoTI suggests a phased approach to developing infrastructure and emphasizes that its purpose should be to reduce car usage, not just for recreational use. They noted that the Political climate and budget constraints heavily influence project feasibility.
9. **Other Remarks:** Budget is a critical concern for MoTI, with funding often dictating project feasibility. Implementing intricate and costly projects like the ATC requires a collaborative and strategic approach.

The interview underscored the complex balance MoTI maintains between ensuring highway safety and exploring active transportation opportunities. The topographical and budgetary constraints present significant challenges, but there's a clear willingness to consider creative solutions and collaborate where possible. The dialogue around the ATCVP highlighted the need for realistic, phased approaches to developing infrastructure that aligns with both the highway transportation needs (goods movement, movement of people) and the recreational desires of the community.

### Interview Summary #3:

**Agency:** ICBC

**Interviewee:** David Dean, Road Safety Engineer

**Date / Time:** August 23, 2023, 2pm

### Main Insights:

1. **Familiar Communities:** The Road Improvement Program (through ICBC) participates with all road authorities throughout the province on road safety initiatives. The program has had similar discussions, with respect to adding AT facilities to highways with reduced lane widths and improved operating speeds, between Smithers and Telkwa.



2. **Engagement with Active Transportation:** The Road Improvement Program provides road safety advice and audits on road and active transportation design and encourages the construction of road safety projects through funding.
3. **Barriers or Opportunities:** ICBC notes the challenge of designing AT facilities for all user types. For example, improvements for pedestrians may not correlate with improvements for cyclists, and vice versa. ICBC sees a key opportunity to connect to AT facilities at each end of the ATC to ensure user safety.
4. **Improvements:** The suggestion is to provide a surface treatment that makes the ATC accessible to everyone.
5. **Catering to Different User Groups:** The ATC should be designed to anticipate all types of users and mobility devices. Mobility devices can vary in size, speed, and maneuverability.
6. **Policies or Programs:** ICBC offers the Road Safety Audit program that overlaps with the engineering design of any transportation facility. They provide the Road Safety Audit team free of charge to any of the province's road authorities. Additionally, they have provided one-off opinions on conceptual design reviews and could be used as another input to the road safety aspect of this project.
7. **Partnerships/Collaborations:** ICBC wants road safety to be an explicit consideration in all steps of the design for the ATC. They are happy to participate in collaboration efforts to ensure that road safety is considered.
8. **Future Vision of Active Transportation:** Designs that do not sacrifice user safety for the sake of the directness of the path. This includes anticipating and accommodating all users and mobility devices by providing adequate widths and potential areas where passing could be allowed to reduce conflict when two different user types come together.
9. **Other Remarks:** ICBC notes that phasing of a project can often lead to attracting new users who do not have the confidence or ability to cycle on the road. Often, these new users are stuck at a facility type they are not comfortable with. Care should be taken on the phase-ability of the project to ensure the safety of users. Additionally, ICBC notes that bridges and crossings will require specific localized designs to address specific safety issues.

This interview highlights the importance of considering safety and different user types throughout the entirety of the ATC design process. The Road Improvement Program can provide direction or comment on cross-section elements and speed limits.



## Interview Summary #4:

**Agency:** BC Transit

**Interviewee:** Carl Purvis, Manager of Planning & Jen Getz, Transit Planner

**Date / Time:** August 23, 2023, 3pm

### Main Insights:

- 1. Familiar Communities:** BC Transit provides strategic planning, seasonal service change planning and scheduling, fleet management, and government management services for the West Kootenays. Jen is involved in the strategic planning for the West Kootenay Transit System.
- 2. Engagement with Active Transportation:** The ATC will work towards creating better multi-modal hubs by leveraging existing multi-modal infrastructure or potentially enhancing them, which is a good opportunity to explore synergies with BC Transit.
- 3. Barriers or Opportunities:** There is an opportunity for a modal shift from passenger vehicles, which can be achieved through the growing population of e-bikes, connecting to existing cycling routes, and connecting to Selkirk College to engage students. A modal shift from passenger vehicles would be good for household health and affordability. BC Transit foresees a challenge with incorporating AT facilities and bus stops. It is noted that there are guidelines at the provincial level as well as some ICBC performance standards documents ([June 29, 2010 \(bctransit.com\)](#)).
- 4. Improvements:** BC Transit has had previous discussions with MoTI and identified the following AT items they would like to see addressed within the study area:
  - The need for more crosswalks
  - The idea of a pedestrian/bicycle bridge connecting the Selkirk College side of Electoral Area I to the city of Castlegar (across the Columbia River)
  - The benefits of considering pedestrian movements as they review and approve land use applications in electoral areas on highways (in communities that straddle opposite sides of the highways). Permitting residential and employers on highways creates pedestrian and transit demand. No one wants to get in a car simply to cross a highway to visit their neighbour.
- 5. Catering to Different User Groups:** It is important to BC Transit that the ATC is designed with all ages and abilities in mind and considers different socio-economic backgrounds. A resource that may enable this to be accomplished is Gender-based Analysis Plus. Additionally, BC Transit would like consideration to be given on how to increase the safety of bus stops within the study area.



6. **Policies or Programs:** BC Transit is looking at expanding some trips on Route 99 (which connects Nelson and Castlegar) by 2024/2025. BC Transit's Infrastructure Design Guidelines and Summary documents may be of use to the ATCVP.
7. **Partnerships/Collaborations:** BC Transit is eager to participate in the ATCVP and in future conversations with MoTI. Any routing changes or stop location changes are run by their Infrastructure team and/or their Safety and Training team, and WATT can reach out to Jen if there are any ideas with respect to these items throughout the project.
8. **Future Vision of Active Transportation:** The Transit Future Service Plan for Nelson speaks to the expansion of Castlegar routes and serving the Grandview Heights.
9. **Other Remarks:** Jen suggests keeping the ATCVP short and sweet by having all the data in the appendices. She also noted that Tom Dool is a good contact as he has been in touch with someone affiliated with Selkirk College with respect to data on students and where they are living.

This interview underscores the complexity of designing the ATC and bus stops to work cohesively to ensure a safe experience for all users. Safety considerations should be given to users of all ages and abilities and from different socio-economic backgrounds. Accessing bus stops and the ATC on the highway via safe crossings is essential.

#### Interview Summary #5:

**Agency:** RCMP

**Interviewee:** Sgt. M.M Taylor

**Date / Time:** September 21, 2023, 2pm

1. **Familiar Communities:** Monty is part of the RCMP's Castlegar Detachment, which enforces federal, provincial, and municipal acts and legislation along the highway and in rural areas. This results in him working along the highway between Castlegar and Nelson and within the rural communities between the two municipalities.
2. **Engagement with Active Transportation:** The RCMP sees many cyclists and pedestrians utilizing the Castlegar-Nelson corridor, especially due to the rural communities and tourists.
3. **Barriers or Opportunities:** The RCMP currently receives complaints regarding motorized use along existing paths and anticipates they will receive complaints with the ATC. By-laws would be required to enforce no motorized usage on the ATC. Monty has also seen vehicles thwart temporary structures to use motorized vehicles along paths. If the ATC goes off the beaten path, access will be required for police and emergency services to respond to. It was



noted that the local fire department has access to a UTV which could be used to access the ATC in emergency situations.

4. **Improvements:** The suggestion is to have multiple accesses along the ATC, to not only allow access to emergency services but to easily allow people to complete shorter trips on the ATC.
5. **Catering to Different User Groups:** The RCMP suggests having a public education opportunity on how people can access and use the ATC. Additionally, it may be beneficial to have areas along the ATC where people can park their vehicles, which would allow people to drop one vehicle off at start/end points.
6. **Policies or Programs:** The RCMP does a bit of public education on cycling and partners with the Nelson Hub group to do bike rodeos in Castlegar. Monty notes it may be useful to note where the ATC falls within the Castlegar RCMP jurisdiction.
7. **Partnerships/Collaborations:** Monty is available for future collaboration and should be kept in mind when considering highway crossings.
8. **Future Vision of Active Transportation:** No specific input was provided.
9. **Other Remarks:** There are many accidents along the highway between Castlegar and Nelson, and there have been a few recent fatalities in the Thrums area.

The interview emphasizes the need for multiple accesses along the ATC to serve the rural communities between Castlegar and Nelson, provide access to emergency services, and allow users the opportunity to complete smaller trips along portions of the ATC. The high number of accidents and recent fatalities along the highway are of note and should be considered when determining how the ATC should be separated from traffic and the routing.

#### **Interview Summary #6:**

**Agency:** City of Castlegar

**Interviewee:** Ryan Niddery, Manager of Engineering and Infrastructure

**Date / Time:** September 21, 2023, 3:15pm

1. **Familiar Communities:** Ryan works for the City of Castlegar and is pushing for a Transportation Master Plan (TMP) which is anticipated to have a major AT component. He sees a collaborative approach as being key to tying together the TMP and the ATC.
2. **Engagement with Active Transportation:** Castlegar will be an end/start point for a high portion of people using the ATC, and ultimately the city will need to have the connecting infrastructure.



3. **Barriers or Opportunities:** The City does not have a TMP in place and their OCP is very dated. AT infrastructure is considered whenever they are reviewing documents or projects, but ultimately having that guiding document would help in decision-making. The City sees an opportunity to formalize what current AT infrastructure exists.
4. **Improvements:** Creating access points along the ATC between Castlegar and Nelson to incorporate the small communities throughout.
5. **Catering to Different User Groups:** The City has an accessibility committee (similar to the Regional District and Nelson). Ryan utilizes this committee to run high-level ideas or concepts past them and to ask what they see that he doesn't to help fill in the blanks.
6. **Policies or Programs:** The City is happy to work with the project team to create a collaborative approach to tie together the City's TMP and the ATC.
7. **Partnerships/Collaborations:** The City is open to working with other partners in the Region (ex. Regional District or City of Nelson) to ensure the ATC does not seem disjointed and is approached holistically.
8. **Future Vision of Active Transportation:** The City would like to set up their future AT infrastructure for success by tying into the ATC.
9. **Other Remarks:** There is an existing pinch point for pedestrians when crossing downtown bridges in Castlegar. The City also noted that the ATC should make note of the main wildlife corridors in the study area and work to avoid them.

This interview shows the City of Castlegar's willingness to participate in future engagement, public education sessions, workshops, and general collaboration. Connecting to the communities by creating access points and connecting to municipal AT infrastructure was highlighted as being of importance.

#### Interview Summary #7:

**Agency:** RDCK

**Interviewee:** Paris Marshall Smith, Sustainability Planner

**Date / Time:** October 5, 2023, 2:30pm

1. **Familiar Communities:** The RDCK offers a transit service and parks service, but currently has nothing related to AT. They see themselves as more of a facilitator and provide administrative support, research, and feasibility studies.





2. **Engagement with Active Transportation:** The RDCK would like to understand the best practices that can be gleaned from the ATCVF so they can replicate it in other areas within the Regional District.
3. **Barriers or Opportunities:** The RDCK has hosted previous public engagement events (called “Think Tanks”) and could host further touchpoints with the community to discuss AT. Additionally, the RDCK sees an opportunity to build bike storage units where there are connections to transit and are conducting a high-level preliminary study.
4. **Improvements:** To address safety concerns, the RDCK suggests the ATC should consider users' exposure to vehicle speed and volumes along the corridor; visibility so that people can be seen in all types of weather; the public's perception of feeling safer with a physical separation and barrier; and that the corridor should not be isolated to prevent user being vulnerable to animals.
5. **Catering to Different User Groups:** Paris suggested shorter routes and shorter opportunities to get on and off the ATC so it is not just a commuter corridor (to cater to the folks who can't cycle for an extended period of time). Electronic charging stations along the route would also be nice due to the length of the route. The RDCK would like to promote the ATC as being as multi-modal as possible (minus motorized off-road vehicles).
6. **Policies or Programs:** The RDCK is currently developing an AT Scope for RFP and their Climate Action Plan.
7. **Partnerships/Collaborations:** The RDCK is very eager to implement this type of project in other areas and would like to work with the MoTI to achieve this.
8. **Future Vision of Active Transportation:** The RDCK sees active transportation as being an asset to the amplification of the existing community halls to become a community café etc. and to build out services there.
9. **Other Remarks:** The RDCK feels the ATC should have good wayfinding and signage and that it should be promoted so that people are aware of how to use it.

The interview emphasized the RDCK's desire to use the ATCVF to develop best practices that can be applied to other AT projects within the Regional District. Specific items were given to consider with respect to improvements along the ATC and catering to different user groups.



# Castlegar-Nelson ATC Visioning Project

## Draft Stakeholder Interview for Non-Transportation Specialist Groups - Results

### 1.0 PURPOSE

The interviews are designed to gather insights from groups directly involved in, or impacted by, active transportation along the Castlegar-Nelson Active Transportation (AT) Corridor. Key audiences can provide specific knowledge of different communities along this corridor, addressing challenges and opportunities unique to their area. Furthermore, they can suggest improvements that the Castlegar-Nelson Active Transportation Corridor Visioning Plan (ATCVP) could implement to benefit their organization and the communities they represent. The objectives and expected outcomes of the Stakeholder Interview engagement activity are:

- Understand how the stakeholders are engaged with active transportation in their specific community along the Castlegar-Nelson AT corridor
- Identify key barriers and opportunities for active transportation users in these communities
- Gather specific improvements stakeholders would like to see along the active transportation corridor in their community
- Gain a more detailed understanding of stakeholder priorities and aspirations concerning active transportation in their community
- Uncover potential policies, programs, partnerships, or collaborations that could promote active transportation
- Receive stakeholder's vision for the future of active transportation in their community, and the role their organization plays in this vision
- Get insights into community outreach strategies that could raise awareness and promote the benefits of active transportation in their community



## 2.0 INTERVIEW QUESTIONS

Each stakeholder interview will take place over the phone or Microsoft Teams and will last 20-30 minutes. The conversation will commence with a brief project overview and conclude with an invitation to participate in other public engagement activities.

The below table shows the interview questions alongside the corresponding engagement objective.

Interview Question	Engagement Objective
1. Which community or communities along the Castlegar-Nelson AT corridor are you most familiar with?	<b>For all stakeholders:</b> Identify their familiarity and experience with specific areas along the corridor.
2. How does your organization engage with active transportation in the Castlegar-Nelson AT corridor and study area?	<b>For all stakeholders:</b> Understand their relationship and involvement with active transportation, even if indirect.
3. What barriers or opportunities do you see for active transportation in the communities you're familiar with along the Castlegar-Nelson AT corridor?	<b>For all stakeholders:</b> Gather their insights on the challenges and opportunities within the communities they are most familiar with.
4. Can you identify any specific improvements that would enhance active transportation in these communities along the proposed corridor alignment?	<b>For all stakeholders:</b> Gain suggestions for improvements based on their unique perspectives and experiences within these specific areas.
5. In your perspective, how can the ATCVP better cater to different user groups (children, elderly, differently-abled individuals, etc.) in the communities you're familiar with?	<b>Particularly for school districts, health authorities, community organizations:</b> These groups can provide valuable insights into the needs of various demographics within their specific community.
6. Are there any particular policies or programs you would suggest to support active transportation in your community along the Castlegar-Nelson ATC corridor?	<b>Primarily for major employers and AT-focused stakeholders:</b> They might have ideas for potential collaborations or initiatives that could promote active transportation.



Interview Question	Engagement Objective
7. What partnerships or collaborations could your organization envision to promote active transportation in your community along the corridor?	<b>Especially for local businesses, educational institutions, and community groups:</b> They may have ideas for potential collaborations that could promote active transportation.
8. How do you envision the future of active transportation in your community along the Castlegar-Nelson AT corridor, and what role does your organization play in this vision?	<b>For all stakeholders:</b> To understand their long-term vision for active transportation and their potential role in achieving it.
9. Anything else you would like to share about active transportation in your community	<b>For all stakeholders:</b> An open-ended question to capture any additional feedback or perspectives not covered by the previous questions.

### 3.0 INTERESTED AND AFFECTED PARTIES RESPONSES

**Agency:** Agricultural Land Commission

**Interviewee:** Michael McBurnie, Regional Planner

**Date / Time:** July 24, 2023, 9am

**Main Insights:**

1. **Familiar Communities:** Michael is most familiar with the ALR lands in the vicinity of Glade from the ALC's perspective. He has experience with the Fortis gas pipeline that crosses private land and the Columbia River into Millennial Park in Castlegar.
2. **Engagement with Active Transportation:** The ALC is involved in any projects that cross or use ALR. An application will be required for the ATCVP, even if it uses existing MOTI ROW. The ALC prefers early involvement in projects to avoid expensive changes later in the process.
3. **Barriers or Opportunities:** From the Cycle 16 example, potential conflicts with land use can arise, such as a culvert for cattle crossing the highway that would be disrupted by a cycle path. These conflicts require collaboration with landowners to ensure solutions that are mutually beneficial.
4. **Improvements:** The suggestion is to use existing frontage roads where possible for active transportation initiatives.
5. **Catering to Different User Groups:** No specific input was provided.
6. **Policies or Programs:** The ALC operates under a narrow-focused mandate; no specific policies or programs were suggested.
7. **Partnerships/Collaborations:** The ALC can partner with farmers. The importance of signage and awareness of farming along the path was emphasized. The Cycle 16 project was mentioned again as an example of managing potential conflicts between urban and farming interests.



8. **Future Vision of Active Transportation:** No specific input was provided.
9. **Other Remarks:** The Cycle 16 project was emphasized as a good example of what to expect when developing pathways in ALR. Any widening of the highway in the MOTI ROW will require ALC approval. A map of land within ALR along the corridor was referenced.

**TAKEAWAY:** the importance of early and ongoing engagement with the ALC, careful planning to avoid conflict with existing land uses, and the potential for partnerships with farmers. The Cycle 16 project was frequently cited as a relevant case study.

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**Agency: Selkirk College**

**Interviewee:** Various Staff members: Peter Holton, Doris Hausleitner, Allison Lutz, Rena Vandebos

**Date / Time:** July 24, 2023, via email

**Main Insights:**

1. **Familiar Communities:** Castlegar, Shore Acres, corridor between Nelson and Castlegar, various routes used by staff and students.
2. **Engagement with Active Transportation:** Engages with BC Transit to improve campus access; facilities manager and sustainability coordinators involved.
3. **Barriers or Opportunities:** Property ownership, access through Teck properties, CP Rail corridor potential, safety concerns on bridges, and shoulder maintenance.
4. **Improvements:** Bike-only or separated routes on bridges, larger and better-demarcated shoulders, speed signs, and improved signage.
5. **Catering to Different User Groups:** Paved routes for accessibility, addressing safety on bridges.
6. **Policies or Programs:** Support for the initiative, encourage safe and accessible infrastructure.
7. **Partnerships/Collaborations:** Collaborating on improving connections between campuses and highways, working with MOTI on feasibility studies.
8. **Future Vision of Active Transportation:** Enhancing connectivity, promoting safe and accessible routes, potential role in feasibility studies and planning.
9. **Other Remarks:** Emphasis on paved paths, better infrastructure on bridges, and overall support for the project.

**TAKEAWAY:** Focus on safety improvements, particularly on bridges, paving routes for accessibility, and fostering partnerships for better connectivity.

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**Agency: Castlegar Parks and Trails Society**

**Interviewee:** Sarah Meuiner

**Date / Time:** July 27, 2023, via email

**Main Insights:**

1. **Familiar Communities:** Castlegar, Thrums, Robson.
2. **Engagement with Active Transportation:** The CPTS develops and maintains trails for non-motorized use in the Castlegar area.
3. **Barriers or Opportunities:** Obtaining permissions from landowners and being "landlocked" when private owners deny permission for trails.
4. **Improvements:** A highway lane for cyclists that is safe, accommodates traffic in both directions, and is



well maintained.

5. **Catering to Different User Groups:** The infrastructure should be safe, well maintained, and have good signage and connections to places users will be going.
6. **Policies or Programs:** No specific policies or programs suggested.
7. **Partnerships/Collaborations:** Potential partnership with Trans Canada Trail and Rotary Club's feasibility study for a bridge or gondola over the Columbia River.
8. **Future Vision of Active Transportation:** Hope for a shift in public habits towards using active transportation more for commuting rather than just recreation.
9. **Other Remarks:** Willing to provide letters of support and answer any questions to help with the endeavor.

**TAKEAWAY:** Focus on obtaining land permissions, developing safe and well-maintained infrastructure, and leveraging potential partnerships for significant projects like bridges.

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**Agency:** Community Futures Central Kootenay (CF)

**Interviewee:** Paul Kelly, Program Manager

**Date / Time:** August 3, 2023, 9am

**Main Insights:**

1. **Familiar Communities:** Nelson, Blewett, Granite Road, Taghum Road.
2. **Engagement with Active Transportation:** Active members of Kootenay Lake tourism and Nelson and Area Economic Development Partnership; focus on reducing fossil fuel consumption and car commuting.
3. **Barriers or Opportunities:** Weather, winter road maintenance, gravel and debris removal, narrow shoulders.
4. **Improvements:** Continuous pathway like rails to trails, widened shoulders, better brushing and gravel clearing.
5. **Catering to Different User Groups:** Visibly and physically separated bike lanes from auto transport.
6. **Policies or Programs:** Minimum shoulder width, driver awareness, signage, best practice policy for vegetation and gravel maintenance.
7. **Partnerships/Collaborations:** Stakeholder meetings, newspaper articles, community events to normalize and celebrate active transportation.
8. **Future Vision of Active Transportation:** Separated bike lanes, wider shoulders, a bike-friendly community, regional branding for AT, CF supporting events and leveraging economic interest.
9. **Other Remarks:** Collaboration with RCMP and MOTI for policy enforcement, and addressing maintenance and traffic issues.

**TAKEAWAY:** Emphasizes the importance of infrastructure improvements, policy enforcement, community engagement, and partnerships for promoting active transportation.



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**Agency:** FortisBC

**Interviewee:** G. Thompson, EV Infrastructure and Investment Manager

**Date / Time:** November 21, 2023, 9am

**Main Insights:**

1. **Familiar Communities:** Entire corridor, especially Shore Acres and dam sites like Brilliant, Bonnington, Corra Lin.
2. **Engagement with Active Transportation:** Provides safe and secure bike storage for employees; receives requests for ROW use.
3. **Barriers or Opportunities:** Geography and topography are both challenges and opportunities.
4. **Improvements:** Enhancements for safety and sustainability along the Kootenay loop; feasible for shared use by drivers and riders.
5. **Catering to Different User Groups:** Ensure route accessibility for all, reducing income disparity and expanding affordable areas to live.
6. **Policies or Programs:** FortisBC Community Relations and Community Investment Teams could support AT initiatives.
7. **Partnerships/Collaborations:** ROW protected access, working with regional districts, municipalities, and Indigenous communities.
8. **Future Vision of Active Transportation:** Not just for recreation but also for commuting; add bike infrastructure to park and ride lots.
9. **Other Remarks:** Potential for FortisBC in-kind or financial investment, developing consent forms for ROW use, and supporting sustainable infrastructure.

**TAKEAWAY:** Focus on ROW access, community collaboration, and infrastructure support to enhance safety and sustainability of active transportation routes.

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**Agency:** Member of “Dream Team” and formerly affiliated with Kootenay Adaptive Sports Association (KASA) / Inclusion by Design

**Interviewee:** Cedra Eichenauer

**Date / Time:** Not specified

**Main Insights:**

1. **Familiar Communities:** Nelson to Junction.
2. **Engagement with Active Transportation:** Involvement through Inclusive by Design, emphasizing accessibility.
3. **Barriers or Opportunities:** Geography and topography, Nelson’s steep areas, private landowners’ permissions, and infrastructure challenges.
4. **Improvements:** Adaptations for accessibility, clear and informative signage, and infrastructure to accommodate various mobility needs.
5. **Catering to Different User Groups:** Ensuring accessible bathrooms, clear signage, and considerations for various user groups including differently-abled individuals.
6. **Policies or Programs:** Providing detailed information to users, enforcing policy through signage, and setting clear rules.
7. **Partnerships/Collaborations:** Collaborations for inclusive design, communicating information



effectively to all users.

8. **Future Vision of Active Transportation:** Comprehensive and inclusive infrastructure, promoting active transportation for various activities.
9. **Other Remarks:** Vision for diverse and inclusive use of the corridor, emphasizing getting people out of cars.

**TAKEAWAY:** Prioritize inclusive design, clear communication, and comprehensive infrastructure to support diverse users.

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DRAFT

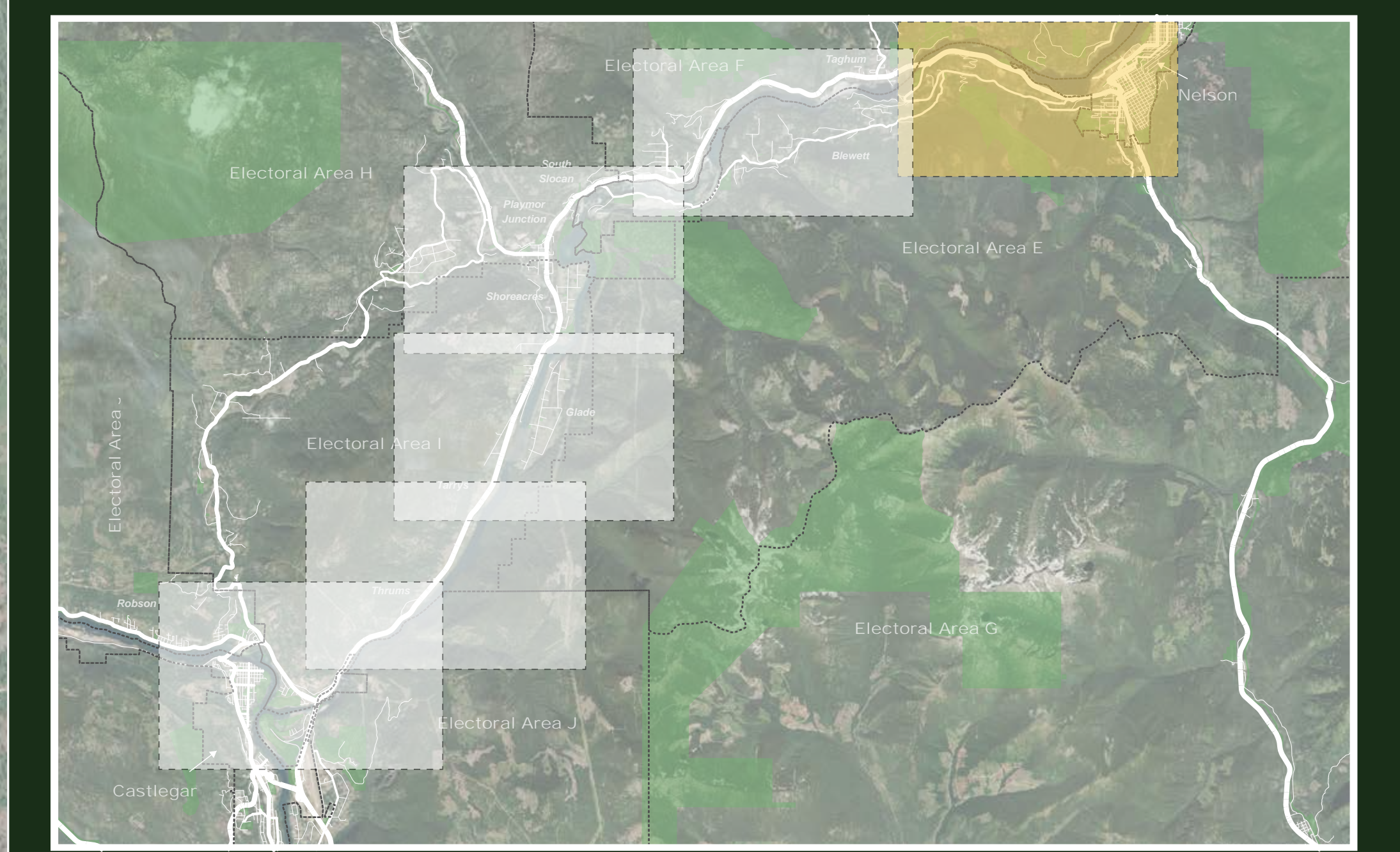


**APPENDIX B – PREFERRED ROUTING ALIGNMENT**

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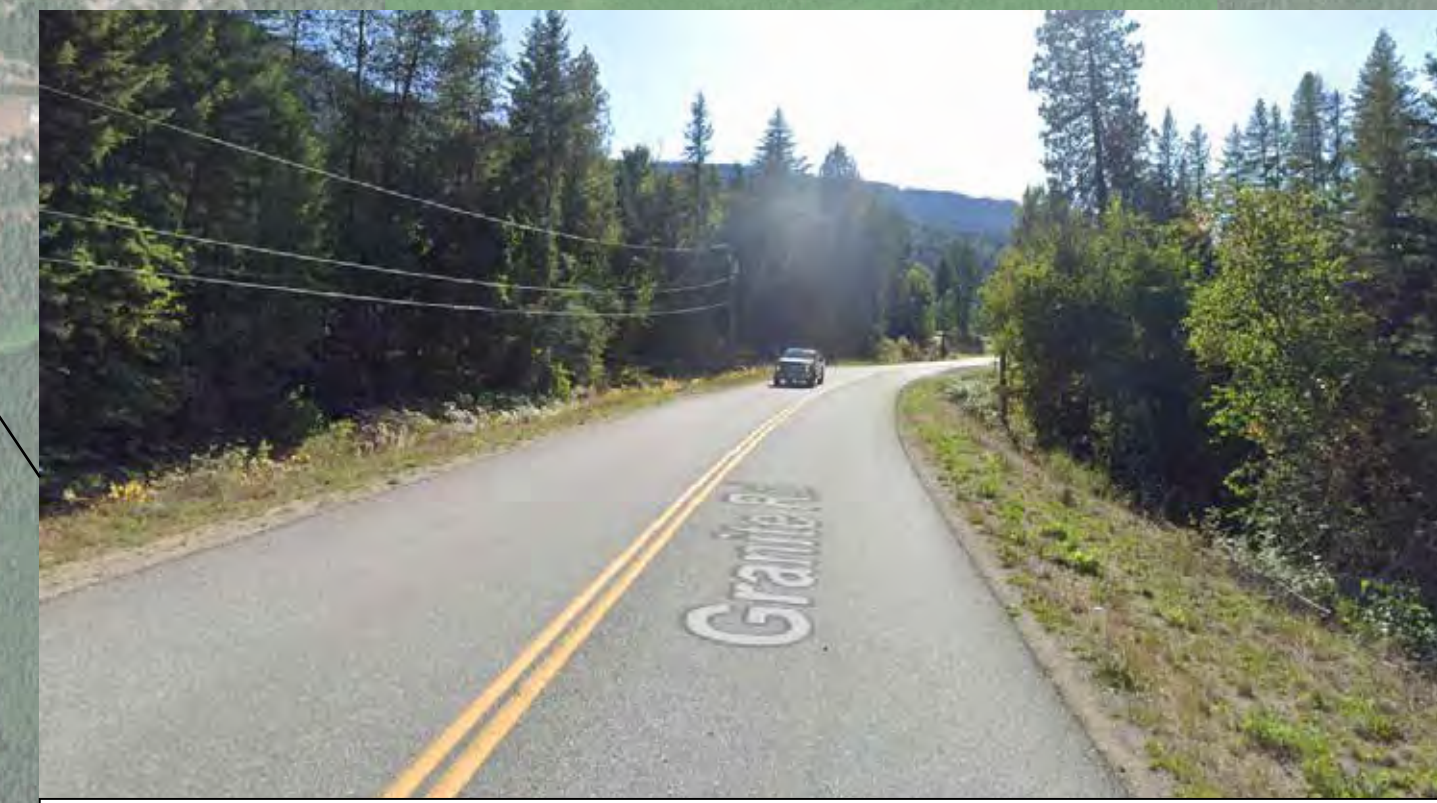
Potential crossing location accessing Granite Road



### Castlegar-Nelson Active Transportation Corridor Vision Project Segment 1 - Nelson



Impractical to use existing Taghum bridge. Use would require deck expansion/cantilevering or new bridge.



Granite Road cross-section view showing moderate slope on northwest side of road

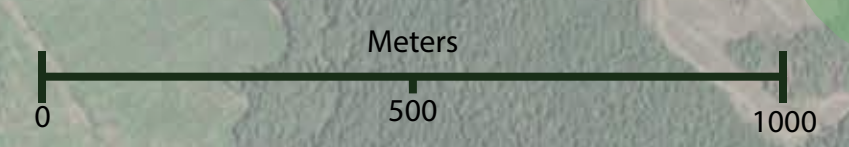
**Legend**

**Preferred Route**

- Proposed Multi-Use Pathway Adjacent to Roadway
- Proposed Urban Bi-Directional Bike Lane / Multi-Use Pathway
- Shared Street Facility

**Other Elements**

- Road Network
- Transit Stops
- Railroad
- Municipal Boundary
- Potential Active Transportation Connections
- Corridor Terminus
- Important Crossing
- Park Amenity





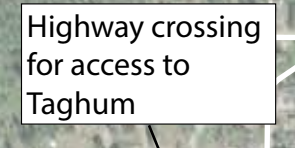
Potential for multi-modal hub in Beasley - existing bus stop + parking



Exit Wapple Road onto HWY or continue MUP at lower grade below HWY (easement or land purchase req'd)



Exit from Taghum Hall Rd into Nelway ROW - showing grade change up to Taghum Frontage Rd



Highway crossing for access to Taghum

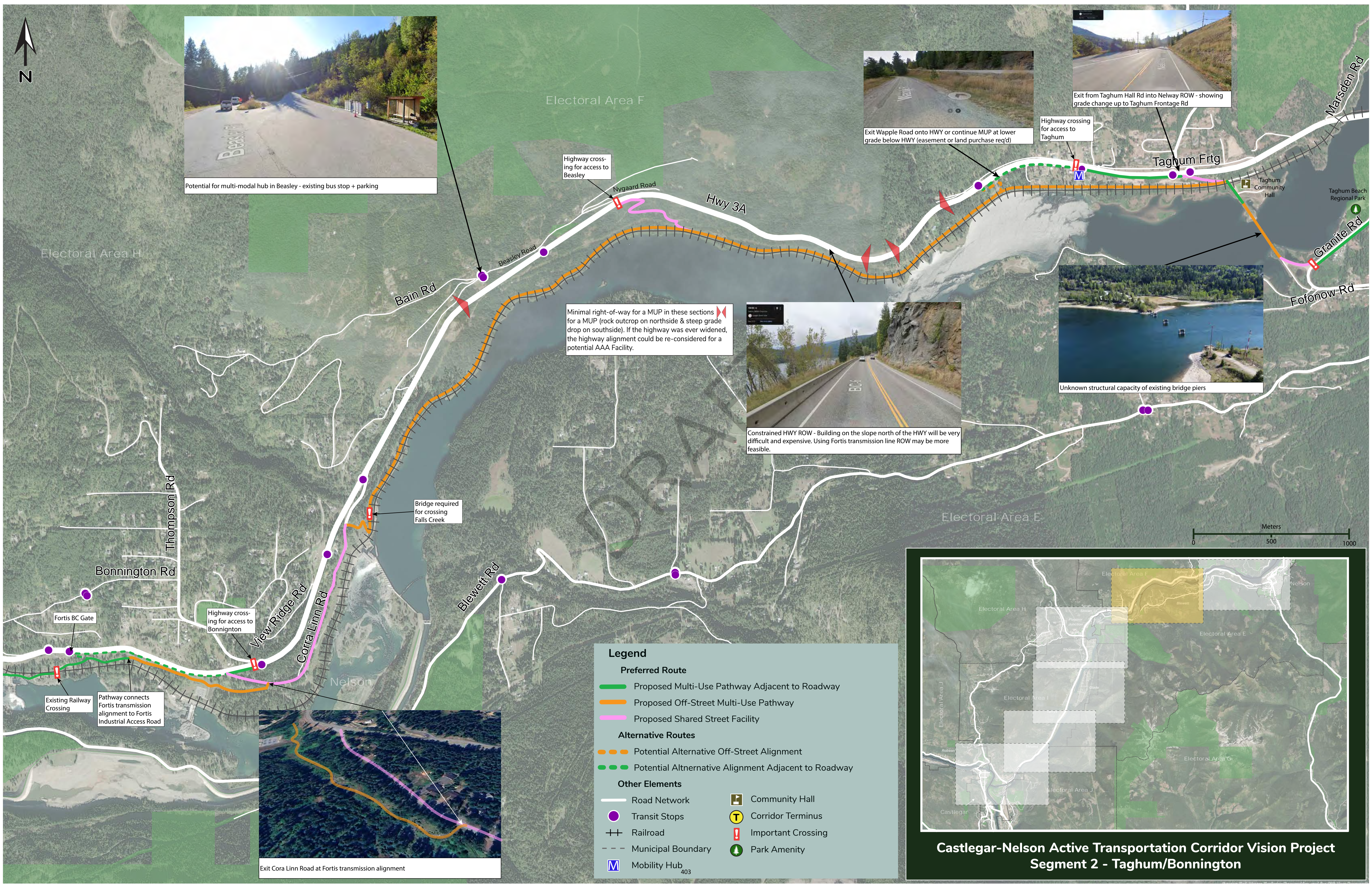


Constrained HWY ROW - Building on the slope north of the HWY will be very difficult and expensive. Using Fortis transmission line ROW may be more feasible.



Unknown structural capacity of existing bridge piers

Minimal right-of-way for a MUP in these sections for a MUP (rock outcrop on northside & steep grade drop on southside). If the highway was ever widened, the highway alignment could be re-considered for a potential AAA Facility.



Exit Cora Linn Road at Fortis transmission alignment

**Legend**

**Preferred Route**

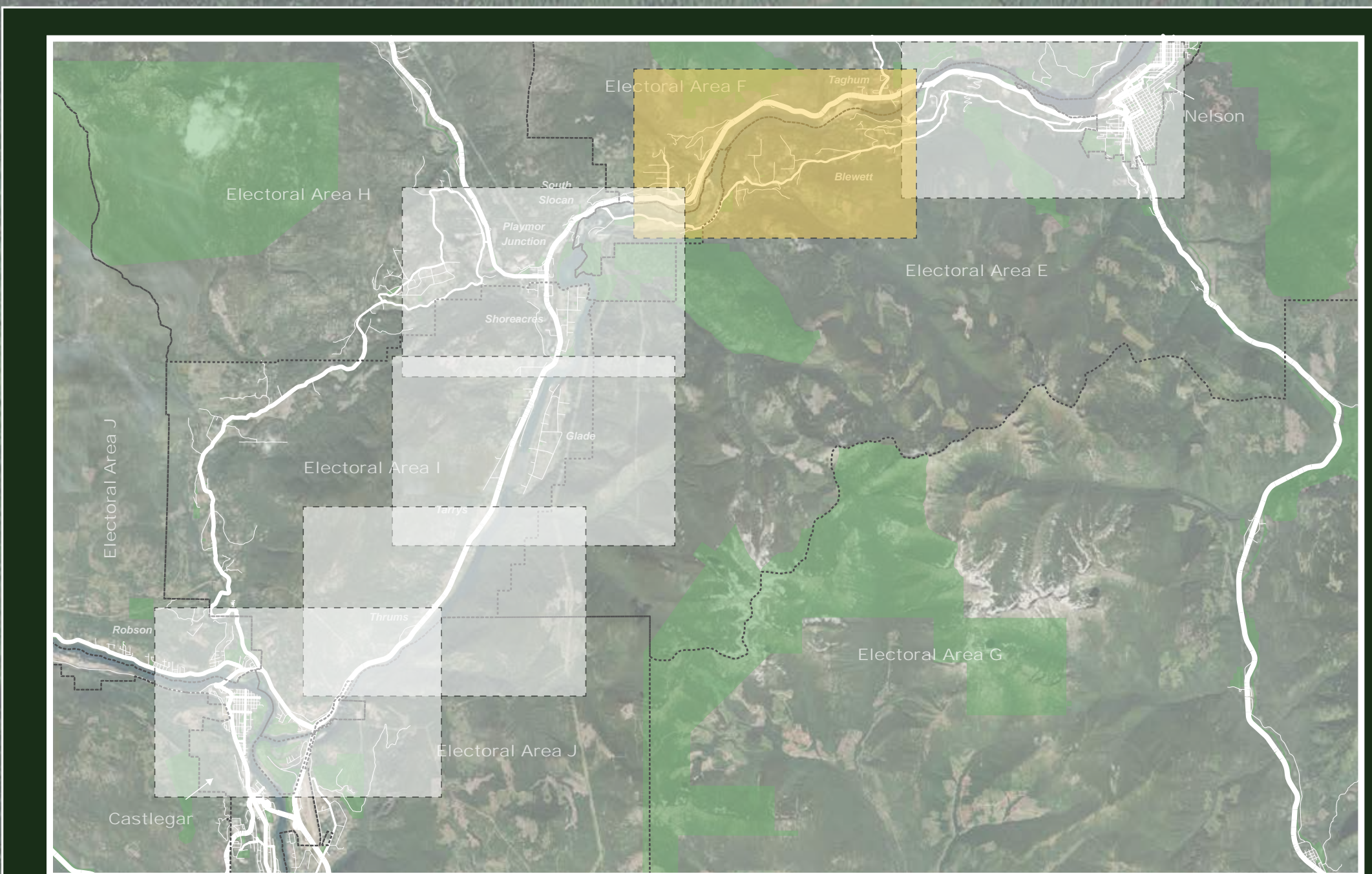
- Proposed Multi-Use Pathway Adjacent to Roadway
- Proposed Off-Street Multi-Use Pathway
- Proposed Shared Street Facility

**Alternative Routes**

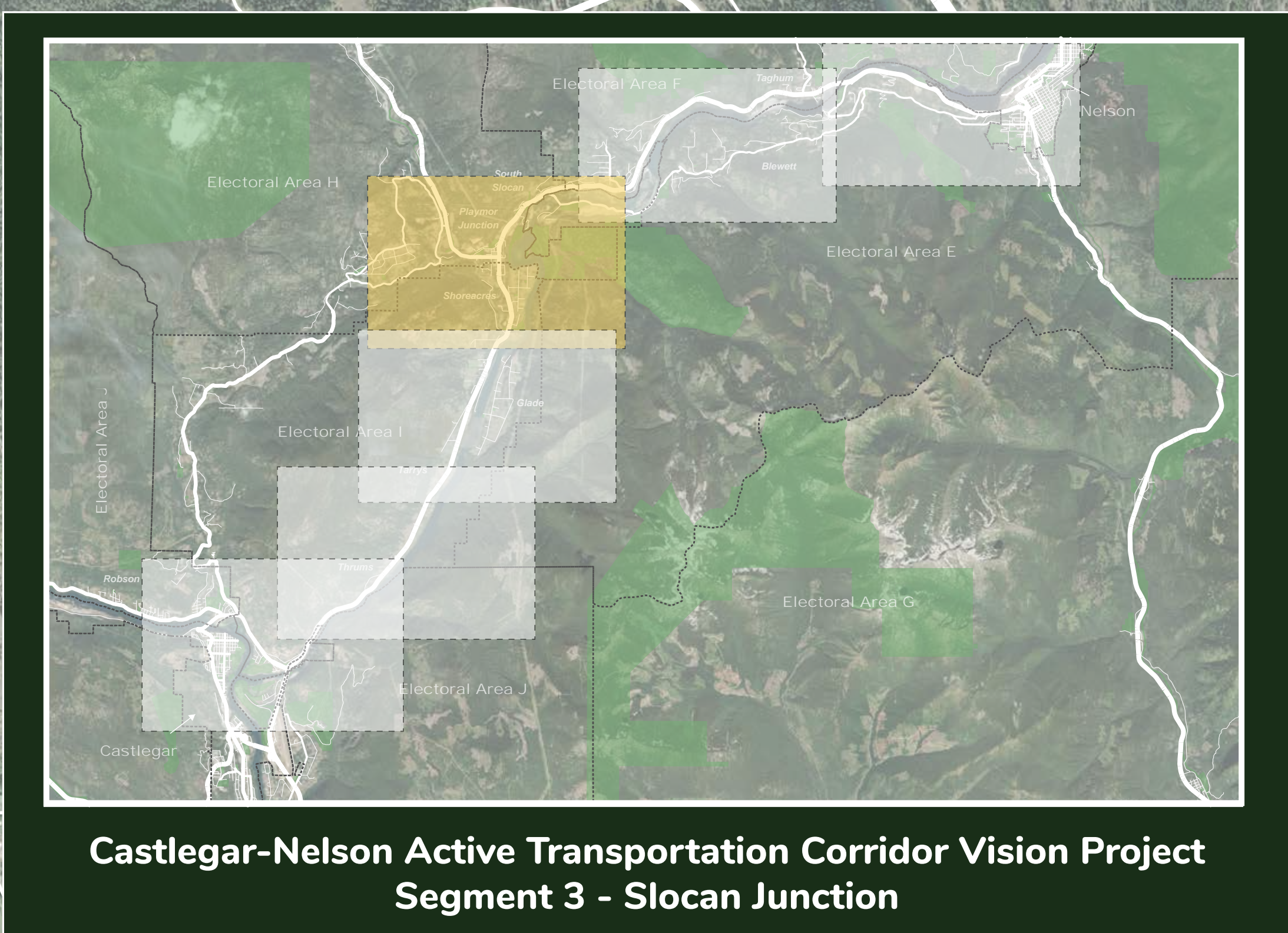
- Potential Alternative Off-Street Alignment
- Potential Alternative Alignment Adjacent to Roadway

**Other Elements**

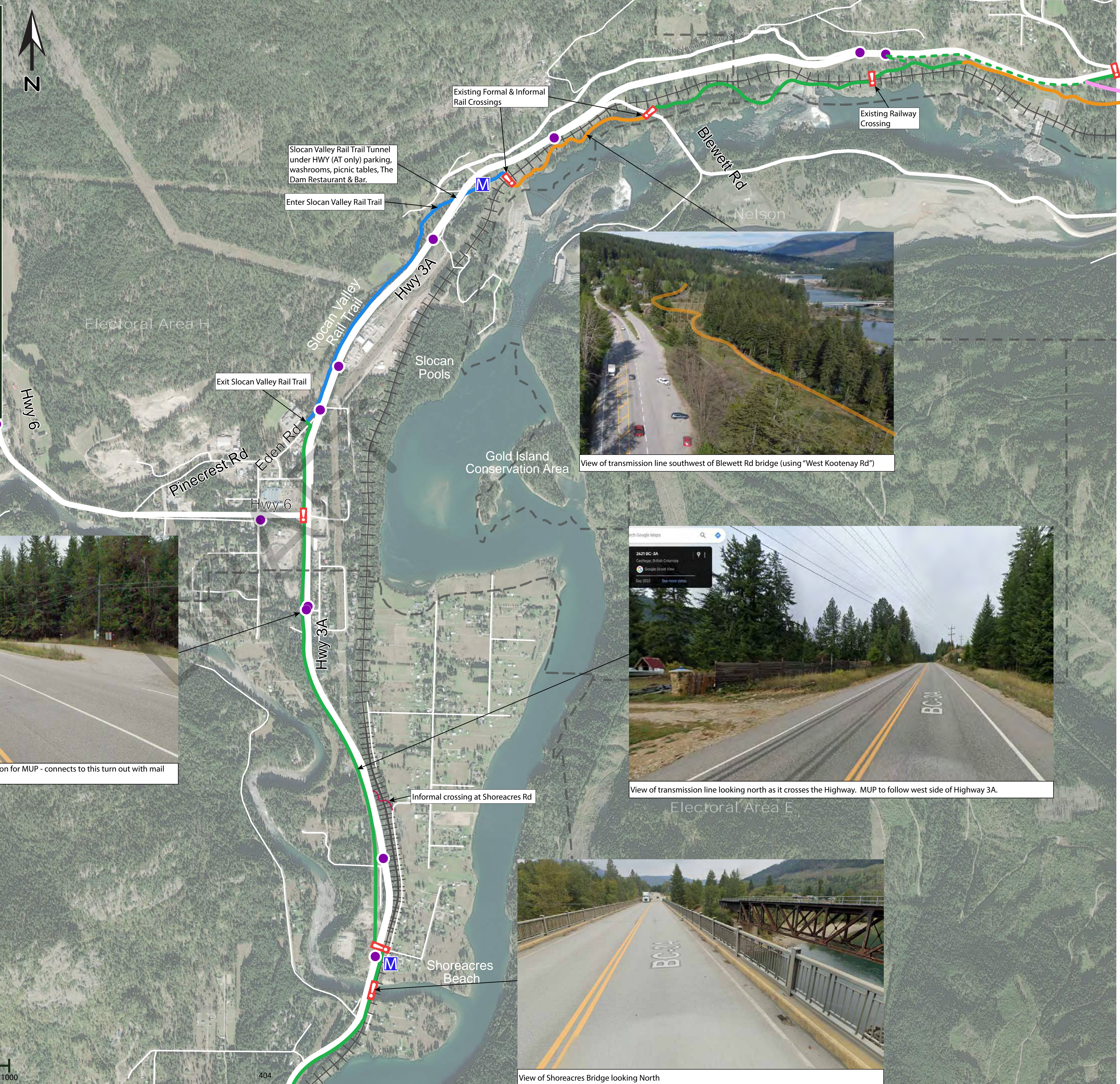
- Road Network
- Transit Stops
- Railroad
- Municipal Boundary
- Mobility Hub
- Community Hall
- Corridor Terminus
- Important Crossing
- Park Amenity



**Castlegar-Nelson Active Transportation Corridor Vision Project  
Segment 2 - Taghum/Bonnington**



**Castlegar-Nelson Active Transportation Corridor Vision Project  
Segment 3 - Slocan Junction**



View of transmission line southwest of Blewett Rd bridge (using "West Kootenay Rd")



Appears to be space on west side Nelway through Junction for MUP - connects to this turn out with mail boxes, parking, and bus stops



View of transmission line looking north as it crosses the Highway. MUP to follow west side of Highway 3A.



View of Shoreacres Bridge looking North

**Legend**

**Preferred Route**

- Proposed Multi-Use Pathway Adjacent to Roadway
- Proposed Off-Street Multi-Use Pathway
- Proposed Shared Street Facility
- Existing Off-Street Multi-Use Pathway

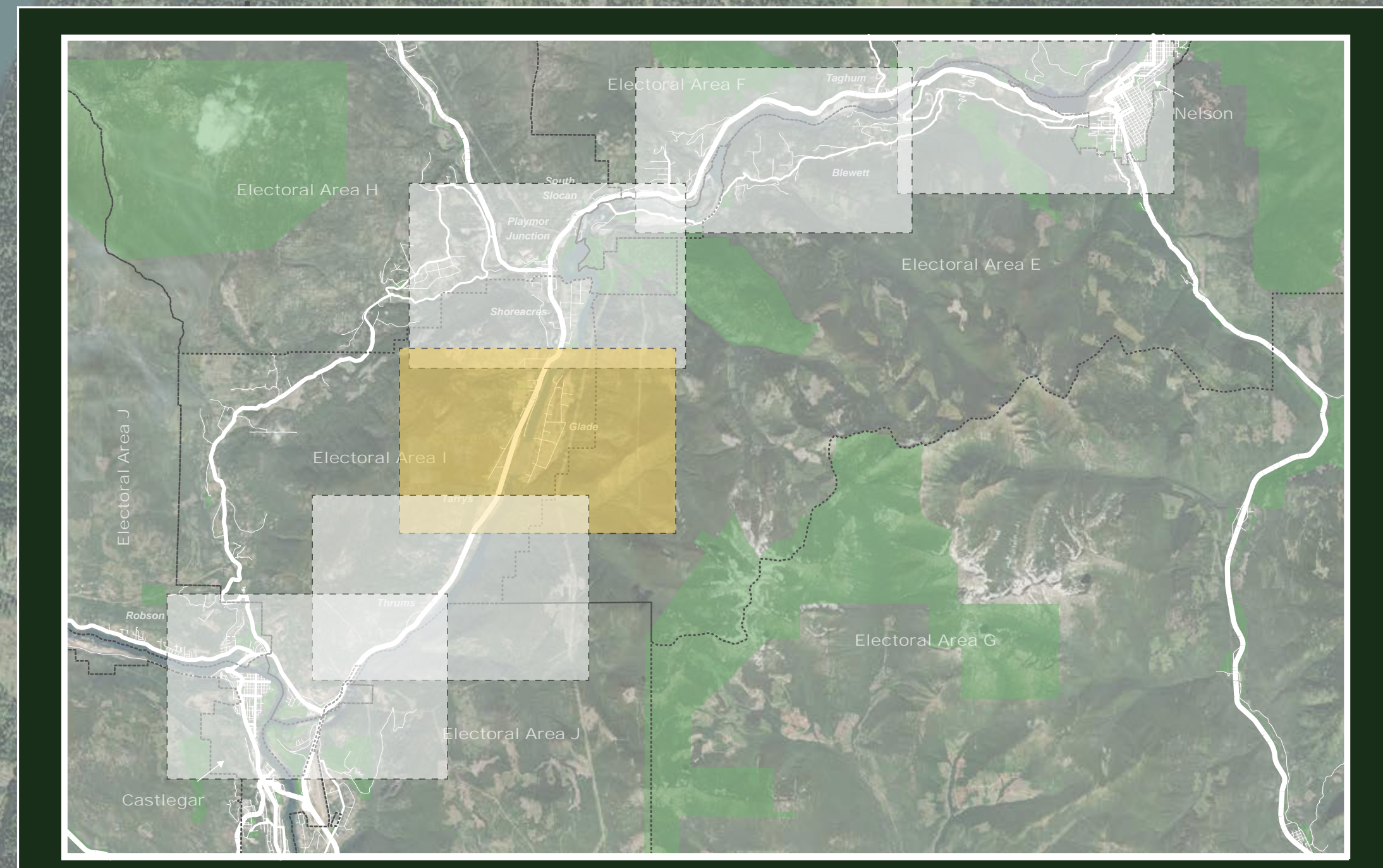
**Alternative Routes**

- Potential Alternative Alignment Adjacent to Roadway

**Other Elements**

- Road Network
- Corridor Terminus
- Transit Stops
- Important Crossing
- Railroad
- Park Amenity
- Municipal Boundary
- Mobility Hub





**Castlegar-Nelson Active Transportation Corridor Vision Project  
Segment 4 - Tarrys / Glade**



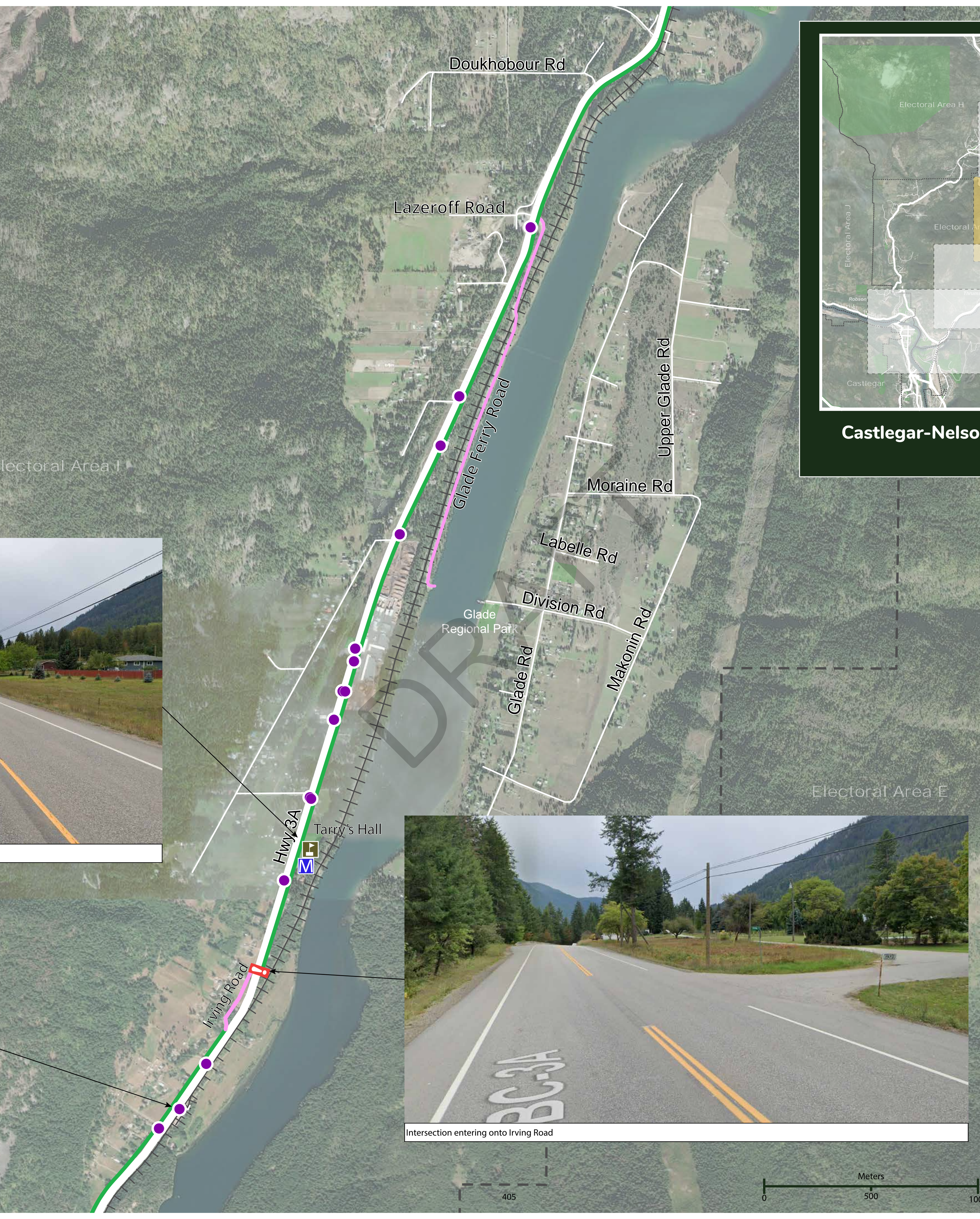
Cross-section view of Nelway HWY at Tarry's Community Hall - MUP proposed on east side of HWY



Potential amenities at this existing crossing. Has parking, bus stops.

Electoral Area I

Electoral Area E



Intersection entering onto Irving Road



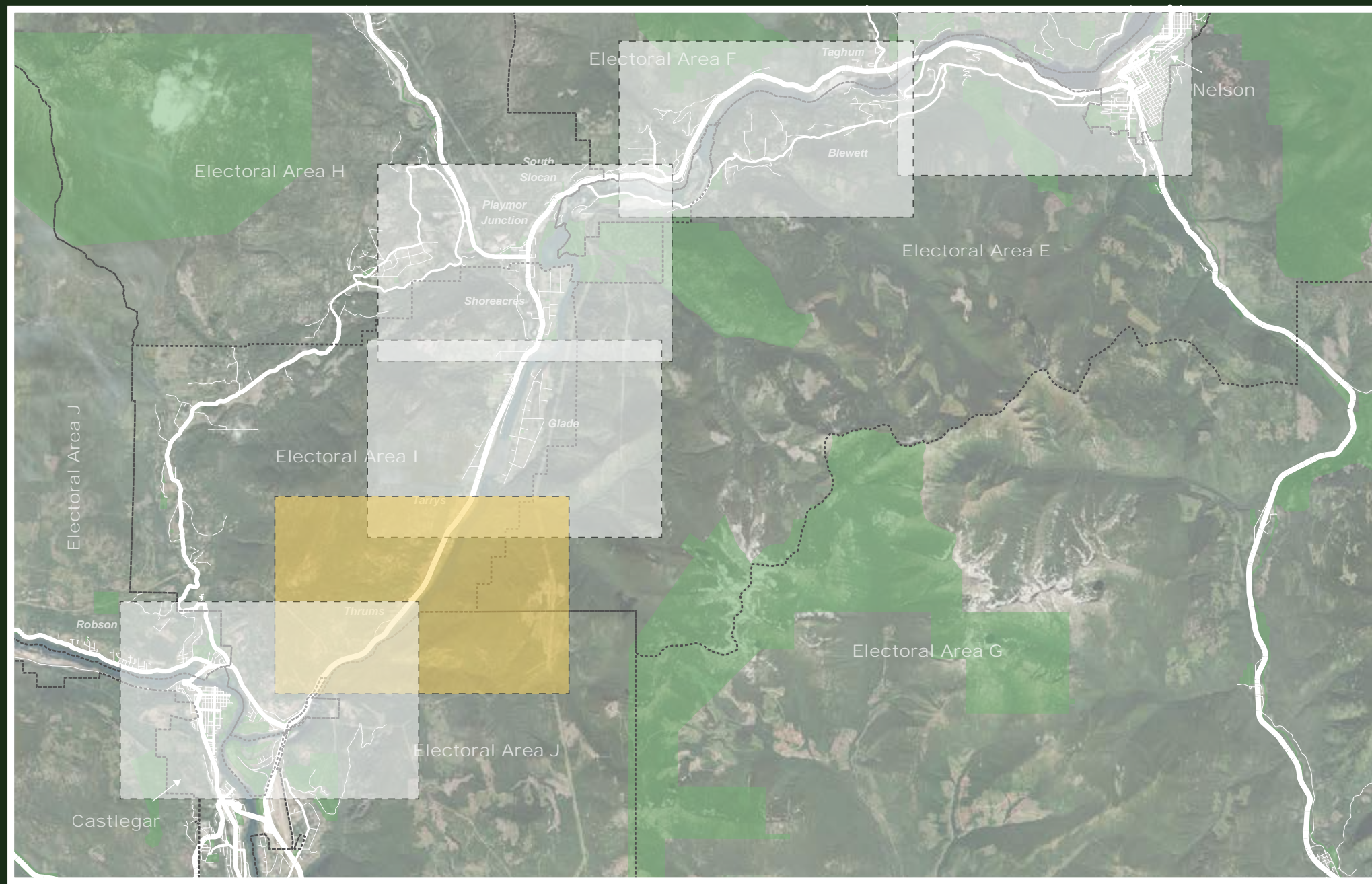
**Legend**

**Preferred Route**

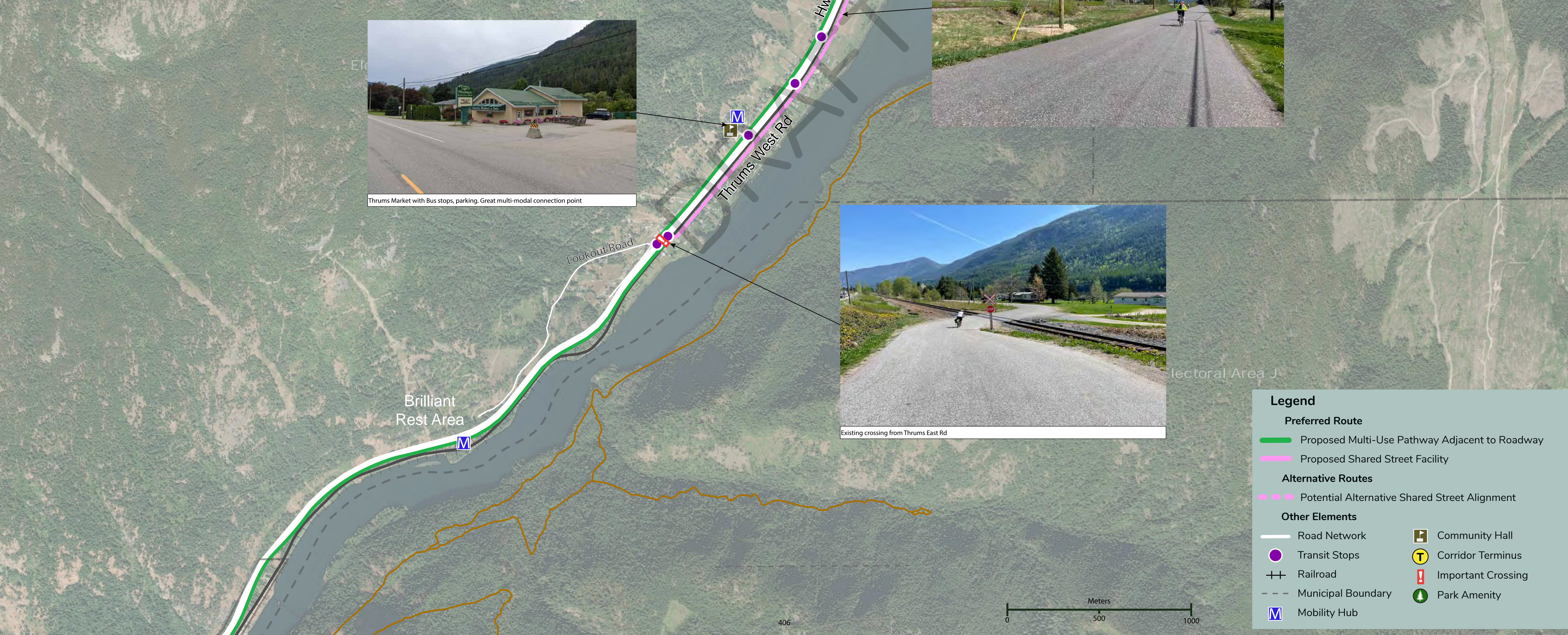
- Proposed Multi-Use Pathway Adjacent to Roadway
- Proposed Shared Street Facility

**Other Elements**

- Road Network
- Transit Stops
- Railroad
- Municipal Boundary
- Mobility Hub
- Community Hall
- Corridor Terminus
- Important Crossing
- Park Amenity



**Castlegar - Nelson Active Transportation Corridor Vision Project  
Segment 5 - Thrums**



Thrums East Road and Thrums West Road are separated by seven parcels fronting the Railway ROW. A section of Thrums West roadway has been created within the Railway ROW but does not connect the two segments.



Existing crossing looking from Highway 3A to Thrums East Rd



Thrums Market with Bus stops, parking. Great multi-modal connection point



Existing crossing from Thrums East Rd

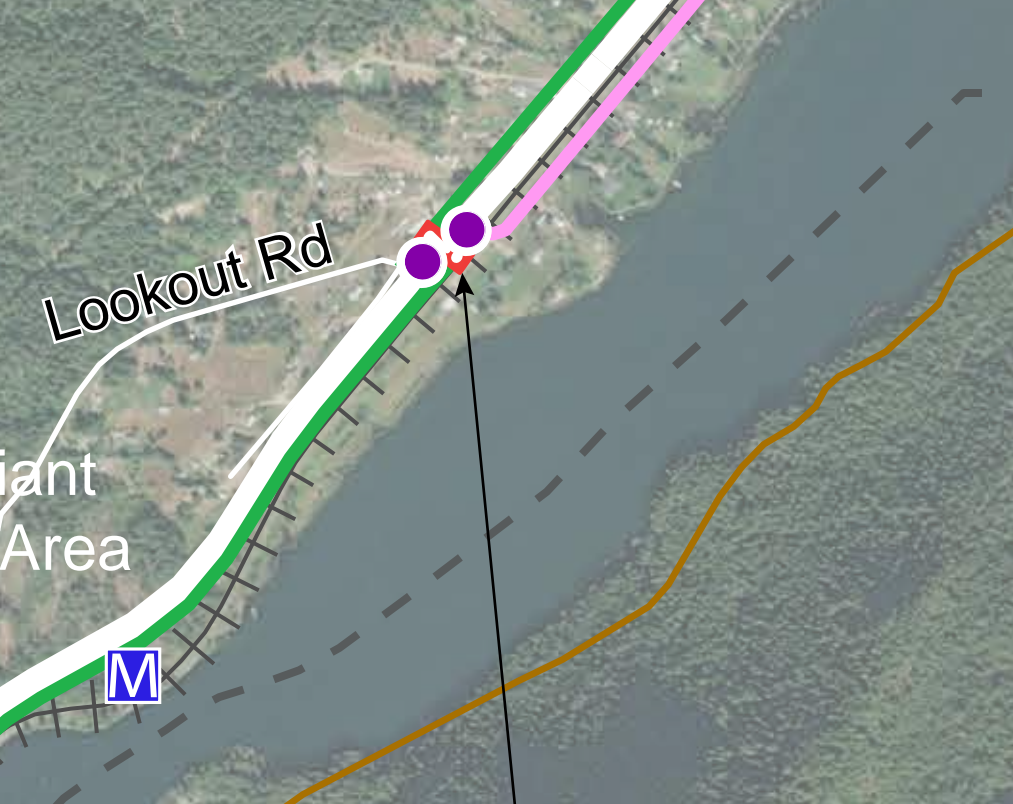
**Legend**

- Preferred Route**
  - Proposed Multi-Use Pathway Adjacent to Roadway
  - Proposed Shared Street Facility
- Alternative Routes**
  - - - Potential Alternative Shared Street Alignment
- Other Elements**
  - Road Network
  - Transit Stops
  - + Railroad
  - Municipal Boundary
  - M Mobility Hub
  - L Community Hall
  - T Corridor Terminus
  - ! Important Crossing
  - 🌲 Park Amenity





Cross-section of Highway 3A south of Brilliant Rest Area



Exit Nelway @ Lookout Rd or crossing from Thrums Frontage Rd



Exit/Entrance point from HWY ROW to Waldie Island Trail



Road crossing beneath train bridge



Entrance to Brilliant Dam Access Road



**Legend**

**Preferred Route**

- Proposed Multi-Use Pathway Adjacent to Roadway
- Proposed Off-Street Multi-Use Pathway
- Proposed Shared Street Facility
- Existing Off-Street Multi-Use Pathway
- Proposed Urban Bi-Directional Bike Lan / Multi-Use Pathway

**Alternative Routes**

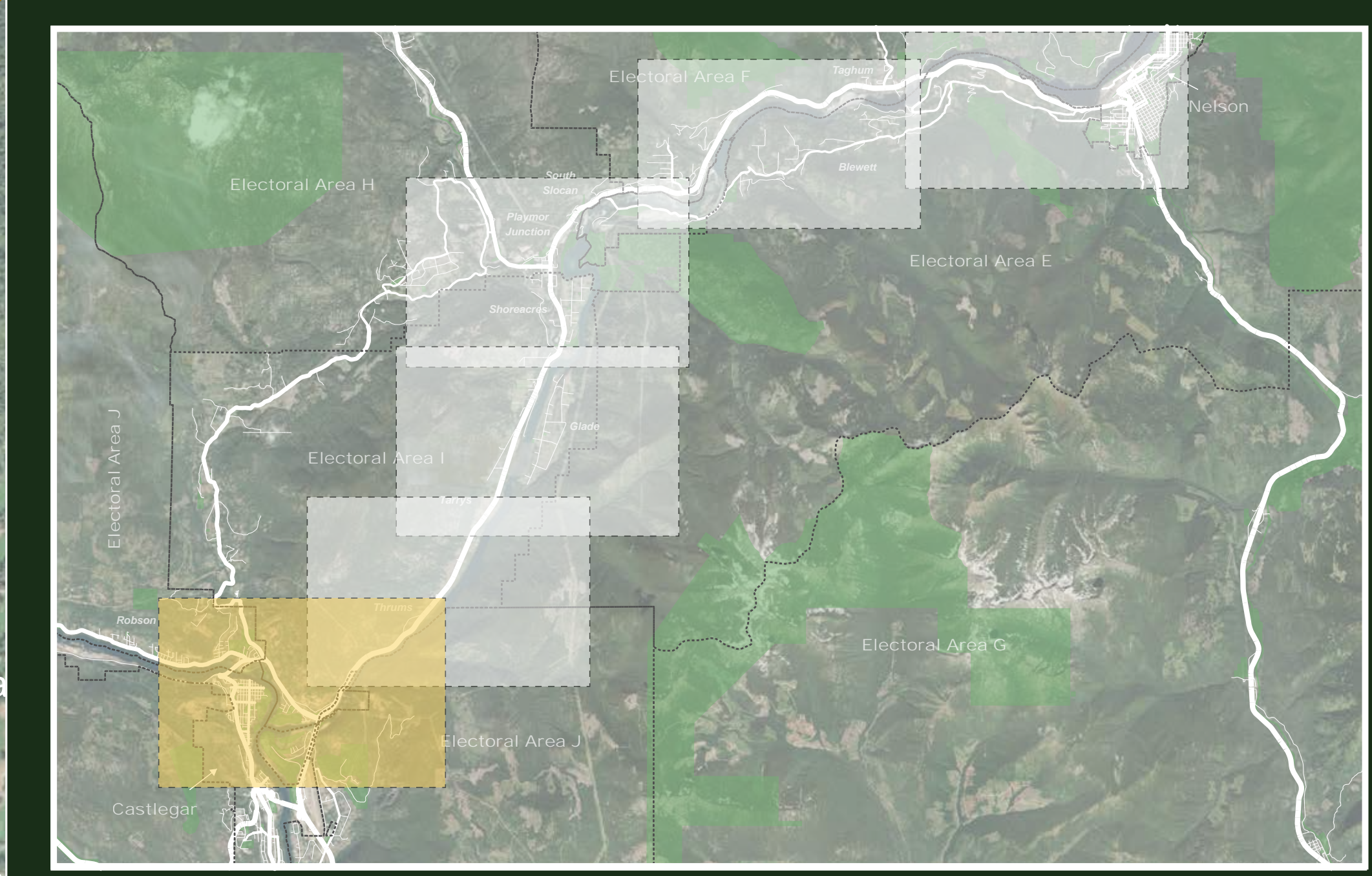
- Potential Additional Alignment

**Other Elements**

- Road Network
- Transit Stops
- Railroad
- Municipal Boundary
- Mobility Hub
- Corridor Terminus
- Important Crossing
- Park Amenity

Possible future connection to Zuckerberg Island Park

Skattebo Reach Trail crosses under HWY, MUP follows Rosedale Rd and exits onto Barry Rd continuing along this grade eventually reentering the existing trail network



Castlegar-Nelson Active Transportation Corridor Vision Project Segment 6 - Castlegar

## APPENDIX C – Segment Cost Estimates

DRAFT





### Preliminary Cost Estimate - Segment 1

Date: July 30, 2024  
 Project No.: 3065.B01  
 Prepared by: E. Watts, EIT  
 Checked by: N. Carswell, P.Eng

ITEMS	Quantity	units	Unit Cost	Total Cost
<b>Linear</b>				
Shared Street Facility	283.00	m	\$75	\$ 21,225.00
Multi-Use Pathway Adjacent to Roadway	7470.00	m	\$1,100	\$ 8,217,000.00
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	965.00	m	\$1,400	\$ 1,351,000.00
Off-Street Multi-Use Pathway	0.00	m	\$900	-
Chain Link Fence	0.00	m	\$100	-
<b>Lump Sum</b>				
Urban AT Crossing	3.00	each	\$15,000	\$ 45,000.00
RRFB AT Crossing	2.00	each	\$20,000	\$ 40,000.00
Minor Street Crossing	3.00	each	\$3,500	\$ 10,500.00
At-Grade Railway Crossing with Gate	0.00	each	\$100,000	-
Wood Bridge (Medium)	0.00	each	\$15,000	-
Custom Bridge (Medium)	0.00	each	\$5,000,000	-
<b>Other Notes</b>				
				\$ 9,684,725.00
Contingency - 40%				\$ 3,873,890.00
				<b>\$ 13,558,615.00</b>
				<b>\$ 13,559,000.00</b>

**Notes:**

- Estimate does not include any underground utility relocations, drainage or lighting.

**Disclaimer:**

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### Preliminary Cost Estimate - Segment 2

Date: July 30, 2024  
 Project No.: 3065.B01  
 Prepared by: E. Watts, EIT  
 Checked by: N. Carswell, P.Eng

ITEMS	Quantity	units	Unit Cost	Total Cost
<b>Linear</b>				
Shared Street Facility	2703.00	m	\$75	\$ 202,725.00
Multi-Use Pathway Adjacent to Roadway	1687.00	m	\$1,100	\$ 1,855,700.00
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	0.00	m	\$1,400	-
Off-Street Multi-Use Pathway	8038.00	m	\$900	\$ 7,234,200.00
Chain Link Fence	7040.00	m	\$100	\$ 704,000.00
<b>Lump Sum</b>				
Urban AT Crossing	0.00	each	\$15,000	\$ -
RRFB AT Crossing	3.00	each	\$20,000	\$ 60,000.00
Minor Street Crossing	1.00	each	\$3,500	\$ 3,500.00
At-Grade Railway Crossing with Gate	2.00	each	\$100,000	\$ 200,000.00
Wood Bridge (Medium)	1.00	each	\$15,000	\$ 15,000.00
Custom Bridge (Medium)	0.00	each	\$5,000,000	\$ -
<b>Other Notes</b>				
				\$ 10,275,125.00
Contingency - 40%				\$ 4,110,050.00
				<b>\$ 14,385,175.00</b>
				<b>\$ 14,386,000.00</b>

**Notes:**

- Estimate does not include any underground utility relocations, drainage or lighting.

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### Preliminary Cost Estimate - Segment 3

Date: July 30, 2024  
 Project No.: 3065.B01  
 Prepared by: E. Watts, EIT  
 Checked by: N. Carswell, P.Eng

ITEMS	Quantity	units	Unit Cost	Total Cost
<b>Linear</b>				
Shared Street Facility	0.00	m	\$75	\$ -
Multi-Use Pathway Adjacent to Roadway	4260.00	m	\$1,100	\$ 4,686,000.00
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	0.00	m	\$1,400	\$ -
Off-Street Multi-Use Pathway	963.00	m	\$900	\$ 866,700.00
Chain Link Fence	0.00	m	\$100	\$ -
<b>Lump Sum</b>				
Urban AT Crossing	0.00	each	\$15,000	\$ -
RRFB AT Crossing	1.00	each	\$20,000	\$ 20,000.00
Minor Street Crossing	4.00	each	\$3,500	\$ 14,000.00
At-Grade Railway Crossing with Gate	2.00	each	\$100,000	\$ 200,000.00
Wood Bridge (Medium)	0.00	each	\$15,000	\$ -
Custom Bridge (Medium)	1.00	each	\$5,000,000	\$ 5,000,000.00
<b>Other Notes</b>				
				\$ 10,786,700.00
Contingency - 40%				\$ 4,314,680.00
				<b>\$ 15,101,380.00</b>
				<b>\$ 15,102,000.00</b>

**Notes:**

- Estimate does not include any underground utility relocations, drainage or lighting.

**Disclaimer:**

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### Preliminary Cost Estimate - Segment 4

Date: July 30, 2024  
 Project No.: 3065.B01  
 Prepared by: E. Watts, EIT  
 Checked by: N. Carswell, P.Eng

ITEMS	Quantity	units	Unit Cost	Total Cost
<b>Linear</b>				
Shared Street Facility	384.00	m	\$75	\$ 28,800.00
Multi-Use Pathway Adjacent to Roadway	4900.00	m	\$1,100	\$ 5,390,000.00
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	0.00	m	\$1,400	-
Off-Street Multi-Use Pathway	0.00	m	\$900	-
Chain Link Fence	0.00	m	\$100	-
<b>Lump Sum</b>				
Urban AT Crossing	0.00	each	\$15,000	-
RRFB AT Crossing	1.00	each	\$20,000	\$ 20,000.00
Minor Street Crossing	2.00	each	\$3,500	\$ 7,000.00
At-Grade Railway Crossing with Gate	1.00	each	\$100,000	\$ 100,000.00
Wood Bridge (Medium)	0.00	each	\$15,000	-
Custom Bridge (Medium)	0.00	each	\$5,000,000	-
<b>Other Notes</b>				
				\$ 5,545,800.00
Contingency - 40%				\$ 2,218,320.00
				<b>\$ 7,764,120.00</b>
				<b>\$ 7,765,000.00</b>

**Notes:**

1. Estimate does not include any underground utility relocations, drainage or lighting.

**Disclaimer:**

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### Preliminary Cost Estimate - Segment 5

Date: July 30, 2024  
 Project No.: 3065.B01  
 Prepared by: E. Watts, EIT  
 Checked by: N. Carswell, P.Eng

ITEMS	Quantity	units	Unit Cost	Total Cost
<b>Linear</b>				
Shared Street Facility	2660.00	m	\$75	\$ 199,500.00
Multi-Use Pathway Adjacent to Roadway	5590.00	m	\$1,100	\$ 6,149,000.00
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	0.00	m	\$1,400	-
Off-Street Multi-Use Pathway	0.00	m	\$900	-
Chain Link Fence	0.00	m	\$100	-
<b>Lump Sum</b>				
Urban AT Crossing	0.00	each	\$15,000	-
RRFB AT Crossing	2.00	each	\$20,000	\$ 40,000.00
Minor Street Crossing	2.00	each	\$3,500	\$ 7,000.00
At-Grade Railway Crossing with Gate	2.00	each	\$100,000	\$ 200,000.00
Wood Bridge (Medium)	0.00	each	\$15,000	-
Custom Bridge (Medium)	0.00	each	\$5,000,000	-
<b>Other Notes</b>				
				\$ 6,595,500.00
Contingency - 40%				\$ 2,638,200.00
				<b>\$ 9,233,700.00</b>
				<b>\$ 9,234,000.00</b>

**Notes:**

- Estimate does not include any underground utility relocations, drainage or lighting.

**Disclaimer:**

Whereas any opinions of probable cost prepared by WATT Consulting Group Ltd. ("the Engineer") will be based on incomplete or preliminary information, and will also be based on factors over which the Engineer has no control, the Engineer does not guarantee the accuracy of these opinions of probable cost and shall have no liability where the probable costs are exceeded.



### Preliminary Cost Estimate - Segment 6

Date: July 30, 2024  
 Project No.: 3065.B01  
 Prepared by: E. Watts, EIT  
 Checked by: N. Carswell, P.Eng

ITEMS	Quantity	units	Unit Cost	Total Cost
<b>Linear</b>				
Shared Street Facility	4256.00	m	\$75	\$ 319,200.00
Multi-Use Pathway Adjacent to Roadway	1410.00	m	\$1,100	\$ 1,551,000.00
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	755.00	m	\$1,400	\$ 1,057,000.00
Off-Street Multi-Use Pathway	832.00	m	\$900	\$ 748,800.00
Chain Link Fence	0.00	m	\$100	\$ -
<b>Lump Sum</b>				
Urban AT Crossing	1.00	each	\$15,000	\$ 15,000.00
RRFB AT Crossing	0.00	each	\$20,000	\$ -
Minor Street Crossing	2.00	each	\$3,500	\$ 7,000.00
At-Grade Railway Crossing with Gate	1.00	each	\$100,000	\$ 100,000.00
Wood Bridge (Medium)	0.00	each	\$15,000	\$ -
Custom Bridge (Medium)	0.00	each	\$5,000,000	\$ -
<b>Other Notes</b>				
				\$ 3,798,000.00
Contingency - 40%				\$ 1,519,200.00
				<b>\$ 5,317,200.00</b>
				<b>\$ 5,318,000.00</b>

**Notes:**

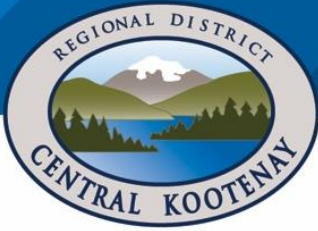
- Estimate does not include any underground utility relocations, drainage or lighting.

**Disclaimer:**

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ATCVP Facility Type Linears	Length (meters)	Location	
<b>Segment 1</b>			
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	965	Nelson VIC to Highway 3A	965
Multi-Use Pathway Adjacent to Roadway	7,470	Highway 3A @ Government Road to Highway 3A @ Granite Road	7,470
Shared Street Facility	283	Granite Road to entrance of new Taghum Bridge	283
<b>Segment 2</b>			
Off-Street Multi-Use Pathway	295	New Taghum Bridge	
	7,040	CP Rail Alignment Taghum Hall to Cora Linn Road	
	998	Cora Linn to Fortis BC Road	8333
Multi-Use Pathway Adjacent to Roadway	246	New Taghum Bridge to Taghum Hall	
	672	Taghum Hall Road to Shell	
	218	Cora Linn Road to Lower Bonnington Road crossing	
	551	Fortis BC Access Road to crossing of CP Rail line	1,687
Shared Street Facility	332	Taghum Hall to Highway 3A	
	851	CP Rail ROW to Highway 3A via Curtis Road	
	1,520	Cora Linn Road Connection	2703
<b>Segment 3</b>			
Off-Street Multi-Use Pathway	963	Blewett Road crossing to Slocan Valley Rail Trail parking lot	
	120	New Shoreacres Bridge	1083
Multi-Use Pathway Adjacent to Roadway	1,260	Crossing of CP Rail line to Blewett Road crossing	
	3,000	Slocan Valley Rail Trail Section to New Shoreacres Bridge	4,260
Existing Off-Street Multi-Use Pathway	1,580	Slocan Valley Rail Trail Section	1,580
<b>Segment 4</b>			
Multi-Use Pathway Adjacent to Roadway	4,900	New Shoreacres Bridge to Irvine Road	4,900
Shared Street Facility	384	Irvine Road Connection	384
<b>Segment 5</b>			
Multi-Use Pathway Adjacent to Roadway	5,590	Irvine Road & Highway 3A to Brilliant Rest Area	5,590
Shared Street Facility	2,660	Irvine Road Connection	2,660
<b>Segment 6</b>			
Multi-Use Pathway Adjacent to Roadway	1,410	Brilliant Rest Area to Brilliant Dam Access Road	1,410
Shared Street Facility	3,910	Brilliant Dam Access Road to Waldie Island Trail	
	346	Selkirk College Road Connection to Terminus	4,256
Existing Off-Street Multi-Use Pathway	1,760	Waldie Island Trail to Castlegar-Robson Bridge	
	1,300	Doukhobour Suspension Bridge to Riverside Trail	3,060
Off-Street Multi-Use Pathway	832	Riverside Trail to Selkirk College Campus Road	832
Urban Bi-Directional Protected Bike Lane/Multi-Use Pathway	1,220	Castlegar-Robson Bridge - Columbia Avenue - 3rd Street to Terminus	1220

	2,185
	25,317
	9165
	10,286
	4,640
Totals	51,593



# Board Report

**Date of Report:** June 22, 2024  
**Date & Type of Meeting:** July 18, 2024 Open Board Meeting  
**Author:** Paris Marshall Smith, Sustainability Planner  
**Subject:** Local Government Climate Action Program  
**File:** 5200-20-LGCAP  
**Electoral Area/Municipality:** ALL AREAS

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide:

- An update on funding from the Local Government Climate Action Program (LGCAP) with additional background in ATTACH01
- A proposal for how to allocate LGCAP funding now and in the future based on the Board's direction to date, including the approval of the RDCK Ideas for Climate Action in April 2024.
- An update on prioritized RDCK Ideas for Climate Action – ATTACH02

**RECOMMENDATION** – That the Board direct staff to allocate Local Government Climate Action Program funding based on the framework proposed in the July 18, 2024 Board report.

## SECTION 2: BACKGROUND/ANALYSIS

The RDCK has received an additional \$392,869 in grant funding for climate action through the [Local Government Climate Action Program \(LGCAP\)](#). This is a one-time grant transfer for 3 years (2024 – 2026). The RDCK has already received year 1 and 2 of LGCAP funding. In total, there is currently \$537,869 available for climate actions.

LGCAP funds must be spent on RDCK's climate action (mitigation and adaptation) initiatives aligned with the CleanBC Roadmap and the Climate Preparedness and Adaptation Strategy. Fortunately, the RDCK is well positioned to respond with the recent Board direction (231/24), *“That staff be directed to explore new climate action items impacting RDCK residents and make recommendations to the Board based on the RDCK Ideas for Climate Action document presented at the April 18, 2024 Board meeting, and FURTHER, that those items that were identified as high priorities in our consultation process, are practicable, and fiscally feasible are presented to the Board with a business case prior to proceeding, with funding ideally being provided by polluter superfunds,* the RDCK is well positioned to act.

In addition to staff time, LGCAP funding can be used to assess, plan and implement climate action projects. Staff have prepared a proposal for how to use the funding to develop business cases for priority climate actions and, following Board approval, to proceed with pilot projects and implementation. For Local Government Climate Action Program (LGCAP) background and criteria for spending see ATTACH01.



## PROPOSED ALLOCATION OF LGCAP FUNDS

The two funding streams have different timelines for spending

- Stream 1 - Years 1 & 2 must be spent by March 2025: \$145,000
- Stream 2 - Years 3, 4 & 5 must be spent by March 2027: \$392,869

Staff recommend that the LGCAP funding focus on supporting organisational climate action priorities identified within RDCK Ideas for Climate Action. This focus would include first business case development, staffing to prepare the business cases, and as projects are approved by the Board, deliver the projects. This approach ensures all costs related to climate action are funded through the LGCAP and other grant sources, with limited impact on taxation.

### SPENDING FRAMEWORK -

#### 1. PRIORITIES for LGCAP funding --

- On going fixed costs associated with delivery of LGCAP – administration, reporting, communications and attendance of LGCAP training and professional development sessions = 10% of total project funds
- Staff time to advance actions will be significant.
- Pilots (\$30,000 to \$50,000) - should have business case and ideally matching funds
- Actions (\$30,000 to \$50,000) - should have successful pilot and ideally matching funds
- Business case analysis or feasibility studies (\$2,000 to \$20,000) – required by the Board, requires staff time to complete

#### 2. DISTRIBUTION of LGCAP funding across the organization -

- 60% Community Sustainability to advance Ideas for Climate Action (Per April 2024 Board approval) & other priority actions as identified by Board, staff and residents
- 20% Other departments with climate action projects based presented business cases.
- 10% Emerging issues that may not be known at this time – allows for flexibility.
- 10% Administration

It should be noted that this distribution recommendation is based on the foreseeable work on the RDCK Ideas for Climate Action being the heaviest. However, the Board could always choose to allocate the funds differently based on opportunities that arise. This allocation allows staff to begin to prepare business cases for the current Ideas.

#### 3. CRITERIA

- a. must have looked elsewhere for funding sources / leveraging; and,
- b. furthers climate action (as required) in the RDCK; and
- c. a good mix of analysis, pilots and implementation
- d. if there are more projects than there is funding, a ranking matrix has been created to evaluate projects based on level of impact, equity across the region and for rural areas, distribution across climate action pathways, scalability and replicability.

- 4. APPROACH** to access LGCAP funding, each project will be a project that is -
- Identified as a priority through the climate action engagement process (see ATTACH02 for ranked list of priority actions)
  - Where RDCK has jurisdiction to move forward with the proposed climate action (not within provincial or federal mandate)
  - Identified priority by staff within their current workplans
  - A pilot project and implementation whose costs will be covered and leveraged through LGCAP and other sources of funding (no increase in taxation)
  - Supports meaningful climate mitigation or adaptation and have measurable impact in terms of reducing carbon pollution or improving adaptation / community resilience
  - Supports the values and strategic priorities detailed in the 2024-2026 RDCK Strategic Plan

**5. APPROVAL OF CURRENT LGCAP FUNDING –**

ATTACH 03 has a prioritized list of actions many of which require further research and analysis before seeking funding to pilot or develop the project idea.

At this time, there are four requests for funds that staff are requesting Board consideration

- Regional Active Transportation Working Group - \$15,000 for 2 years with intent to bring together regional representatives and develop a community specific pilots on active and low carbon transportation – *resolution recommendation from CSLAC*
- Regional Invasive Species Working Group - \$15,000 for one year extension – *Board report July 2024 for consideration.*
- Project support for Central Kootenay Food Policy Council Food Distribution Project - \$20,000 – *Board report July 2024 for consideration.*

**6. FUTURE LGCAP FUNDING -**

In addition to the prioritized list of RDCK Ideas for Climate Action, the following list are some of the ideas in staff workplans. These require further investigation and research. If deemed suitable, they will be brought with businesses cases for the Board's consideration.

- Updating the sustainability checklist and tying together energy efficiency, firesmart, watersmart, and resiliency in housing
- Piloting RDCK Fire Hall Heat Ventilation Air Conditioning (HVAC) controls to improve efficiency
- Fuel switching from diesel to solar at Resource Recover transfer stations (Kaslo)
- Offset Heat Ventilation Air Conditioning (HVAC) Roof Top Units costs for Community Services facilities
- Feasibility Study of transition RDCK corporate fleet to zero emission vehicles

**7. AS REFERENCE, PREVIOUS LGCAP FUNDING** has previously been used for

- Basin Charge Up - Workplace EV charger, Fleet EV
- Community Ambassadors,
- Design and development of the RDCK Climate Actions,
- RDCK Climate Actions engagement,
- Community Resilience Coordinator,
- Watershed Governance Initiative GIS Assistant,
- Lakeside Office High Efficiency Dual Fuel Heat Ventilation Air Conditioning (HVAC) Roof Top Units (RTU), and,

- Resource Recovery – land gas, waste to energy business case/study.

## 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 5-year LGCAP funding takes the place of Climate Action Revenue Incentive Program (CARIP) and provides an increase of approximately \$50,000 per year of funding for a total of at least \$143,000 for 2 years and then a one time payment of \$392,869 in March 2024 that covers years 3, 4 and 5. The current balance of this fund is \$537,869. It is held in reserve in General Admin.

A key advantage of this funding stream is the ability to fund projects that have significant community value without the difficult decision to tax for these initiatives.

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

Staff are recommending a framework for allocating LGCAP to ensure that it is used to support regional climate action initiatives.

### 3.3 Environmental Considerations

The LGCAP provides funding for local governments to plan and implement climate action that will reduce emissions, create new opportunities for people in the clean economy and prepare communities for future climate impacts.

The impacts of climate change are expensive both socially and economically. Mitigating climate risks increases well-being and reduces the expenses the RDCK would otherwise face.

### 3.4 Social Considerations:

Weather related events have been causing health and mortality issues in the Kootenay region for over a decade, from Johnson's landing to high water/flooding concerns and heat events.

Increasing temperatures and recurring climate hazards – including extreme heat, extreme cold, drought, flooding, wildfires and smoke – will continue to cause health impacts, and potential deaths, within the RDCK. Proactively investing in climate adaptation will allow the RDCK to mitigate against future disasters, increase community resilience, protect residents' health, and reduce costs and impact of climate-related disasters.

### 3.5 Economic Considerations:

The LGCAP provides funding that can support the economic opportunities related to reduction of carbon pollution through and prepare communities for future climate impacts.

### 3.6 Communication Considerations:

Staff will communicate the funding allocation procedure to staff and elected officials if approved by the Board.

### 3.7 Staffing/Departmental Workplan Considerations:

The proposed procedure for vetting and administration of the LGCAP funding is comparable to what was required with CARIP and currently included in staff workplans. The annual reporting is onerous and staff are working with RDCK staff to reduce the impact and create greater efficiencies.

To implement the actions and Board directed analysis will require additional staff time.

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

LGCAP funding can support the evaluation (business case analysis), piloting and implementation of *RDCK Ideas for Climate Action* as directed by the Board:

*That staff be directed to explore new climate action items impacting RDCK residents and make recommendations to the Board based on the RDCK Ideas for Climate Action document presented at the April 18, 2024 Board meeting, and FURTHER, that those items that were identified as high priorities in our consultation process, are practicable, and fiscally feasible are presented to the Board with a business case prior to proceeding, with funding ideally being provided by polluter superfunds.*

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

That the Board direct staff to allocate Local Government Climate Action Program funding based on the framework proposed in the July 18, 2024 Board report.

### **Option 1 – APPROVE**

#### **Pro:**

- Creating guidelines ensures that the LGCAP funding is used effectively to have best impact on addressing RDCK climate action goals
- Allows staff to respond to requests within the framework of the RDCK Ideas for Climate Action, ensuring that funds are spent strategically with opportunities for leveraging and aligning with existing or upcoming opportunities
- Setting a loose cap on funding ensures that funding is applied as broadly as possible, this follows on the guidelines used for CARIP which effectively responded to many RDCK climate action initiatives

#### **Con:**

- This process will require staff time to review proposals

### **Option 2 – EXPLORE A DIFFERENT FRAMEWORK FOR FUNDING DISTRIBUTION**

That the Board direct staff to explore an alternate form of allocating Local Government Climate Action Program funding.

#### **Pro:**

- There may be a different way to consider how the funding is allocated

#### **Con:**

- Additional consideration requires additional staff time

### **Option 3 - DO NOT APPROVE**

That the Board DO NOT direct staff to allocate Local Government Climate Action Program funding based on the framework proposed in the July 18, 2024 Board report and refer the matter to a later meeting.

**Pro:**

- The staff time required to review project ideas can be used elsewhere

**Con:**

- LGCAP provides a significant opportunity of low barrier flexible funding that staff can allocated strategically to advance the Board’s climate action goals, not following a process for allocation will limit the impact of this funding
- The RDCK commitment to climate action could be hindered due to lack of funding

**SECTION 5: RECOMMENDATIONS**

That the Board direct staff to allocate Local Government Climate Action Program funding based on the framework proposed in the July 18, 2024 Board report.

Respectfully submitted,  
Paris Marshall Smith, Sustainability Planner

**CONCURRENCE**

Chief Administrative Officer – Stuart Horn	Approved
Chief Financial Officer – Yev Malloff	Approved
General Manager of Development and Community Sustainability Services – Sangita Sudan	Approved
Manager of Community Sustainability Services – Daniel Seguin	Approved



# Local Government Climate Action Program (LGCAP) background

**Date of Memo:** June 25, 2024  
**Author:** Paris Marshall Smith, Sustainability Planner  
**Subject:** Local Government Climate Action Program – background  
**File:** 5200-20-LGCAP  
**Electoral Area/Municipality:** All RDCK areas

The Local Government Climate Action Program (LGCAP) provides funding for local governments to plan and implement climate action that will reduce carbon pollution, create new opportunities for people in the clean economy and prepare communities for future climate impacts.

## ELIGIBILITY FOR LGCAP FUNDING:

1. The RDCK must demonstrate climate investment (i.e., matching funding or in-kind contributions) equivalent to 20% of the provincial funding received.
2. Spending of LGCAP funds must align with [CleanBC Roadmap](#) to 2030 and/or [Climate Preparedness and Adaptation Strategy](#) including, but not limited to:
  - Buildings: Step code adoption, carbon pollution standard, energy efficient/demand side management programs, zero carbon heating requirement and/or net zero buildings commitments.
  - Transportation: Active transportation plan or investments, secure bike parking, commute reduction programs, transit/pedestrian-oriented development regulation, electric vehicle charging infrastructure plans or number of public installations, trip reduction programs, and mode shift targets in Official Community Plan and/or Regional Growth Strategy.
  - Community climate planning and related investments: Compact & energy efficient community planning, organic diversion, completed climate or energy emission plan, and renewable energy investments.
  - Climate resilience: Assessment of current and future climate risks and plans to address risks through local government planning, programming, service delivery, asset management and other functions.
  - Education and awareness: Communications (newsletters, website content), engagement with constituents on climate-related matters, or educational programming (i.e., through rec centers).
3. As part of the program, the RDCK will be required to report on our actions annually. This reporting is consistent with what was expected with CARIP reporting and also is well support with the State of Climate Action (SOCA) reporting.

## LGCAP REPORTING AND DISBURSEMENT PROCESS:

- Report for annually on carbon pollution and climate actions
- Average \$135,600 per year for 5 years for a total of \$678,000
- RDCK must (Per point 1. above) contribute 20% equal to \$135,000. This is covered through Sustainability Planner & Senior Energy Specialist staff time over 5 years of project management

# Prioritized list of RDCK Ideas for Climate Action

Actions are to be prioritized based on this direction from the Board: In April 2024, the Board directed staff to explore climate action priorities that are practical and affordable and based on RDCK Ideas for Climate Action. Notes: The Board was not surveyed for the actions marked N/A. Additional items are been added by staff.

**Ranked RDCK Ideas for Climate Action, emerging ideas from the public engagement process and potential emerging ideas from the conversations with pathway leads by the following criteria:**

- Resident priority (based on climate action engagement)
- Board priority (based on engagement and climate action survey)
- Staff priority (based on capacity and workplans)
- Urgency (based on staff input)

**Steps**

- Research - if no clear staff responsible, Community Resilience Coordinator will be first point of contact and then find relevant staff to work with
- Business Case - once problem is understood, create a business case for Board review
- Pilot / Advocacy - if proposed solution is approved, intent is to seek funding to pilot the idea
- Implement - if pilot successful, seek funding to implement idea
- Review & Adjust - review, report and adjust as needed

Pathways	RDCK Ideas for Climate Actions	Board comments	Resident support	Climate Priority	Next Steps	Funding	Staff	Supporting initiative if it exists
Food & Agriculture	Support local farmers who would like to upgrade their irrigation systems	Very high	High	High	Needs business case	LGCAP to investigate	Community Resilience Coordinator	KBFA
Food & Agriculture	Increase advocacy for small-scale livestock farming	Very high	High	High	Needs business case	LGCAP to investigate	Community Resilience Coordinator	KBFA
Food & Agriculture	Encourage and support local food production (e.g. farmers' markets, home gardens and food production)	Very high	High	High	Needs business case	LGCAP to investigate	Community Resilience Coordinator	CKFPC
Land Use & Planning	Work with the Provincial government to connect communities by increasing regional active and public transportation options	High	High	High	Pilot	LGCAP for working group coordination	Climate Action Assitant staff time	Regional Active Transportation Working Group

Pathways	RDCK Ideas for Climate Actions	Board comments	Resident support	Climate Priority	Next Steps	Funding	Staff	Supporting initiative if it exists
Transportation & Mobility	Partner with community groups to expand local options for cycling, walking and other forms of active transportation	High	High	High	Pilot	LGCAP for working group coordination	Climate Action Assistant staff time	Regional Active Transportation Working Group
Food & Agriculture	Support efficient water use in agriculture and food production through regional water stewardship partnerships and collaborations	High	Mixed	High	Pilot	S105	Sustainability Planner	Watershed Governance Initiative
Food & Agriculture	Support local food producers who want to enhance their resilience related to food system challenges, such as shifting weather patterns	Very high	Mixed	High	Needs business case	LGCAP to investigate	Community Resilience Coordinator	Central Kootenay Food Policy Council
WildFire	Help farmers and those in the agricultural industry who would like to prepare for	Very high	Mixed	High	Research	LGCAP to investigate	Community Resilience	
Food & Agriculture	Look into ways to support to farmers who want to capture and store more water on their farms	High	Mixed	High	Needs business case	LGCAP to investigate	Community Resilience Coordinator	Kootenay Boundary Farm Advisors
Food & Agriculture	Support a connected and resilient food system across the region through collaboration, partnerships and support for local efforts	High	Mixed	High	Pilot	LGCAP for Grow & Connect pilot	CKFPC	Central Kootenay Food Policy Council
Land Use & Planning	Research and learn from how other regional districts have used alternative/innovative strategies to guide regional development	High	Mixed	High	Research - on-going	Taxation	Staff time	Land Use Planning
Transportation & Mobility	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	High	Mixed	High	Research	LGCAP	Climate Action Assistant staff time	Regional Active Transportation Working Group
Floods & Geohazards	Consider mapping more of the identified high risk areas (16 of 29 completed so far)	High	Mixed	High	Needs funding	unknown	Disaster Mitigation & Adaptation Senior Advisor	Disaster Risk Analysis



Pathways	RDCK Ideas for Climate Actions	Board comments	Resident support	Climate Priority	Next Steps	Funding	Staff	Supporting initiative if it exists
Floods & Geohazards	Establish additional development requirements for flood-prone areas	High	Mixed	High	Research	Taxation & Provincial (Ministry of Municipal Affairs & Union of BC Municipalities)	Planning staff	Land Use Planning
Water Supply	Support the region in conserving water	High	Low	High	Needs business case	unknown	Sustainability Planner	Drinking Water & Watershed Protection Service Case Analysis (CSLAC)
Land Use & Planning	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	High	Low	High	Implementation - Board approval needed to amend Financial Plan to use existing funds to hire professional consultants	Taxation & Provincial (Ministry of Municipal Affairs & Union of BC Municipalities)	Planning staff	Land Use Planning
Leadership & Operations	Review RDCK investment portfolio to be sure we are divested from fossil fuel creators	Low	High	High	Research	LGCAP	Climate Action Assistant staff time	
Resource Recovery	Explore mobile chipping program options (such as wildfire fuel mitigation, yard waste, landfill wood stream, construction & demolition, etc.)	N/A	High	High	Research	LGCAP	Climate Action Assistant staff time	
Water Supply	Residents wanted regulations for logging on Crown land to apply to private land as well	N/A	High	High	Advocacy	LGCAP to investigate	Community Resilience Coordinator	

Pathways	RDCK Ideas for Climate Actions	Board comments	Resident support	Climate Priority	Next Steps	Funding	Staff	Supporting initiative if it exists
Wildfire	Residents wanted local people to be empowered to fight local wildfires	N/A	High	High	Research	LGCAP to investigate	Community Resilience Coordinator	
Energy	Residents wanted industry to be held responsible for reducing emissions and waste	N/A	High	High	Research	LGCAP to investigate	Community Resilience Coordinator	
Building	Updating the sustainability checklist and tying together energy efficiency, firesmart, watersmart, and resiliency in housing	N/A	N/A	High	Business case	LGCAP	Senior Energy Specialist	
Building	Piloting RDCK Fire Hall Heat Ventilation Air Conditioning (HVAC) controls to improve efficiency	N/A	N/A	High	Research	LGCAP	Senior Energy Specialist	
Energy	Fuel switching from diesel to solar at Resource Recover transfer stations (Kaslo)	N/A	N/A	High	Research	LGCAP	Senior Energy Specialist	
Building	Offset Heat Ventilation Air Conditioning (HVAC) Roof Top Units costs for Community Services facilities	N/A	N/A	High	Research	LGCAP	Senior Energy Specialist	
Transportation & Mobility	Feasibility Study of transition RDCK corporate fleet to zero emission vehicles	N/A	N/A	High	Research	LGCAP	Senior Energy Specialist	
Transportation & Mobility	Connect all new and renovated RDCK buildings (such as offices and recreation facilities) to bus routes and to pathways for cycling and walking	Mixed	Mixed	High	Research	LGCAP for working group coordination	Climate Action Assistant staff time	Regional Active Transportation Working Group
Energy	Support community organizations in switching to renewable energy sources	Mixed	Mixed	High	Research	LGCAP to investigate	Community Resilience Coordinator	
Floods & Geohazards	Increase education and awareness of how the conservation of riverbanks and	Mixed	Mixed	High	Research	unknown	Disaster Mitigation & Adaptation Senior	
Floods & Geohazards	Increase expertise regarding flood risk	N/A	Mixed	High	Research	unknown	Disaster Mitigation & Adaptation Senior	
Floods & Geohazards	Develop criteria for qualified professionals to determine what is 'safe' when	N/A	Mixed	High	Research	LGCAP to investigate	Community Resilience	



# Board Report

**Date of Report:** August 1, 2024  
**Date & Type of Meeting:** August 15, 2024 Regular Open Board Meeting  
**Author:** Mike Morrison, Manager of Corporate Administration  
**Subject:** 2024-2034 Community Works Fund Agreement  
**File:** 08-3200-10  
**Electoral Area/Municipality:** All Electoral Areas

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval to enter into an agreement with the Union of British Columbia Municipalities (UBCM) for the provision of funding to the RDCK under the Community Works Fund for the 2024-2034 period.

## SECTION 2: BACKGROUND/ANALYSIS

The 2014 -2024 Gas Tax Funding Agreement between the UBCM and the RDCK expired on March 31, 2024. On June 26, the RDCK received the 2024-2034 Community Works Fund Agreement from UBCM. This is included as Attachment A to this report.

UBCM staff have prepared an FAQ statement that summarizes the program changes within the new agreement. This is included as Attachment B to this report.

Staff have reviewed the new agreement and note that while the overall agreement is very similar to the 2014 funding agreement there are a few other changes that not specifically mentioned in the UBCM FAQ document:

- The federal funding source has been renamed within the agreement to align with 2021 program name change from the Gas Tax Fund to the Canada Community Building Fund (CCBF)
- New Schedule F – Asset Management and Schedule G – Housing have been added to the agreement
- Three new requirements have been added under Section 6- Commitments of the Local Government :
  - 6.1 The Local Government shall:
    - Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
    - Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).
    - Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.

## 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

For 2024 the RDCK will receive two installments of \$775,365 each, or a total of \$1,550,730. This is an increase of 5% over the 2023 amount \$1,475,734. Allocation of funding to each local government in BC is detailed in Attachment C.

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

UBCM requires that the signed funding agreement must be accompanied by a resolution of the RDCK Board approving the agreement. Upon execution of the agreement by UBCM the first 2024 payment will be released to the RDCK. Funding received under this agreement will be distributed and used in accordance with RDCK Policy 300-09-06 Community Works Fund. Staff propose for an update to this policy to come forward within the 2025 work plan.

### 3.3 Environmental Considerations

Community Works Fund supports capital works projects associated with improved environmental performance, greenhouse gas reductions, and improved resilience to the impacts of climate change.

### 3.4 Social Considerations:

None at this time

### 3.5 Economic Considerations:

The Community Works Funding provides a significant portion of funding for both internal RDCK projects and those delivered through external recipients. This can drive economic activity through local employment and use of local suppliers.

### 3.6 Communication Considerations:

The changes to the eligible projects categories within the new agreement will be communicated to the relevant stakeholders

### 3.7 Staffing/Departmental Workplan Considerations:

No impacts to staffing. Allocation of time to support Community Works Fund processes is already included within the work plan for the Administration and Environmental Services groups.

### 3.8 Board Strategic Plan/Priorities Considerations:

None at this time

## SECTION 4: OPTIONS & PROS / CONS

### *Option 1.*

*“That the Board enter into the Community Works Fund Agreement with the Union of BC Municipalities to provide ongoing grant funding to the RDCK for the 2024-2034 funding period and that the Board Chair and Corporate Officer staff be authorized to sign the agreement.”*

#### Advantages

- Provides certainty for infrastructure funding

**Disadvantages**

- Contractual obligations are placed upon the RDCK
- Significant amount of a staff time is require to administer the program

**Option 2.**

*“That the Board decline entering into the Community Works Fund Agreement with the Union of BC Municipalities to provide ongoing grant funding to the RDCK for the 2024-2034 funding period and that staff be directed to take no further action on this matter.”*

**Advantages**

- No contractual obligations are placed upon the RDCK
- Staff time can be allocated of other purpose

**Disadvantages**

- Missed opportunity for guaranteed infrastructure funding

**SECTION 5: RECOMMENDATIONS**

That the Board enter into the Community Works Fund Agreement with the Union of BC Municipalities to provide ongoing grant funding to the RDCK for the 2024-2034 funding period and that the Board Chair and Corporate Officer staff be authorized to sign the agreement.

Respectfully submitted,  
Mike Morrison, Manager of Corporate Administration and Corporate Officer

**CONCURRENCE**

Chief Administrative Officer – Stuart Horn	Approved
Chief Financial Officer – Yev Malloff	Approved

**ATTACHMENTS:**

- Attachment A – 2024-2034 Community Works Fund Agreement
- Attachment B – 2024-2034 UBCM Community Works Fund FAQ
- Attachment C – Community Works Fund 5 –year Program Allocations

**2024-2034 COMMUNITY WORKS FUND AGREEMENT**

under the

**ADMINISTRATIVE AGREEMENT  
ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of \_\_\_\_\_, 202\_\_,

BETWEEN:

Central Kootenay Regional District (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

**1. PURPOSE**

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

**2. SCHEDULES**

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A: Ultimate Recipient Requirements
- Schedule B: Eligible Project Categories
- Schedule C: Eligible and Ineligible Expenditures
- Schedule D: Program Reporting
- Schedule E: Communications Protocol
- Schedule F: Asset Management
- Schedule G: Housing Report

**3. ROLE OF UBCM**

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

c) fulfill other roles and responsibilities as set out in the Agreement.

#### **4. CONTRIBUTION PROVISIONS**

4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.

4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.

4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$775,365, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.

4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

#### **5. USE OF FUNDS BY LOCAL GOVERNMENT**

5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).

5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

#### **6. COMMITMENTS OF THE LOCAL GOVERNMENT**

6.1 The Local Government shall:

- a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such



expiration or termination.

## **7. TERM**

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

## **8. SURVIVAL**

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

## **9. AMENDMENT**

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

## **10. WAIVER**

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

## **11. NO ASSIGNMENT**

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

**12. NOTICE**

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

**Any notice to UBCM will be addressed to:**

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca)

**Any notice to the Local Government will be addressed to:**

The Corporate Officer at the place designated as the Local Government office.

**SIGNATURES**

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Central Kootenay Regional District

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
General Manager, Victoria Operations

Signed by Central Kootenay Regional District on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

The Community Works Fund Agreement have been executed by UBCM on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

### Schedule A – Definitions

**“Affordable Housing”** means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

**“Administrative Agreement or Agreement”** means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

**“Asset Management”** means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

**“Canada Community-Building Fund” (CCBF)** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Chief Financial Officer”** means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

**“Community Works Fund”** means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

**“Community Works Fund Agreement”** means this Agreement made between UBCM and Local Government.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Core Housing Need”** means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

**“Eligible Projects”** means projects as described in Schedule B (Eligible Project Categories).

**“Funding Agreement”** means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

**“Gender Based Analysis Plus” (GBA Plus or GBA+)** is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

**“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

**“Housing Report”** means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

**“Local Government”** means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

**“Oversight Committee”** means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

**“Party”** means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

**“Previous Agreements”** means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

**“Prior Community Works Fund Agreement”** means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

**Third Party”** means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

**“Sustainable Service Delivery”** means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

**“Ultimate Recipient”** means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

**“Unspent Funds”** means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

## **SCHEDULE B - Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
  - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

## **SCHEDULE C - Eligible and Ineligible Expenditures**

### **1. Eligible Expenditures**

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
  - iii. training directly related to asset management planning; and
  - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Expenditures**

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;
  - ii. regional and local airports;
  - iii. short-line rail;



- iv. short-sea shipping;
  - v. disaster mitigation;
  - vi. broadband connectivity;
  - vii. brownfield redevelopment;
  - viii. cultural infrastructure;
  - ix. tourism infrastructure;
  - x. sport infrastructure; and
  - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
  - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
  - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
  - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
  - g) purchase of land or any interest therein, and related costs;
  - h) legal fees;
  - i) routine repair or maintenance costs; and
  - j) costs associated with healthcare infrastructure or assets.

## **SCHEDULE D - Program Reporting**

### **Ultimate Recipient Reporting**

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

#### **1. Ultimate Recipient Annual Expenditure Report**

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

#### **2. Audited Financial Report**

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

##### **2.1 Independent Audit or Audit Based Attestation:**

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

##### **2.2 Ultimate Recipient audit:**

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

#### **3. Housing Report**

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

#### **4. Outcomes Report**

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

## **SCHEDULE E – Communications Protocol**

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

### **1. Purpose**

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

### **2. Joint communications approach**

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

### **3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes**

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

### **4. Announcements and media events for Eligible Projects**

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

## 5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

## **6. Operational communications**

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

## **7. Communicating success stories**

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

## **8. Advertising campaigns**

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

## **9. Digital Communications, Websites and webpages**

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

## **10. Project signage**

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

## **11. Communication Costs**

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).



## **SCHEDULE F – Asset Management**

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

## **SCHEDULE G – Housing Report**

### **1. Housing Needs Assessments**

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

### **2. Project-Level Housing Report**

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

#### 2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

## 2.2 Municipalities Identified for Project-Level Reporting

### Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

<b>Ultimate Recipient</b>	<b>Project Level Reporting Criteria</b>	<b>Key Infrastructure-Related Housing Pressures</b>
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

**Table 1: Ultimate Recipients Identified for Project Level Reporting**

## 2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

**Table 2: Project-Level Reporting on Housing Outcomes**

### 2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

### 3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

#### **4. Assessment of the Housing Reports and Compliance**

##### **4.1 Assessment of Housing Reports**

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

##### **4.2 Compliance**

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.

## 2024-2034 Community Works Fund Agreement

### Frequently Asked Questions

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The renewed 2024-2034 Canada Community-Building Fund (CCBF) will result in the delivery of over \$3.5 billion in federal funding to BC for local infrastructure investments. The Community Works Fund (CWF) is a long-standing program of the CCBF which provides each local government in BC with an annual base amount and per-capita allocation. Local governments make localized decisions on how to prioritize CWF that align with the terms and conditions of their CWF Agreement with the Union of BC Municipalities. In order to receive their first payment under the renewed program, local governments must enter into a CWF Agreement with UBCM.

A CWF Program Guide and allocation table is available on the UBCM website. Below are some frequently asked questions regarding the renewed CWF program.

#### 1.) Why is my Community Works Fund allocation less than last year?

The Canada Community-Building Fund is a national transfer currently set at \$2.3 billion nationally and based primarily on a per-capita allocation. Every five years, the allocation is updated to the most recent Canada census numbers. Changes in your allocation is therefore tied to the per capita amount Canada transfers to BC and the population change of your local government relative to all other local governments.

Therefore, local governments with a negative population change or a relatively low increase in population will be receiving less CWF. However, there is an indexing formula built in to the program which will see incremental increases to the fund over time.

#### 2.) What is required in order to receive my first CWF transfer?

For local governments to receive their first CWF transfer in 2024, they must meet the following requirements:

- Submit their 2023 CCBF Annual Expenditure Report to UBCM (deadline was June 1, 2024)
- Submit their Audited Financial Statement to the Province
- Be in compliance with the 2014-2024 Community Works Fund Agreement
- Enter in to a 2024-2034 Community Works Fund Agreement with UBCM

### 3.) When will I expect to receive my first CWF transfer?

Provided you have met the above conditions and have executed a 2024-34 Community Works Fund Agreement with UBCM, the first CWF transfer is expected to occur in August 2024 – or within 30 days of UBCM receiving its first payment from Canada.

### 4.) What are the changes to the Community Works Fund Program?

Eligible Investment Categories:

- All existing eligible project categories are maintained.
- The ‘Disaster Mitigation’ category has been expanded and renamed ‘Resilience’ and eligible expenditures expanded to also include: New construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.
- The ‘Fire Hall’ category has been expanded to now include Fire Truck purchases as stand-alone projects.
- Feasibility Studies and Detailed Design projects are now eligible.
- Housing planning is now an eligible under Capacity Building.

### 5.) Are there any changes to reporting?

For all local governments, the timeline for annual reporting will continue to be June 1 of each year. New requirements for reporting will include:

- Geolocation for each project (details to follow)
- A requirement to provide a standardized metric (output) for each project (such as meters of road, meters of pipe, number of facilities)
- A requirement to provide a standardized outcome for each project completed in a given year (such as increase of residents served, increase in storage capacity)

#### Reporting specific to municipalities with a population over 30,000:

- A Housing Needs Report updated by March 2025 in accordance with provincial requirements;
- Provide UBCM with web link to the Housing Needs Report;

#### Additionally for non-Metro municipalities over 30,000:

- Where housing pressures have been identified within the Housing Needs Report that can be addressed through closing infrastructure gaps or building capacity, prioritization of CWF funding for these projects, where it makes sense to do so, and;
- Meet the project-based housing requirements set out in the CWF Agreement.

*6.) Are there spending timelines on CWF funds?*

CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Exceptions will be considered on a case-by-case basis and identified through a long-term capital and/or asset management plan.

Note that any unspent CWF funds held by the local government under the 2014-2024 CWF program will be required to be spent within five years of entering into the 2024-2034 CWF Agreement with UBCM.

For any additional questions, please contact our CCBF staff at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or 250-356-5134.



**Union of BC Municipalities  
Canada Community Building Fund  
Community Works Fund Program Allocations**

<b>Local Government</b>	<b>Year 1 2024/25</b>	<b>Year 2 2025/26</b>	<b>Year 3 2026/27</b>	<b>Year 4 2027/28</b>	<b>Year 5 2028/29</b>
100 Mile House	\$ 151,201	\$ 151,201	\$ 151,201	\$ 157,249	\$ 157,249
Abbotsford	\$ 7,053,953	\$ 7,053,953	\$ 7,053,953	\$ 7,336,111	\$ 7,336,111
Alberni-Clayoquot	\$ 549,713	\$ 549,713	\$ 549,713	\$ 571,702	\$ 571,702
Alert Bay	\$ 83,856	\$ 83,856	\$ 83,856	\$ 87,210	\$ 87,210
Anmore	\$ 71,029	\$ 71,029	\$ 71,029	\$ 73,870	\$ 73,870
Armstrong	\$ 305,788	\$ 305,788	\$ 305,788	\$ 318,020	\$ 318,020
Ashcroft	\$ 139,453	\$ 139,453	\$ 139,453	\$ 145,031	\$ 145,031
Barriere	\$ 143,779	\$ 143,779	\$ 143,779	\$ 149,530	\$ 149,530
Belcarra	\$ 65,633	\$ 65,633	\$ 65,633	\$ 68,258	\$ 68,258
Bowen Island	\$ 77,173	\$ 77,173	\$ 77,173	\$ 80,260	\$ 80,260
Bulkley-Nechako	\$ 923,045	\$ 923,045	\$ 923,045	\$ 959,967	\$ 959,967
Burnaby	\$ 868,924	\$ 868,924	\$ 868,924	\$ 903,681	\$ 903,681
Burns Lake	\$ 150,836	\$ 150,836	\$ 150,836	\$ 156,870	\$ 156,870
Cache Creek	\$ 107,534	\$ 107,534	\$ 107,534	\$ 111,835	\$ 111,835
Campbell River	\$ 1,680,729	\$ 1,680,729	\$ 1,680,729	\$ 1,747,958	\$ 1,747,958
Canal Flats	\$ 99,930	\$ 99,930	\$ 99,930	\$ 103,927	\$ 103,927
Capital	\$ 1,367,183	\$ 1,367,183	\$ 1,367,183	\$ 1,421,870	\$ 1,421,870
Cariboo	\$ 1,882,444	\$ 1,882,444	\$ 1,882,444	\$ 1,957,742	\$ 1,957,742
Castlegar	\$ 443,073	\$ 443,073	\$ 443,073	\$ 460,796	\$ 460,796
Central Coast	\$ 226,514	\$ 226,514	\$ 226,514	\$ 235,574	\$ 235,574
Central Kootenay	\$ 1,550,730	\$ 1,550,730	\$ 1,550,730	\$ 1,612,759	\$ 1,612,759
Central Okanagan RD	\$ 969,626	\$ 969,626	\$ 969,626	\$ 1,008,412	\$ 1,008,412
Central Saanich	\$ 855,018	\$ 855,018	\$ 855,018	\$ 889,218	\$ 889,218
Chase	\$ 172,647	\$ 172,647	\$ 172,647	\$ 179,553	\$ 179,553
Chetwynd	\$ 168,230	\$ 168,230	\$ 168,230	\$ 174,960	\$ 174,960
Chilliwack	\$ 4,307,304	\$ 4,307,304	\$ 4,307,304	\$ 4,479,597	\$ 4,479,597
City of Langley	\$ 157,059	\$ 157,059	\$ 157,059	\$ 163,342	\$ 163,342
City of North Vancouver	\$ 251,335	\$ 251,335	\$ 251,335	\$ 261,388	\$ 261,388

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**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

<b>Local Government</b>	<b>Year 1 2024/25</b>	<b>Year 2 2025/26</b>	<b>Year 3 2026/27</b>	<b>Year 4 2027/28</b>	<b>Year 5 2028/29</b>
Clearwater	\$ 172,146	\$ 172,146	\$ 172,146	\$ 179,032	\$ 179,032
Clinton	\$ 92,826	\$ 92,826	\$ 92,826	\$ 96,539	\$ 96,539
Coldstream	\$ 572,070	\$ 572,070	\$ 572,070	\$ 594,953	\$ 594,953
Columbia-Shuswap	\$ 1,097,713	\$ 1,097,713	\$ 1,097,713	\$ 1,141,622	\$ 1,141,622
Colwood	\$ 926,779	\$ 926,779	\$ 926,779	\$ 963,850	\$ 963,850
Comox Town	\$ 737,586	\$ 737,586	\$ 737,586	\$ 767,089	\$ 767,089
Comox Valley	\$ 1,191,376	\$ 1,191,376	\$ 1,191,376	\$ 1,239,031	\$ 1,239,031
Coquitlam	\$ 543,971	\$ 543,971	\$ 543,971	\$ 565,729	\$ 565,729
Courtenay	\$ 1,357,484	\$ 1,357,484	\$ 1,357,484	\$ 1,411,783	\$ 1,411,783
Cowichan Valley	\$ 1,869,330	\$ 1,869,330	\$ 1,869,330	\$ 1,944,103	\$ 1,944,103
Cranbrook	\$ 1,001,090	\$ 1,001,090	\$ 1,001,090	\$ 1,041,134	\$ 1,041,134
Creston	\$ 317,627	\$ 317,627	\$ 317,627	\$ 330,332	\$ 330,332
Cumberland	\$ 265,901	\$ 265,901	\$ 265,901	\$ 276,537	\$ 276,537
Dawson Creek	\$ 624,525	\$ 624,525	\$ 624,525	\$ 649,506	\$ 649,506
Delta	\$ 414,086	\$ 414,086	\$ 414,086	\$ 430,650	\$ 430,650
District of Langley	\$ 492,166	\$ 492,166	\$ 492,166	\$ 511,852	\$ 511,852
District of North Vancouver	\$ 348,491	\$ 348,491	\$ 348,491	\$ 362,431	\$ 362,431
Duncan	\$ 293,221	\$ 293,221	\$ 293,221	\$ 304,950	\$ 304,950
East Kootenay	\$ 884,205	\$ 884,205	\$ 884,205	\$ 919,573	\$ 919,573
Elkford	\$ 188,584	\$ 188,584	\$ 188,584	\$ 196,127	\$ 196,127
Enderby	\$ 201,288	\$ 201,288	\$ 201,288	\$ 209,340	\$ 209,340
Esquimalt	\$ 861,757	\$ 861,757	\$ 861,757	\$ 896,227	\$ 896,227
Fernie	\$ 351,185	\$ 351,185	\$ 351,185	\$ 365,233	\$ 365,233
Fort St. James	\$ 126,521	\$ 126,521	\$ 126,521	\$ 131,582	\$ 131,582
Fort St. John	\$ 1,040,796	\$ 1,040,796	\$ 1,040,796	\$ 1,082,428	\$ 1,082,428
Fraser Lake	\$ 107,352	\$ 107,352	\$ 107,352	\$ 111,646	\$ 111,646
Fraser Valley	\$ 1,013,612	\$ 1,013,612	\$ 1,013,612	\$ 1,054,157	\$ 1,054,157
Fraser-Fort George	\$ 762,356	\$ 762,356	\$ 762,356	\$ 792,851	\$ 792,851

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**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

<b>Local Government</b>	<b>Year 1 2024/25</b>	<b>Year 2 2025/26</b>	<b>Year 3 2026/27</b>	<b>Year 4 2027/28</b>	<b>Year 5 2028/29</b>
Fruitvale	\$ 152,567	\$ 152,567	\$ 152,567	\$ 158,669	\$ 158,669
Gibsons	\$ 280,062	\$ 280,062	\$ 280,062	\$ 291,264	\$ 291,264
Gold River	\$ 120,147	\$ 120,147	\$ 120,147	\$ 124,953	\$ 124,953
Golden	\$ 244,909	\$ 244,909	\$ 244,909	\$ 254,706	\$ 254,706
Grand Forks	\$ 250,647	\$ 250,647	\$ 250,647	\$ 260,673	\$ 260,673
Granisle	\$ 78,756	\$ 78,756	\$ 78,756	\$ 81,907	\$ 81,907
Greenwood	\$ 95,376	\$ 95,376	\$ 95,376	\$ 99,191	\$ 99,191
Harrison Hot Springs	\$ 150,153	\$ 150,153	\$ 150,153	\$ 156,160	\$ 156,160
Hazelton	\$ 76,616	\$ 76,616	\$ 76,616	\$ 79,681	\$ 79,681
Highlands	\$ 176,427	\$ 176,427	\$ 176,427	\$ 183,484	\$ 183,484
Hope	\$ 367,851	\$ 367,851	\$ 367,851	\$ 382,565	\$ 382,565
Houston	\$ 202,381	\$ 202,381	\$ 202,381	\$ 210,476	\$ 210,476
Hudson's Hope	\$ 107,033	\$ 107,033	\$ 107,033	\$ 111,314	\$ 111,314
Invermere	\$ 241,768	\$ 241,768	\$ 241,768	\$ 251,438	\$ 251,438
Kamloops	\$ 4,521,268	\$ 4,521,268	\$ 4,521,268	\$ 4,702,119	\$ 4,702,119
Kaslo	\$ 111,176	\$ 111,176	\$ 111,176	\$ 115,624	\$ 115,624
Kelowna	\$ 6,646,516	\$ 6,646,516	\$ 6,646,516	\$ 6,912,376	\$ 6,912,376
Kent	\$ 350,275	\$ 350,275	\$ 350,275	\$ 364,286	\$ 364,286
Keremeos	\$ 136,630	\$ 136,630	\$ 136,630	\$ 142,095	\$ 142,095
Kimberley	\$ 432,919	\$ 432,919	\$ 432,919	\$ 450,236	\$ 450,236
Kitimat	\$ 438,428	\$ 438,428	\$ 438,428	\$ 455,966	\$ 455,966
Kitimat-Stikine	\$ 799,284	\$ 799,284	\$ 799,284	\$ 831,256	\$ 831,256
Kootenay Boundary	\$ 574,438	\$ 574,438	\$ 574,438	\$ 597,416	\$ 597,416
Ladysmith	\$ 472,761	\$ 472,761	\$ 472,761	\$ 491,671	\$ 491,671
Lake Country	\$ 783,621	\$ 783,621	\$ 783,621	\$ 814,965	\$ 814,965
Lake Cowichan	\$ 214,812	\$ 214,812	\$ 214,812	\$ 223,404	\$ 223,404
Langford	\$ 2,184,561	\$ 2,184,561	\$ 2,184,561	\$ 2,271,944	\$ 2,271,944
Lantzville	\$ 237,214	\$ 237,214	\$ 237,214	\$ 246,703	\$ 246,703

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**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

<b>Local Government</b>	<b>Year 1 2024/25</b>	<b>Year 2 2025/26</b>	<b>Year 3 2026/27</b>	<b>Year 4 2027/28</b>	<b>Year 5 2028/29</b>
Lillooet	\$ 168,230	\$ 168,230	\$ 168,230	\$ 174,960	\$ 174,960
Lions Bay	\$ 67,906	\$ 67,906	\$ 67,906	\$ 70,622	\$ 70,622
Logan Lake	\$ 166,090	\$ 166,090	\$ 166,090	\$ 172,734	\$ 172,734
Lumby	\$ 157,348	\$ 157,348	\$ 157,348	\$ 163,642	\$ 163,642
Lytton	\$ 72,974	\$ 72,974	\$ 72,974	\$ 75,893	\$ 75,893
Mackenzie	\$ 212,808	\$ 212,808	\$ 212,808	\$ 221,320	\$ 221,320
Maple Ridge	\$ 357,616	\$ 357,616	\$ 357,616	\$ 371,920	\$ 371,920
Masset	\$ 101,569	\$ 101,569	\$ 101,569	\$ 105,632	\$ 105,632
McBride	\$ 90,185	\$ 90,185	\$ 90,185	\$ 93,793	\$ 93,793
Merritt	\$ 384,471	\$ 384,471	\$ 384,471	\$ 399,850	\$ 399,850
Metchosin	\$ 294,132	\$ 294,132	\$ 294,132	\$ 305,897	\$ 305,897
Metro Vancouver RD	\$ 158,550	\$ 158,550	\$ 158,550	\$ 164,892	\$ 164,892
Midway	\$ 93,054	\$ 93,054	\$ 93,054	\$ 96,776	\$ 96,776
Mission	\$ 1,953,932	\$ 1,953,932	\$ 1,953,932	\$ 2,032,089	\$ 2,032,089
Montrose	\$ 109,537	\$ 109,537	\$ 109,537	\$ 113,919	\$ 113,919
Mount Waddington	\$ 217,908	\$ 217,908	\$ 217,908	\$ 226,624	\$ 226,624
Nakusp	\$ 135,765	\$ 135,765	\$ 135,765	\$ 141,195	\$ 141,195
Nanaimo	\$ 4,610,560	\$ 4,610,560	\$ 4,610,560	\$ 4,794,982	\$ 4,794,982
Nanaimo RD	\$ 2,055,154	\$ 2,055,154	\$ 2,055,154	\$ 2,137,360	\$ 2,137,360
Nelson	\$ 569,111	\$ 569,111	\$ 569,111	\$ 591,875	\$ 591,875
New Denver	\$ 85,586	\$ 85,586	\$ 85,586	\$ 89,010	\$ 89,010
New Hazelton	\$ 90,823	\$ 90,823	\$ 90,823	\$ 94,456	\$ 94,456
New Westminster	\$ 318,576	\$ 318,576	\$ 318,576	\$ 331,319	\$ 331,319
North Coast	\$ 212,262	\$ 212,262	\$ 212,262	\$ 220,752	\$ 220,752
North Cowichan	\$ 1,520,040	\$ 1,520,040	\$ 1,520,040	\$ 1,580,841	\$ 1,580,841
North Okanagan	\$ 983,150	\$ 983,150	\$ 983,150	\$ 1,022,476	\$ 1,022,476
North Saanich	\$ 620,518	\$ 620,518	\$ 620,518	\$ 645,339	\$ 645,339
Northern Rockies RM	\$ 267,312	\$ 267,312	\$ 267,312	\$ 278,005	\$ 278,005

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<b>Local Government</b>	<b>Year 1 2024/25</b>	<b>Year 2 2025/26</b>	<b>Year 3 2026/27</b>	<b>Year 4 2027/28</b>	<b>Year 5 2028/29</b>
Oak Bay	\$ 882,566	\$ 882,566	\$ 882,566	\$ 917,868	\$ 917,868
Okanagan-Similkameen	\$ 1,251,800	\$ 1,251,800	\$ 1,251,800	\$ 1,301,872	\$ 1,301,872
Oliver	\$ 295,361	\$ 295,361	\$ 295,361	\$ 307,175	\$ 307,175
Osoyoos	\$ 316,398	\$ 316,398	\$ 316,398	\$ 329,054	\$ 329,054
Parksville	\$ 684,584	\$ 684,584	\$ 684,584	\$ 711,968	\$ 711,968
Peace River	\$ 979,689	\$ 979,689	\$ 979,689	\$ 1,018,877	\$ 1,018,877
Peachland	\$ 327,007	\$ 327,007	\$ 327,007	\$ 340,087	\$ 340,087
Pemberton	\$ 218,545	\$ 218,545	\$ 218,545	\$ 227,287	\$ 227,287
Penticton	\$ 1,742,928	\$ 1,742,928	\$ 1,742,928	\$ 1,812,645	\$ 1,812,645
Pitt Meadows	\$ 125,318	\$ 125,318	\$ 125,318	\$ 130,330	\$ 130,330
Port Alberni	\$ 894,814	\$ 894,814	\$ 894,814	\$ 930,607	\$ 930,607
Port Alice	\$ 97,061	\$ 97,061	\$ 97,061	\$ 100,943	\$ 100,943
Port Clements	\$ 78,893	\$ 78,893	\$ 78,893	\$ 82,049	\$ 82,049
Port Coquitlam	\$ 262,257	\$ 262,257	\$ 262,257	\$ 272,747	\$ 272,747
Port Edward	\$ 84,812	\$ 84,812	\$ 84,812	\$ 88,205	\$ 88,205
Port Hardy	\$ 241,085	\$ 241,085	\$ 241,085	\$ 250,728	\$ 250,728
Port McNeill	\$ 170,689	\$ 170,689	\$ 170,689	\$ 177,517	\$ 177,517
Port Moody	\$ 171,842	\$ 171,842	\$ 171,842	\$ 178,716	\$ 178,716
Pouce Coupe	\$ 98,108	\$ 98,108	\$ 98,108	\$ 102,033	\$ 102,033
Powell River City	\$ 698,290	\$ 698,290	\$ 698,290	\$ 726,222	\$ 726,222
Prince George	\$ 3,556,223	\$ 3,556,223	\$ 3,556,223	\$ 3,698,472	\$ 3,698,472
Prince Rupert	\$ 623,478	\$ 623,478	\$ 623,478	\$ 648,417	\$ 648,417
Princeton	\$ 195,186	\$ 195,186	\$ 195,186	\$ 202,994	\$ 202,994
qathet	\$ 406,373	\$ 406,373	\$ 406,373	\$ 422,627	\$ 422,627
Qualicum Beach	\$ 487,013	\$ 487,013	\$ 487,013	\$ 506,494	\$ 506,494
Queen Charlotte	\$ 107,306	\$ 107,306	\$ 107,306	\$ 111,598	\$ 111,598
Quesnel	\$ 513,696	\$ 513,696	\$ 513,696	\$ 534,244	\$ 534,244
Radium Hot Springs	\$ 124,381	\$ 124,381	\$ 124,381	\$ 129,357	\$ 129,357

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**Union of BC Municipalities**  
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**Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Revelstoke	\$ 440,204	\$ 440,204	\$ 440,204	\$ 457,812	\$ 457,812
Richmond	\$ 747,731	\$ 747,731	\$ 747,731	\$ 777,640	\$ 777,640
Rosland	\$ 251,922	\$ 251,922	\$ 251,922	\$ 261,999	\$ 261,999
Saanich	\$ 5,424,341	\$ 5,424,341	\$ 5,424,341	\$ 5,641,315	\$ 5,641,315
Salmo	\$ 115,320	\$ 115,320	\$ 115,320	\$ 119,933	\$ 119,933
Salmon Arm	\$ 948,226	\$ 948,226	\$ 948,226	\$ 986,155	\$ 986,155
Sayward	\$ 78,620	\$ 78,620	\$ 78,620	\$ 81,765	\$ 81,765
Sechelt	\$ 557,317	\$ 557,317	\$ 557,317	\$ 579,610	\$ 579,610
Sechelt Indian	\$ 98,245	\$ 98,245	\$ 98,245	\$ 102,175	\$ 102,175
Sicamous	\$ 182,391	\$ 182,391	\$ 182,391	\$ 189,687	\$ 189,687
Sidney	\$ 624,298	\$ 624,298	\$ 624,298	\$ 649,270	\$ 649,270
Silverton	\$ 71,653	\$ 71,653	\$ 71,653	\$ 74,519	\$ 74,519
Slocan	\$ 80,669	\$ 80,669	\$ 80,669	\$ 83,896	\$ 83,896
Smithers	\$ 308,293	\$ 308,293	\$ 308,293	\$ 320,624	\$ 320,624
Sooke	\$ 750,335	\$ 750,335	\$ 750,335	\$ 780,349	\$ 780,349
Spallumcheen	\$ 305,060	\$ 305,060	\$ 305,060	\$ 317,262	\$ 317,262
Sparwood	\$ 252,286	\$ 252,286	\$ 252,286	\$ 262,377	\$ 262,377
Squamish	\$ 1,147,983	\$ 1,147,983	\$ 1,147,983	\$ 1,193,902	\$ 1,193,902
Squamish-Lillooet	\$ 381,511	\$ 381,511	\$ 381,511	\$ 396,771	\$ 396,771
Stewart	\$ 86,952	\$ 86,952	\$ 86,952	\$ 90,431	\$ 90,431
Strathcona	\$ 542,974	\$ 542,974	\$ 542,974	\$ 564,693	\$ 564,693
Summerland	\$ 611,730	\$ 611,730	\$ 611,730	\$ 636,199	\$ 636,199
Sun Peaks Mountain	\$ 127,341	\$ 127,341	\$ 127,341	\$ 132,435	\$ 132,435
Sunshine Coast	\$ 783,803	\$ 783,803	\$ 783,803	\$ 815,155	\$ 815,155
Surrey	\$ 1,901,005	\$ 1,901,005	\$ 1,901,005	\$ 1,977,045	\$ 1,977,045
Tahsis	\$ 81,306	\$ 81,306	\$ 81,306	\$ 84,559	\$ 84,559
Taylor	\$ 123,380	\$ 123,380	\$ 123,380	\$ 128,315	\$ 128,315
Telkwa	\$ 130,528	\$ 130,528	\$ 130,528	\$ 135,750	\$ 135,750

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Terrace	\$ 610,592	\$ 610,592	\$ 610,592	\$ 635,016	\$ 635,016
Thompson-Nicola	\$ 1,202,714	\$ 1,202,714	\$ 1,202,714	\$ 1,250,823	\$ 1,250,823
Tofino	\$ 177,975	\$ 177,975	\$ 177,975	\$ 185,094	\$ 185,094
Trail	\$ 424,040	\$ 424,040	\$ 424,040	\$ 441,001	\$ 441,001
Tumbler Ridge	\$ 172,647	\$ 172,647	\$ 172,647	\$ 179,553	\$ 179,553
Ucluelet	\$ 157,484	\$ 157,484	\$ 157,484	\$ 163,784	\$ 163,784
Valemount	\$ 111,313	\$ 111,313	\$ 111,313	\$ 115,766	\$ 115,766
Vancouver	\$ 2,204,702	\$ 2,204,702	\$ 2,204,702	\$ 2,292,890	\$ 2,292,890
Vanderhoof	\$ 261,302	\$ 261,302	\$ 261,302	\$ 271,754	\$ 271,754
Vernon	\$ 2,090,534	\$ 2,090,534	\$ 2,090,534	\$ 2,174,155	\$ 2,174,155
Victoria	\$ 4,246,471	\$ 4,246,471	\$ 4,246,471	\$ 4,416,330	\$ 4,416,330
View Royal	\$ 590,466	\$ 590,466	\$ 590,466	\$ 614,085	\$ 614,085
Warfield	\$ 143,232	\$ 143,232	\$ 143,232	\$ 148,962	\$ 148,962
Wells	\$ 73,338	\$ 73,338	\$ 73,338	\$ 76,271	\$ 76,271
West Kelowna	\$ 1,706,182	\$ 1,706,182	\$ 1,706,182	\$ 1,774,430	\$ 1,774,430
West Vancouver	\$ 206,074	\$ 206,074	\$ 206,074	\$ 214,317	\$ 214,317
Whistler	\$ 700,066	\$ 700,066	\$ 700,066	\$ 728,069	\$ 728,069
White Rock	\$ 134,348	\$ 134,348	\$ 134,348	\$ 139,722	\$ 139,722
Williams Lake	\$ 561,871	\$ 561,871	\$ 561,871	\$ 584,346	\$ 584,346
Zeballos	\$ 69,149	\$ 69,149	\$ 69,149	\$ 71,915	\$ 71,915

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# Quarterly Report

Q2 2024

Corporate Administration

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



**TABLE OF CONTENTS**

- DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY) ..... 2
  - GM Development and Community Sustainability ..... 2
  - Mgr. Building..... 3
  - Mgr. Community Sustainability ..... 4
  - Mgr. Planning..... 9
- ENVIRONMENTAL SERVICES ..... 13
  - Mgr. Resource Recovery ..... 13
- COMMUNITY SERVICES..... 16
  - GM Community Services..... 16
  - Regional Manager-Operations and Asset Management ..... 17
  - Regional Manager-Recreation and Client Services..... 17
  - Mgr. Parks ..... 18
- FIRE SERVICES ..... 20
  - Regional Fire Chief ..... 20
- CORPORATE SERVICES ..... 22
  - CAO ..... 22
  - Mgr. Corporate Admin..... 22
  - Mgr. Finance ..... 27
  - Mgr. IT..... 27
- CAPITAL PROJECTS TO JUNE 30, 2024 ..... 28
- PROJECTS COMPLETED IN Q1 2024 REMOVED FROM QUARTERLY REPORT ..... 35
- PROJECTS COMPLETED IN Q2 2024 ..... 35

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas Of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
<b>Engage RDCK Indigenous Nations on Opportunities for Partnership</b>	2020-10-19	GM Development and Community Sustainability	Part of RDCK Core Services	Entire RDCK	60%- 80% complete	2024-12-31	Develop a protocol agreement with Yaqan Nukiy on how we work together. Initiatives - Creston Valley watershed governance initiative (Flood Management Partnership, Water feasibility Study, Duck Ck, cumulative effects study), Crawford Bay Reg. Park TUS and P&T Strat plan water ac. Sylix-Okanagan Nation and Colville Confederated Tribes-Sinixt on SLRP, Norn creek restoration. FNESS wildfire.
<b>Comprehensive review of bylaw enforcement regulatory bylaws &amp; options for funding</b>	2023-08-17	GM Development and Community Sustainability	Part of RDCK Core Services	All Electoral Areas	20% to 40% complete	2025-12-11	Budget for legal review of bylaws approved in 2024 Dog control services bylaw and noise bylaw currently being reviewed Unightly, nuisance and soil deposit and removal bylaw are next on the list. Staff provide more detail under the work plan item for noise and dog control services. Unightly Property, Special Events (area H), Nuisance are also under review.
<b>Review Noise Bylaw 2440, 2015</b>	2022-09-22	GM Development and Community Sustainability	Part of RDCK Core Services	Area A,Area B,Area C,Area E,Area F,Area G,Area H,Area I,Area J,Area K	20% to 40% complete	2025-12-21	Seek legal review of Noise bylaw Staff considering adding barking dogs This review is part of an overall review of all bylaw enforcement bylaws.
<b>Expansion of Kootenay Conservation Program</b>	2021-09-23	GM Development and Community Sustainability	Part of RDCK Core Services	Area C,Area G,Village of Kaslo,City of Nelson,Village of Slocan,Village of Silverton,Village of New Denver	60%- 80% complete	2024-11-21	The service has expanded to include all of Area H and F. AAP scheduled for July 2024 in area G. City of Nelson has expressed an interest to join service.
<b>Dog Control - Area A, B, C, H and area K expansion</b>	2020-10-10	GM Development and Community Sustainability	Part of RDCK Core Services	Area A,Area B,Area C,Area H,Area I,Area J,Area K,Village of Nakusp	40% to 60% complete	2025-05-31	Dog control contracts for I, J and K and Nakusp are being negotiated with contractor for renewal. Value of new contracts higher than requisition for 2024. Staff are reviewing the dog control services - method of delivery, costs and review of the bylaws. Supervisor presented options for A, B, C service to CVSC May 2

<b>DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)</b>							
<b>Project/Initiative Name</b>	<b>Date Assigned</b>	<b>Responsible Manager</b>	<b>Board Strategic Priority</b>	<b>Applicable Areas Of RDCK</b>	<b>Project Completion Status</b>	<b>Anticipated Completion Date</b>	<b>Board Notes</b>
<b>Building Officials Training Program</b>	2018-11-15	Mgr. Building	Part of RDCK Core Services	Village of Salmo, Village of Kaslo, Village of Slocan, Village of Nakusp, Village of Silverton, Village of New Denver, All Electoral Areas	80%- 99% complete	2025-09-30	Senior Building Official also registered building officials and plumbing officials with years of training are now located in Creston and Nelson office. Both coordinate training and development to building officials and plan checkers by reviewing work, ensuring BCBC interpretations and delivery of service is consistent in the region, provide on site training for part 3 and part 9 buildings currently under construction within the service area.
<b>Converting Historical Building Permits to Digital format</b>	2018-03-31	Mgr. Building	Part of RDCK Core Services	Area A, Area B, Area C, Area D, Area E, Area F, Area G, Area H, Area I, Area J, Area K	40% to 60% complete	2024-07-18	First batch of Permits were sent out in March 2024. This will be ongoing work until all historic permits are digitized for ease of retrieval and based on available budget.
<b>Update Building Inspection Service Agreement with Municipalities</b>	2018-10-01	Mgr. Building	Coordinated Service Delivery	Village of Salmo, Village of Kaslo, Village of Slocan, Village of Nakusp, Village of Silverton, Village of New Denver	20% to 40% complete	2025-11-30	To ensure consistency and reduce potential risk work with municipal service participants to bring the building bylaw in alignment with the Building Act and define how the service will be provided via a service agreement. Current preparing for stakeholder engagement phase.
<b>Building Services Policy Review</b>	2018-01-01	Mgr. Building	Part of RDCK Core Services	Entire RDCK	40% to 60% complete	2025-09-30	Progress has been made on policy update and creation. Priority Policies to update include: Lapsed Building Permit Policy 400-01-07, Expired Building Permit Policy 400-01-02, Building Inspection Service - Process for Lack of Valid Permit 400-01-5, Building Permits for Manufactured Homes 400-01-07
<b>Update Building Bylaw 2200</b>	2018-10-01	Mgr. Building	Coordinated Service Delivery	Village of Salmo, Village of Kaslo, Village of Slocan, Village of Nakusp, Village of Silverton, Village of	40% to 60% complete	2025-09-30	Completed initial review and building bylaw amendments: Fees will now be evaluated with Marshall Smith calculator where applicable while other fees have increased to support compliance, removal of building permit application forms removed from building bylaw and delegated to the building manager to ensure the applications are current and inform public of what items are required in order to complete a building permit and expedite a plan review. New amendments will be

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
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				New Denver, All Electoral Areas			recommended in 2025 once new building manager is recruited and after consultation with municipal staff in the service area.
<b>Natural Asset Management Plan for Ymir Watershed/Quartz Creek</b>	2024-06-18	Mgr. Community Sustainability	Water Protection and Advocacy	Area G	1% to 20% complete	2025-01-31	Current status: Preparing RFP Next steps: Continue with procurement Possible barriers: None at this time
<b>Watershed Governance Initiative Phase 3 - Relationships, Mapping, Water Monitoring</b>	2018-12-13	Mgr. Community Sustainability	Water Protection and Advocacy	Entire RDCK	40% to 60% complete	2024-12-20	A project to understand RDCK's role in protecting watersheds in the region. Current: Working with Yaqan Nukiy on Water Sustainability for Creston Valley. Service Case Analysis for Drinking Water and Watershed Protection service with staff for review. Submitted funding application to support project development for Water Sustainability Plan in Creston Valley. Next Steps: Working with Yaqan Nukiy on Project Scope and Terms Barriers: None at this time
<b>Regional Invasive Species Working Group</b>	2021-06-14	Mgr. Community Sustainability	Coordinated Service Delivery	Entire RDCK	40% to 60% complete	2024-07-19	Current Status – Board approved funding for year 2 (July 2024 to July 2025) Dir Hewat and Vandenberghe appointees (Chair). Next steps - Support meetings as needed Barriers - No funding
<b>Living Lakes Ground Water Monitoring project</b>	2024-03-31	Mgr. Community Sustainability	Water Protection and Advocacy	Entire RDCK	1% to 20% complete	2025-03-31	Update: As part of 2024 CSLAC budget Living Lakes Ground Water Monitoring project was granted \$10,000 Next Steps: contract complete, project oversight underway, reporting in 2025 Possible Barriers: none at this time
<b>Rural Grid Resilience Investigation</b>	2023-06-10	Mgr. Community Sustainability	Coordinated Service Delivery	Entire RDCK	40% to 60% complete	2024-12-14	Update: As part of CSLAC 2023 budget, Rural Grid Resilience Investigation pilot in Area D was granted \$6500 Next Steps: Board presentation expected in spring 2024 upon completion of the project Possible barriers: none at this time
<b>Elk Root Conservation Regenerative Agriculture pilot</b>	2024-04-30	Mgr. Community Sustainability	Food security and Agriculture	Entire RDCK	20% to 40% complete	2025-03-31	Update: As part of 2024 CSLAC budget, the Elk Root Conservation Regenerative Agriculture pilot was awarded \$10,000 Next Steps: Contract in place. Possible Barriers: None at this time Board Strategic Priority: Food Security and Agriculture

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas Of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
<b>Central Kootenay Food Policy Council</b>	2019-03-01	Mgr. Community Sustainability	Food security and Agriculture	Entire RDCK	20% to 40% complete	2026-01-14	This is an on-going project supported through S100 Update: The Board approved Grow & Connect project funding - \$20,000 Next steps: CKFPC also requesting core funding, this will be presented to the Board in fall 2024 Possible barriers: Lack of funding
<b>Slocan Lake and River Partnership Initiation</b>	2022-02-17	Mgr. Community Sustainability	Water Protection and Advocacy	Area H,Village of Slocan,Village of Silverton,Village of New Denver	60%- 80% complete	2024-12-31	A project to support the development of a partnership to conserve, protect, and restore habitat; provide education; build relationships; and guide development on Slocan Lake and River. Current Status: Next meeting planned for August 13 with Sinixt Confederacy and Syilx to review current draft of terms of reference Next Steps: Finalize terms of reference Possible Barriers: None at this time
<b>SES - Demand Management - Community - REEP for Homes Project</b>	2020-08-20	Mgr. Community Sustainability	Coordinated Service Delivery	Entire RDCK	80%- 99% complete	2024-09-14	Current: - FCM/GMF grant in final stages of acceptance by City of Nelson to deliver Regional Energy Efficiency Program REEP 2.0 (\$2.5 million) - Preparing agreement between RDCK and City of Nelson for REEP services - Strengthening Home Performance Contractor Network (HPCN) by supporting contractor outreach and training initiatives - Working with CEA/KCET to increase contractor capacity across the RDCK through training and information sharing through end of December 2024 Next Steps: - Implement REEP 2.0 - Develop next stage of a contractor capacity training / outreach program
<b>SES - Low Carbon Transportation - Corporate Fleet</b>	2020-08-20	Mgr. Community Sustainability	Coordinated Service Delivery	Entire RDCK	40% to 60% complete	2024-09-28	Current: - Fleet EV charger installed at head office May 2024 - Prepared SOW for EV purchase - Determining potential scope for fleet study Next Steps: - Support Corporate Admin in purchasing EV - Board report requesting fleet strategy, with funding options Barriers: - Distributed nature of fleet management (no overall fleet manager)

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
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<b>SES - Facility Manager / Operator Training Program</b>	2020-08-20	Mgr. Community Sustainability	Coordinated Service Delivery	Entire RDCK	60%- 80% complete	2024-09-14	Current: - Trained project managers on Better Building policy/guidelines and gathering information on how to support this policy delivery - Applying to FortisBC for funds to deliver training strategy alongside facility monitoring program to train building managers on policy / guidelines - Facilitating regular me facility manager / operator peer network meetings for Community Services, Resource Recovery and Fire Services Next Steps: - RFP for delivery of training workshops to building managers Barriers: Staff capacity
<b>EOC training and equipment 2024 - UBCM</b>	2024-02-15	Mgr. Community Sustainability	Part of RDCK Core Services	Entire RDCK	1% to 20% complete	2025-04-17	The RDCK Board approved a proposal for staff to apply for grant funding from the Union of BC Ministers (UBCM) under the EOC Equipment and Training stream of the Community Emergency Preparedness Fund (CEPF) for funds to provide training and equipment for RDCK Emergency Operations Centre staff. The scope includes: Design and presentation of exercises for EOC activations. Purchase of IT equipment needed for the backup EOC.
<b>RDCK Flood Response Plan</b>	2024-04-18	Mgr. Community Sustainability	Part of RDCK Core Services	All Electoral Areas	1% to 20% complete	2025-04-30	- Application submitted to UBCM-DRR funding stream, awaiting approval. - UNSUCCESSFUL in our application. Awaiting feedback from UBCM as to why our application failed. - Project can be closed in next quarter.
<b>Emergency and Disaster Management Act</b>	2023-11-08	Mgr. Community Sustainability	Part of RDCK Core Services	Entire RDCK	1% to 20% complete	2026-12-31	"As part of EDMA, local authorities are requires to engage with Indigenous Governing Bodies on all aspects of emergency management. The Province has provided LAs \$40,000ea for the engagement. The RDCK is collaborating with its partner municipalities and pool funds to coordinate the engagement in hopes of reducing the burden on our First Nations. Current: Coordinating with Municipalities to host an initial meeting where project objectives/deliverable will be established and decisions on how funds will be used."
<b>Alternate EOC</b>	2023-10-01	Mgr. Community Sustainability	Part of RDCK Core Services	All Electoral Areas	60%- 80% complete	2024-12-31	2023: Began project to establish an alternate EOC in the even the primary EOC needed to be evacuated. Initial procurement, IT/networking, and protocols were developed

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas Of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
							2024: Finalize IT/networking, use UBCM CEPF funds to complete needed procurement (based on RDCK IT staff's plan), conduct exercise to practice needing to activate alternate EOC.
<b>EDMA - Indigenous Engagement Requirement</b>	2024-01-01	Mgr. Community Sustainability	Part of RDCK Core Services	All Electoral Areas	1% to 20% complete	2025-03-31	As part of EDMA, local authorities are required to engage with Indigenous Governing Bodies on all aspects of emergency management. The Province has provided LAs \$40,000ea for the engagement. The RDCK is collaborating with its partner municipalities and pool funds to coordinate the engagement in hopes of reducing the burden on our First Nations. Recent: Hosted initial meeting with municipalities to discuss project objectives/deliverable and how funds could be used. Current: drafting initial agreements for the project + planning a regional meeting in the summer, co-hosted with EMCR
<b>2024 Wildfire Mitigation</b>	2024-01-01	Mgr. Community Sustainability	Wildfire Management	Area A,Area B,Area C,Area D,Area E,Area F,Area G,Area H,Area I,Area J,Area K,Village of Salmo,Village of Kaslo,Village of Slocan,Village of Nakusp,Village of Silverton,Village of New Denver	1% to 20% complete	2024-12-31	The Community Wildfire Protection Plans (CWPPs) for Areas A,B,C,G,H,J,K, Salmo, Nakusp, New Denver, Silverton and Slocan need to be updated this year to Community Wildfire Resiliency Plans (CWRPs). New CWRPs were completed in 2023 for Area D, E, F, I and Kaslo. These plans inform risk reduction for wildfire including new priority treatment units for fuel reduction. Staff are working to initiate the CWRP updates and identify funding, partners and external agencies for fuel treatment.
<b>RDCK Regional Roundtable Wildfire Resiliency Tool (Formerly CBT Lightship Project)</b>	2023-04-14	Mgr. Community Sustainability	Wildfire Management	Entire RDCK	40% to 60% complete	2024-12-31	Current status: Hired consultant is working with RDCK GIS to design and develop the platform. Anticipated implementation in late 2024. This project is proceeding with collaboration from all stakeholders. The Roundtable is reviewing how the Provincial, FNSS and RDCK datasets can all be accessible to use on different GIS platforms, and aggregate data to the same standard.

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
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							Update: The roundtable is informing the 'Org Chart' of the sub regional and regional roundtable to leverage collaboration and connectivity between stakeholders throughout the RDCK
<b>2023 Wildfire Mitigation and FireSmart Program</b>	2023-01-01	Mgr. Community Sustainability	Wildfire Management	Entire RDCK	100% complete	2024-07-31	Current Status: Final reporting is complete. Awaiting final payment from UBCM.
<b>Operational Fuel Treatments - Selous, Queens Bay, Woodbury</b>	2016-08-01	Mgr. Community Sustainability	Wildfire Management	All Electoral Areas	80%- 99% complete	2024-10-31	Current status: Prescribed burning in Selous planned completed this spring + FPInnovations research on the treatment. Final Reporting be initiated Selous: Selkirk College completed LiDAR analyses and reporting on findings, FPInnovations starting contract to evaluate treatments, post various treatments and pre-post Rx burn. Barrier - could no get Adequate burning conditions in fall 2023. Burn postponed by BCWS. Woodbury: Exploring options for 2024 treatment to be funded by CBT
<b>2024 FireSmart Program</b>	2024-04-01	Mgr. Community Sustainability	Wildfire Management	Area A,Area B,Area C,Area D,Area E,Area F,Area G,Area H,Area I,Area J,Area K,Village of Salmo,Village of Kaslo,Village of Slocan,Village of Silverton,Village of New Denver	1% to 20% complete	2024-12-31	Current Status: 2024 CRI allocation-based application was successful + supporting partnering municipalities in their applications Wildfire Mitigation Specialists and the FireSmart coordinator have been hired for the year. Resident uptake for Home Partners Assessments has been higher this year, than all previous years; residents are also applying for the rebate program. The Neighborhood Recognition Program will also see a number of new communities recognized this year Barriers: New allocation-based funding required more conversation with UBCM to ensure accurate application
<b>SES - GHG Reduction Feasibility for RDCK Facilities Project</b>	2022-05-01	Mgr. Community Sustainability	Coordinated Service Delivery	Entire RDCK	40% to 60% complete	2024-10-12	Current: - approved application to FCM/GMF GHG Reduction Pathway Feasibility Study grant - Consultant (Building Energy Systems Ltd.) performing site energy audits and ASHRAE level 2 facility modelling / analysis Next: First workshop with facility managers / operators presenting high level pathways Barriers: Staff capacity. Dispersed nature of facility management.



DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas Of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
<b>Emergency Support Services Creston IT Upgrade</b>	2023-07-20	Mgr. Community Sustainability	Part of RDCK Core Services	Entire RDCK	20% to 40% complete	2025-12-31	The Creston & District Community Centre has been identified in our emergency plans as a potential Emergency Reception Centre, Group Lodging facility, and it may serve other purposes such as cooling/warming centre etc. The project will improve internet & telephone connectivity at the centre. The scope is to install additional wireless access points to improve internet connectivity, and to purchase VOIP phones for ESS use in responses. Project is grant funded via UBCM CEPF.
<b>Area D Community Planning</b>	2022-02-17	Mgr. Planning	Part of RDCK Core Services	Area D	Not Started	2025-01-01	Project follows up on completed work in 2022 wherein land use planning discussions held (virtually) for most communities in Area D. Feb 2022 Resolution 149/22 directed staff to continue the next phase of community planning for Area D in 2022 with a specific focus on the Kaslo Corridor; Woodbury; Schroeder Creek; Mirror Lake (including Amundsen Road); and the Allen subdivision, and other communities interested in zoning. Direction from Board needed to prioritize Planning Services work plan items.
<b>Area E Community Planning</b>	2022-05-19	Mgr. Planning	Part of RDCK Core Services	Area E	Not Started	2023-06-30	In 2022 through resolution 363/22 the Board directed staff to continue the next phase of community consultation for Area E as a follow up to the “Open Houses on Land Use Planning” Project completed earlier in the year. This work would be focused where survey results indicated that there is strong interest in pursuing land use planning or more information about land use planning was desired, with a specific focus on the following unincorporated communities: Redfish Creek to Liard Creek (Including Grandview); Longbeach; Harrop; and Proctor.
<b>Kootenay Lake Watercourse DPA Project</b>	2020-04-16	Mgr. Planning	Part of RDCK Core Services	Area A,Area D,Area E,Area F	80%- 99% complete	2023-03-31	- Project initiated from discussions at the Kootenay Lake Partnership table, recognizing that the RDCK has development permit authorities under the Local Government Act that are not being fully utilized to protect sensitive habitat around Kootenay Lake.
<b>Planning Procedures and Fees Bylaw Review</b>	2023-08-17	Mgr. Planning	Part of RDCK Core Services	All Electoral Areas	1% to 20% complete	2024-12-31	528/23 That the Board direct staff to prepare a report to bring back to Rural Affairs Committee on opportunities to respond to housing needs and improve administrative effectiveness through potential amendments to RDCK Planning Procedures and Fees Bylaw No. 2457, as described in the Committee Report “Planning Procedures and Fees Bylaw Amendments”, dated August 2, 2023.

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
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							Awaiting further direction following work plan prioritization exercise with the Board
<b>Housing Development Costing and Study</b>	2024-02-15	Mgr. Planning	Not aligned with a Strategic Priority	All Electoral Areas	Not Started	2024-12-31	110/24 WHEREAS, the RDCK recognizes the urgent need for non-market housing options to support the well-being and stability of our communities for all residents and there exists an opportunity to utilize available land and resources within the RDCK to develop non-market housing; BE IT RESOLVED THAT The RDCK Board hereby directs staff to develop a cost assessment and study outlining the requirements for land development for housing and report on suitable land and resources within the RDCK that can be acquired, converted, and disposed of for the purposes of developing housing.
<b>Subdivision Servicing Bylaw Review</b>	2020-05-21	Mgr. Planning	Part of RDCK Core Services	Entire RDCK	40% to 60% complete	2024-07-31	- May 2020: Board resolution 369/20 directs staff to undertake a review of the RDCK Subdivision Bylaw to improve administrative process and efficiency, and seek solutions for recurring challenges such as ensuring adequate servicing and access. November 2
<b>Complete Communities Assessment</b>	2024-04-10	Mgr. Planning	Coordinated Service Delivery	Town of Creston,Village of Salmo,Village of Kaslo,City of Castlegar,City of Nelson,Village of Slocan,Village of Nakusp,All Electoral Areas	1% to 20% complete	2025-04-30	Received \$300,000 of grant funding from UBCM Complete Communities program for regional growth management planning. RFP out for tender for consultant.
<b>Small-Scale Multi-Unit Housing</b>	2023-11-30	Mgr. Planning	Not aligned with a Strategic Priority	Area A,Area B,Area C,Area D,Area F,Area G,Area I,Area J,Area K	80%- 99% complete	2024-07-18	The purpose of the proposed zoning bylaw amendments are to implement the requirements of Provincial Bill 44 Housing Statutes (Residential Development) Amendment Act, which includes provisions to allow small-scale multi-unit housing (SSMUH) across B.C. The RDCK must allow for a minimum of 1 secondary suite and/or 1 detached accessory dwelling unit in all restricted zones (i.e. zones where the residential use is restricted to detached single-family dwellings), in all electoral areas. Deadline June 30, 2024.

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas Of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
<b>Housing Needs Assessment</b>	2023-11-30	Mgr. Planning	Not aligned with a Strategic Priority	Village of Slocan, Village of Nakusp, Village of Silverton, All Electoral Areas	1% to 20% complete	2024-12-31	Bill 44 - Update Housing Needs Reports using a standard method on a regular basis for a more consistent, robust understanding of local housing needs over 20 years. Interim Housing Needs Reports must be completed by January 1, 2025. Staff are issuing an RFP for a consultant to complete the project with partners Village of Nakusp, Slocan and Silverton. Board approved M'akola as successful proposal June 13, 2024.
<b>Greater Nelson Housing Study</b>	2022-08-18	Mgr. Planning	Part of RDCK Core Services	Area E, Area F, City of Nelson	100% complete	2024-06-13	In Fall 2022, Community Futures Central Kootenay and its partners at the City of Nelson and RDCK commissioned Phase One of the Greater Nelson Non-Market Housing Study. The goal of the study was to assess the need for a local government-supported housing entity to provide affordable housing in the Greater Nelson area and define potential options for further exploration. A report summarizing phase 2 and providing recommendations for Phase 3 was brought to the Oct 19, 2023 regular Board meeting for information. Phase 3 deliverables have been presented to Board June 13 2024.
<b>Active Transportation Feasibility Study - Castlegar to Nelson</b>	2022-07-01	Mgr. Planning	Recreation , Parks and Trails	Area E, Area F, Area H, Area I, Area J	80%- 99% complete	2024-08-31	The Board approved two agreements related to a feasibility study for a proposed active transportation corridor between Nelson and Castlegar. Agreement 1: between Infrastructure Canada's Active Transportation Fund (ATF) and the RDCK to fund the project. The RDCK received \$50,000 for eligible costs to support the project. Agreement 2: between RDCK and WKCC. The RDCK will administer the funding with a staff member liaison. The WKCC will be responsible for delivering the project. Engagement with stakeholders by WKCC Spring '24 Consultant is preparing final report by Aug 15 '24
<b>Area I OCP Review</b>	2016-01-26	Mgr. Planning	Part of RDCK Core Services	Area I	80%- 99% complete	2023-08-19	Updates to community engagement plan - Winter/Spring 2023. Re-launch of project at virtual open house - January 26, 2023. In-person community "kitchen table conversations" in Pass Creek, Glade, Shoreacres/Voykin, Brilliant, Tarrys/Thrums - March, 2023 What we Heard staff report completed - June 2023 Internal RDCK staff engagement session - July 2023 Community Open House - November 6, 2023 Staff have drafted the OCP and reviewed with the Area I APHC

DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas Of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
							Next steps: send draft OCP out on referral Edits are being made before referral stage.
<b>Area E OCP Expansion</b>	2020-05-21	Mgr. Planning	Part of RDCK Core Services	Area E	20% to 40% complete	2022-12-31	In 2020 through resolution 375/20 the Board directed planning staff to expand the Electoral Area E Official Community Plan to include the south border of the City of Nelson to Ymir Road. Recommended to be removed from work plan at the June 2024 Board meeting
<b>Playmor Junction Zoning Bylaw</b>	2020-02-20	Mgr. Planning	Part of RDCK Core Services	Area H	Not Started	2023-12-29	In February 2020 the Board passed resolution 121/20, which directs staff to include the development of a zoning bylaw for Playmor Junction Area to their work plan. Subsequent direction from the Director was to suspend further work on the project until early 2023. Staff to work with Area Director to map out scope and timing of project.
<b>Agricultural Policy Review - Phase 2</b>	2019-03-25	Mgr. Planning	Food security and Agriculture	Entire RDCK	60%- 80% complete	2025-01-01	Project follows previous agriculture policy changes implemented to address regulatory changes in Provincial legislation. This phase focuses on recent changes to the Agricultural Land Reserve Act and Regulations such as those affecting additional residences on ALR land, for example. Changes made to bylaws for Areas A, B, and C adopted in fall 2023. OCP and zoning amendment bylaws for Areas F, I, J, K were adopted at the July 2023 Board meeting. Consideration of agricultural policy changes for Areas D, E, G, H yet to come, but project on hold due to work on higher priority items.
<b>Area H North OCP Review</b>	2020-04-16	Mgr. Planning	Part of RDCK Core Services	Area H	1% to 20% complete	2023-07-28	In April 2020, the Board passed resolution 279/20, which directs staff to include the review of the Area H North Official Community Plan, with the potential of having a Comprehensive Land Use bylaw, in their work plan. April/May 2022 - Staff completed open houses in New Denver and Hills. Awaiting further direction following work plan prioritization exercise with the Board
<b>Campground Bylaw Review</b>	2018-04-19	Mgr. Planning	Not aligned with a Strategic Priority	All Electoral Areas	1% to 20% complete	2025-08-14	Initiative began to investigate regulatory options for park model trailers within the RDCK, but has expanded to consider ways to better regulate developments where multiple RV sites are created. This is especially relevant in the proliferation of shared interest developments in unzoned areas where there is concern for health and safety of these developments.

<b>DEVELOPMENT AND COMMUNITY SUSTAINABILITY SERVICES (PLANNING, BUILDING AND COMMUNITY SUSTAINABILITY)</b>							
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							Resolution 36/20 establishes policy regarding CSA Z241 Park Model Trailers. No further work has been done on this project due to staff being fully engaged on other Board-directed projects on the work plan.
<b>Area J OCP Review</b>	2021-07-07	Mgr. Planning	Part of RDCK Core Services	Area J	Not Started	2025-01-01	Area J to have its own OCP. Project is in the queue for after the completion of Area I's OCP. Regional planning ongoing.

<b>ENVIRONMENTAL SERVICES</b>							
<b>Project/Initiative Name</b>	<b>Date Assigned</b>	<b>Responsible Manager</b>	<b>Board Strategic Priority</b>	<b>Applicable Areas of RDCK</b>	<b>Project Completion Status</b>	<b>Anticipated Completion Date</b>	<b>Board Notes</b>
<b>Asbestos Waste management area at Creston Landfill</b>	2019-12-01	Mgr. Resource Recovery	Waste Management and Alternatives	East RR Subregion	1% to 20% complete	2025-09-30	Project on hold pending obtaining License of Occupation for the "wedge" parcel. Intent is to improve site safety and meet best practices for handling/disposal, while reducing future liabilities.
<b>Creston Landfill Phase 1C/D, Berm</b>	2017-10-18	Mgr. Resource Recovery	Waste Management and Alternatives	East RR Subregion	1% to 20% complete	2024-10-31	LA bylaw brought to Board in July. No change, awaiting LKB lands purchase.
<b>Balfour Wood Chip Pile Relocation</b>	2020-05-01	Mgr. Resource Recovery	Waste Management and Alternatives	Central RR Subregion	80%- 99% complete	2024-11-30	100% of chipped yard and garden now moved to Central. Continuing to transport wood waste chips as drivers/equipment is available and storage areas at Central are available.
<b>Ootischenia Landfill Design and Operation plan update</b>	2017-04-13	Mgr. Resource Recovery	Waste Management and Alternatives	Central RR Subregion, West RR Subregion	1% to 20% complete	2025-12-31	DOCP RFP under development to be issued in Q3.
<b>Creston Septage Facility</b>	2018-06-01	Mgr. Resource Recovery	Waste Management	East RR Subregion	1% to 20% complete	2025-11-01	LA Bylaw brought to Board in July. Staff met with Creston staff in late July to discuss funding and project planning. Reviewing draft agreement in consultation with Creston staff.

ENVIRONMENTAL SERVICES							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
			and Alternatives				
<b>HB Tailings Facility Active Closure</b>	2022-09-14	Mgr. Resource Recovery	Not aligned with a Strategic Priority	Central RR Subregion	20% to 40% complete	2025-12-31	Active-Closure phase will proceed until geochemical, geotechnical, and environmental stability is achieved, estimated to be in 2025. Staff provided a site tour for KNC in on June 24 and will meet EMLI on July 30 for site inspection.
<b>Legacy Landfill Closure Plan Assessments</b>	2020-03-01	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	1% to 20% complete	2025-12-31	In process of submitting Site Disclosure Statements to the Ministry for all legacy sites at end of Q2, which will result in Ministry direction being provided for closure. RFP for Preliminary Site Assessments to occur in 2024.
<b>Nelson Landfill Closure</b>	2017-02-16	Mgr. Resource Recovery	Waste Management and Alternatives	Central RR Subregion	1% to 20% complete	2025-12-31	No change in Q2. Staff to bring a report to Committee in Q3 with details of closure planning, and the expiry of the consulting contract for this work at the end of Q4.
<b>Regional finished compost sales and distribution planning</b>	2022-10-01	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	40% to 60% complete	2024-10-31	Pilot of screening compost in Creston to proceed in Q3. Staff are assessing options & costs and will ask committee for direction on compost sales/distribution in Q3.
<b>ICI Sector Organics Diversion</b>	2024-01-01	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	20% to 40% complete	2025-12-31	Continued engagement underway in Q2 and into Q3. Organics Coordinators time was largely dedicated to referendum in Q1/2 and now on rural diversion grant fund options until Q3/Q4. ICI engagement is next highest priority for this role.
<b>Rural organics diversion opportunities assessment</b>	2024-01-01	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	1% to 20% complete	2025-12-31	Staff informed JRRC about ability to redirect grant funding to other related organics diversion. Staff are investigating options for rural diversion with a report to go to JRRC in September.
<b>Ootischenia landfill lands acquisition</b>	2018-01-01	Mgr. Resource Recovery	Waste Management and Alternatives	Central RR Subregion, West RR Subregion	1% to 20% complete	2025-09-30	Preliminary Field Reconnaissance completed in late Q1 determined an Archaeological Impact Assessment will be needed. A Heritage Inspection Permit will be applied for with the intention of completing the field work in spring 2025.

ENVIRONMENTAL SERVICES							
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<b>Creston Hydrogeological Assessment</b>	2021-10-01	Mgr. Resource Recovery	Waste Management and Alternatives	East RR Subregion	80%- 99% complete	2024-07-31	No significant change in Q2, submitted completed report to Ministry of Environment. Awaiting LKB lands settlement and then intend to request an operational certificate amendment to determine if a liner exception would be granted.
<b>Field staff building assessment</b>	2022-09-01	Mgr. Resource Recovery	Not aligned with a Strategic Priority	Entire RDCK	80%- 99% complete	2024-08-31	Power installed at LAK and Creston Car wash and pending at Crescent Valley. A/C and mini fridges (for cool water) installed at most depots. Those without heat control measures have the hours of operation switched to earlier in the day to avoid high heat period.
<b>Creston Eco-Depot</b>	2018-10-10	Mgr. Resource Recovery	Waste Management and Alternatives	East RR Subregion	1% to 20% complete	2024-12-31	EcoDepot RFP was not successful in finding a contractors to proceed with launch of a Creston depot. To continue with the HHW round up event in the fall. Will consider hosting additional events. Another procurement could be attempted in the future.
<b>Landfilling diversion initiatives - C&amp;D</b>	2021-03-18	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	1% to 20% complete	2024-12-31	No significant change in Q2.
<b>Septage Management Options for Central and West subregions</b>	2019-06-19	Mgr. Resource Recovery	Waste Management and Alternatives	Central RR Subregion, West RR Subregion	20% to 40% complete	2024-12-31	Staff are participating in advisory groups for liquid waste management plans for Castlegar and Nelson.
<b>Scale Software upgrade</b>	2022-01-01	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	80%- 99% complete	2024-12-31	No significant change in Q2. Field supervisors are testing handheld devices at transfer stations with good success. Plate readers to be tested at GRO in Q3/Q4.
<b>Collaboration with City of Nelson on organics program</b>	2019-01-01	Mgr. Resource Recovery	Waste Management and Alternatives	City of Nelson	80%- 99% complete	2024-12-31	No change in Q2. Staff to staff engagement is continuing to occur. Waiting to trial composting of Food Cycler material at Central compost facility.
<b>Curbside Collection service</b>	2023-08-17	Mgr. Resource Recovery	Waste Management	Area F, Area H, Area J	100% complete	2024-06-30	Both referendums were not successful, new curbside service will not proceed.

ENVIRONMENTAL SERVICES							
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establishment and referendum			and Alternatives				
<b>Systems Efficiency Review &amp; Tipping Fee Assessment</b>	2023-01-01	Mgr. Resource Recovery	Waste Management and Alternatives	Entire RDCK	80%- 99% complete	2024-09-19	Tipping fee model and draft report has been completed and undergoing staff review. Expect to bring to JRRC in September.
<b>Residential Cooking Oil Pilot Creston Landfill</b>	2024-06-13	Mgr. Resource Recovery	Waste Management and Alternatives	East RR Subregion	Not Started	2025-09-30	Staff in process of getting collection tank place and preparing communications to launch project in Q3.

COMMUNITY SERVICES							
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<b>Proposed Goat Riverside Park</b>	2019-05-16	GM Community Services	Recreation , Parks and Trails	Area A,Area B,Area C,Town of Creston	1% to 20% complete	2024-12-31	Staff are investigating potential sites for a park. July 2024 - options are still being reviewed by staff and working with appropriate stakeholders.
<b>Creston Library Contract</b>	2018-11-06	GM Community Services	Coordinated Service Delivery	Area A,Area B,Area C,Town of Creston	40% to 60% complete	2024-08-30	Met with library staff and have drafted changes to the agreement for CVSC consideration in September. Have integrated some capital work into financial plan. Library staff reviewing present contract. July 2024 - GM will provide an update at a later date.
<b>Campbell Fields Recreation Development Feasibility Study</b>	2017-06-15	GM Community Services	Recreation , Parks and Trails	Area E,Area F,Area H,Area I,Area J,City of Castlegar,City of Nelson,Village of Slocan	40% to 60% complete	2024-09-25	Engagement in Areas E, F, I, J, City of Nelson and Castlegar to be completed first - report on next steps at All Recreation in September 2024 Staff needs to coordinate a stakeholder meeting. 3rd phase Report completed and posted on website. Reviewing Report with School District is the Next Step. Expect a meeting of the partners May/June 2023.



COMMUNITY SERVICES							
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							<a href="https://www.rdck.ca/EN/main/services/rdck-recreation-master-plans/campbell-field.html">https://www.rdck.ca/EN/main/services/rdck-recreation-master-plans/campbell-field.html</a> July 2024 - no additional information to report.
<b>Fees &amp; Charges Bylaw</b>	2020-06-20	GM Community Services	Recreation , Parks and Trails	All Electoral Areas	60%- 80% complete	2024-09-03	Fees and Charges arena rental rates and meeting/banquet room rates added to schedule - September 2023 All Recreation Meeting Report. This will be updated with a plan to bring Arena rental rates in line with other service area rates at the March 2024 All Recreation meeting. Will need All Recreation feedback to bring final plan to June 2024 All Recreation meeting. Admission Fees approved in August 2021. Aquatic Rental Rates Approved July 2022. Completion of room rental fee implementation September 2024. Arena fees implemented September 2024.
<b>Castlegar and District Community Complex Arena Roof Repair</b>	2024-03-15	Regional Manager-Operations and Asset Management	Recreation , Parks and Trails	Area I,Area J,City of Castlegar	1% to 20% complete	2024-09-29	This is repair of the arena roof - an impermeable membrane will be place over the existing metal roof.
<b>Creston and District Community Complex Solar Array Installation</b>	2023-04-01	Regional Manager-Operations and Asset Management	Recreation , Parks and Trails	Area A,Area B,Area C,Town of Creston	80%- 99% complete	2024-04-30	This project was 75% funded by the CBT light up the basin program. Total budget \$105,000 with RDCK contributing \$30,000 from S224 The size of the solar array will offset total power use by 2% - and staff will be able to track and show real time power generation and use.
<b>Regional Parks &amp; Water Access Strategy Development</b>	2023-08-17	Regional Manager-Recreation and Client Services	Recreation , Parks and Trails	Entire RDCK	20% to 40% complete	2024-12-06	The Regional Parks & Water Access Strategy is a comprehensive strategy to assist with future planning, administration, operations and asset management strategies for all RDCK regional parks. Public consultation strategies completed to date include pop-up meetings, sounding board opportunities and a comprehensive public survey. User group meetings will occur throughout the summer.
<b>Public Engagement Project - Reimaging</b>	2023-06-24	Regional Manager-Recreation	Recreation , Parks and Trails	Area I,Area J,City of Castlegar	1% to 20% complete	2024-08-31	All initial community engagement associated with this project is now complete. This has included 7 public meetings, a community survey, and a user group survey.

COMMUNITY SERVICES							
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Recreation in Castlegar & District		and Client Services					Draft reports and reporting back to the community is expected to occur before the end of the summer.
Public Engagement Project - Nelson Recreation Campus Project	2023-09-15	Regional Manager- Recreation and Client Services	Recreation , Parks and Trails	Area E,Area F,City of Nelson	1% to 20% complete	2024-12-06	The Nelson Recreation Campus project involves determining how the NDCC and Civic Centre building can best serve to the recreation needs of the community into the future. The study will help with long term planning of infrastructure that is at the end of its life expectancy. First Working Group meeting occurred in late June 2024. Public engagement will commence in September 2024.
Community Services - Pioneer Arena Closure	2023-10-28	Regional Manager- Recreation and Client Services	Recreation , Parks and Trails	Area I,Area J,City of Castlegar	20% to 40% complete	2025-03-08	The City of Castlegar has received funding for a portion of the project planned for the Pioneer Arena site. As construction will not commence until Spring 2025, the decision was made operate the Pioneer Arena for one more year. User groups have been notified and operational staff are in place to commence operation this Fall. The building will close at the end of the 2024/2025 ice season.
Community Services Access & Inclusion Policy Development	2023-10-19	Regional Manager- Recreation and Client Services	Recreation , Parks and Trails	Entire RDCK	1% to 20% complete	2023-10-31	At the April 18 RDCK Board meeting, the revised Access & Inclusion policy specific to those with financial barriers to participation was passed. Staff are working on implementation strategies for portions of the policy for the Fall session. To support those already accessing Leisure Access services, processes have been put in place to support ease of administration for the client. Additional information will be provided at the All Rec meeting in October.
Community Services Membership Services Restructuring	2023-11-15	Regional Manager- Recreation and Client Services	Recreation , Parks and Trails	Entire RDCK	Not Started	2024-12-20	At the March All Recreation Committee meeting, support was provided for staff to develop an alternate option to the 10x punch pass and to work towards the implementation of an ongoing monthly membership model for all recreation facilities in the RDCK. Due to staff changes within Community Services, this project has been delayed. Anticipated completion date has been adjusted.
Glacier Creek Park and Commission Bylaw No.1306 amendment	2021-12-09	Mgr. Parks	Recreation , Parks and Trails	Area D,Village of Kaslo	Not Started	2024-08-31	726/21 That staff amend the Glacier Creek Park Commission Bylaw No. 1306, 1998 to reduce the membership from nine members to five members with the resulting quorum. Currently there is no Commission. On hold-continued - continued
Taghum Beach Parking lot improvements	2021-03-31	Mgr. Parks	Recreation , Parks and Trails	Area E,Area F,Area G,Village of Salmo,City of Nelson	1% to 20% complete	2025-12-31	Staff will continue working with engineer during spring 2023 with project design for fall 2023. Continue as planned. Meeting with Engineer August/September. Some further design options being looked at with engineer. Looking into PFR (archeological permitting)

COMMUNITY SERVICES							
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							Some funding for project being provided by Area E and F community works funding grants. Draft concept designs received by RDCK Staff continuing on design.
<b>Glade Legacy Project</b>	2017-07-01	Mgr. Parks	Recreation , Parks and Trails	Area I	20% to 40% complete	2024-10-31	Staff has reviewed draft options and sent back to consultant, still need to meet with consultant Staff working with consultant for final draft. Final draft will be provided to Commission and then for public consultation Draft design provided to Commission looking at community meeting in February Staff had community meeting in Glade, receiving community input through jotform survey. Working on comments. Community meeting was mixed with many not wanting any development that will bring "outside" people to the park
<b>Waterloo Eddy Regional Park Construction</b>	2018-03-01	Mgr. Parks	Recreation , Parks and Trails	Area I,Area J,City of Castlegar	80%- 99% complete	2025-11-30	Final work on Boat and Trailer Parking area Further amenities spring/summer 2023 Working with Teck on motor vehicle closures Contractor and Staff closing off all access points for with boulders and fencing to be completed October 28th 2024 amenities and restoration design - working with ONA on restoration plan Met with ONA in April 2024 with first phase plan, now trying to find an opportunity to partner with them through an unknown agreement type. Some setback with vandalism working to rectify
<b>Lardeau Regional Park Construction - as per Management Plan</b>	2021-04-15	Mgr. Parks	Recreation , Parks and Trails	Area D,Village of Kaslo	60%- 80% complete	2025-10-22	Maintenance contract worker found. Working on waterfront cleanup and restoration as per the Management Plan and approved financial plan Amenity installations and small waterfront restoration budgeted for in 2024 Start working on foreshore work and replanting was well as clean up spring 2024 Staff working into the fall many of the invasives have been removed and planting of non invasives. continued planting and riparian area restoration

FIRE SERVICES							
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<b>Whitewater Fire Protection Fire Response Service Case Analysis</b>	2023-10-19	Regional Fire Chief	Part of RDCK Core Services	Area E,Area G	Not Started	2024-06-30	Assigned at the October 2023 Open Board Meeting This item in the work plan for New Regional Fire Chief David Zayonce Currently under review by Regional Chief Zayonce
<b>Area H Hills and Summit Lake Service Case Analysis</b>	2021-09-23	Regional Fire Chief	Part of RDCK Core Services	Area H	Not Started	2024-06-30	Develop a service case for establishing an RDCK volunteer fire department to service the Hills area. Q1 2023- no progress to report on this initiative due to competing project priorities. Staff are aiming for a June 2024 completion This item is in the work plan for new Regional Fire Chief David Zayonce This item will be re-examined in 2024 with a determination of a direction being resolved prior to the end of 2024.
<b>Crawford Bay Fire Service feasibility study</b>	2016-01-01	Regional Fire Chief	Part of RDCK Core Services	Area A	60%- 80% complete	2024-06-30	This project analyzes options for establishing a fire hall in the Crawford Bay area. A draft options review was provided to the Area Director for review in 2020 and this project is on hold pending feedback. New Regional Fire Chief David Zayonce has been briefed on this item. This item will be re-examined to viability in 2024. Anticipate a firm direction to be determined after the re-examination.
<b>Area D First Responder Service</b>	2020-02-20	Regional Fire Chief	Part of RDCK Core Services	Area D	40% to 60% complete	2024-06-30	Q1 update - The process is moving ahead with a referendum on service establishment in the spring. This item is in the work plan for new Regional Fire Chief David Zayonce. Proceeding with participation in the Lardeau Valley Emergency Fair to engage members of the public about the First Responder Service fore Area D. Anticipate completion the end of June 2024 with operational implementation January 2025.
<b>Changes to allow RDCK firefighters to deliver higher levels of care as pre hospital care providers</b>	2018-09-01	Regional Fire Chief	Part of RDCK Core Services	Entire RDCK	60%- 80% complete	2024-05-31	BCEMA Licensing has announced new scope of practice options for First Responders Jan 26 2023 Staff still awaiting the new training and evaluation curriculum from EMA licensing to allow Responders to work to a higher scope of practice. 2023 Q2 Update - No change. Awaiting offering updates from training providers. 2023 Q3 Training provider is offering training to our instructors to deliver the curriculum. Anticipated delivery of spring 2024 to firefighters. This item is in the work plan for new Regional Fire Chief David Zayonce

FIRE SERVICES							
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<b>BC Structure Firefighter Minimum Training Standards</b>	2016-10-01	Regional Fire Chief	Part of RDCK Core Services	Entire RDCK	80%- 99% complete	2024-12-31	New BC Structure Firefighter Minimum Training Standard distributed by the Office of the Fire Commissioner in September/October 2023. Replaces the previous BC Structure Firefighter Playbook. Staff currently analyzing and assessing updates and changes, developing a comprehensive training plan to meet objectives. Local Authorities are required to have the new standard incorporated in their fire training program for March of 2024, with all training being offered by end of 2024. This item is in the work plan for new Regional Fire Chief David Zayonce
<b>Service S128 Riondel Fire Protection</b>	2020-08-20	Regional Fire Chief	Part of RDCK Core Services	Area A	40% to 60% complete	2024-08-31	This project involves evaluating equitable share of funding for the Riondel Fire Services for providing First Responder and Road Rescue services outside of the fire service boundary. Q3 update- The Province has advised that Service 152 should be spilt into new service areas. Next Step- staff will target Q2 2023 to provide report to Board summarizing the situation and seeking direction to prepare new service establishment bylaw(s) Staff are aiming for a August 2024 completion of this service establishment. This item is in the work plan for new Regional Fire Chief David Zayonce
<b>Creston area Sub-Regional Fire Service</b>	2012-01-01	Regional Fire Chief	Part of RDCK Core Services	Area A,Area B,Area C,Town of Creston	80%- 99% complete	2024-12-31	This ongoing project aims to align and streamline fire services delivery between the RDCK and Town of Creston in the Creston Valley. Q3 update - the Canyon Lister service has been successfully transitioned from the RDCK to the Town of Creston. RDCK and Town staff will now proceed to negotiate a valley-wide contract for end 2023 in accordance with the Project Charter. Update there has been a 2024 contract extension for this item. This item is in the work plan for new Regional Fire Chief David Zayonce.

CORPORATE SERVICES							
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<b>Support on Cannabis</b>	2021-06-17	CAO	Food security and Agriculture	All Electoral Areas	40% to 60% complete	2023-10-31	CAO is reviewing the needs that came out the Cannabis Regulatory Needs and will be recommending meetings with various ministries to move this along. CAO has been appointed to a UBCM working group that is discussing future opportunity for producers and public engagement in 2022, particularly on farm gate sales. The risk is alignment between the province and local government, to allow LG time to implement any bylaw changes required. Current discussions are around "what we heard" document re: consumption spaces. Recent meeting with Health Canada was delayed. Awaiting new dates.
<b>Winlaw Community Hall feasibility study</b>	2022-12-12	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Area H	Not Started	2025-06-20	Board has directed a feasibility study to establish a service to fund the operation of the Winlaw Community Hall. The project will be funded through service 106 Feasibility Study Service and will involve staff from the Administration and Community Services groups. This is considered a low priority item and staff's ability to complete this will depend on other established priorities for both groups involved. Q2 update- no progress made this quarter due to competing project priorities.
<b>Communications strategy update</b>	2023-09-01	Mgr. Corporate Admin	Coordinated Service Delivery	Entire RDCK	100% complete	2024-06-20	Staff have commenced an update to the Communications strategy approved in 2018. Q2 update- a draft strategy was received for information by the Board in April. Director feedback was requested but none was received therefore staff consider the strategy complete and are working towards the objectives outlined therein.
<b>West Creston Fire Service Assent Voting</b>	2023-04-14	Mgr. Corporate Admin	Part of RDCK Core Services	Area C	60%- 80% complete	2024-07-18	Elector approval for amendment to the service establishment bylaw and approval of borrowing to authorize the construction of the new fire hall and purchase of equipment in West Creston be done by assent voting. Q2 update - advance voting will occur on Sept. 4 and advanced and general voting day is Sept. 14. Adoption of the bylaw will be considered at the October Board meeting.
<b>RDCK Procedures Bylaw update</b>	2023-01-01	Mgr. Corporate Admin	Part of RDCK Core Services	Entire RDCK	60%- 80% complete	2024-10-17	This project involves a comprehensive update to the 2019 procedures bylaw with several minor language improvements and clarifications. The update process will also determine the inclusion of items discussed previously by the Board such introducing a consent agenda, possible improvements to Board transparency, and the role and composition of the Executive Committee. A report outlining the proposed items to include in the bylaw review was received by the Board in Q2, and

CORPORATE SERVICES							
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							a draft bylaw which includes director feedback will be received at the August Board meeting.
<b>Update Emergency Program Executive Committee bylaw</b>	2023-12-14	Mgr. Corporate Admin	Part of RDCK Core Services	Entire RDCK	Not Started	2024-12-31	Update the governance bylaw to reflect the scope and requirements of the recently enacted Emergency and Disaster Management Act. A draft bylaw will be considered by the EPEC later in 2024, subject to prioritization through the Manager of Community Sustainability.
<b>Update Advisory Planning and Heritage Commission Bylaw</b>	2023-01-15	Mgr. Corporate Admin	Part of RDCK Core Services	All Electoral Areas	1% to 20% complete	2024-12-31	Comprehensive bylaw update to improve governance of APHC's. Q2 update - the project is in the initial stages of discussion between the planning and administration groups. Staff anticipate a draft of the bylaw will be brought forward for Board consideration in Q4 2024
<b>Update to 2018 Area I 'Using Community Halls for Child Care' study</b>	2023-12-14	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Area I	Not Started	2025-06-30	A consultant will be hired to update the assumptions and data used in the 2018 study to determine if the RDCK should establish a service to support childcare facilities at community halls in Area I. Timing for this initiative will be considered within established priorities for the administration department. Q2 update - no progress made due to competing project priorities.
<b>Area E Fire service contract with City of Nelson and accompanying regulatory bylaw</b>	2023-01-01	Mgr. Corporate Admin	Coordinated Service Delivery	Area E	40% to 60% complete	2025-01-31	The Area E fire contract with City of Nelson is expired. The Fire Services is in active negotiations with the City on a new contract template and modernized regulatory bylaw, supported by the Administration and Finance departments. Q2 update, progress was delayed in Q1 due to the budget process and while discussions between the parties are ongoing progress is intermittent. A new agreement is expected to be ready for Board approval by Q1 2025, with the regulatory bylaw to follow shortly after.
<b>Financial Grant-In-Aid Services Policy</b>	2023-05-15	Mgr. Corporate Admin	Part of RDCK Core Services	Entire RDCK	1% to 20% complete	2024-11-21	Board has requested a policy requiring that, as part of the annual budget preparations, recipients of funding from financial grant in aid services engage with Directors and provide more detailed information regarding their use of taxation funding. Staff will also propose additional risk management and transparency measures within the draft policy. No progress made in Q2 2024. Draft policy is expected in Q4 2024.
<b>Director's Code of Conduct Review</b>	2022-12-15	Mgr. Corporate Admin	Not aligned with a	Entire RDCK	60%- 80% complete	2024-12-31	The Board has directed staff to initiate a review of Policy 100-01-17 Director's Code of Conduct in accordance with the new Community Charter requirements. Q2 2024

CORPORATE SERVICES							
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			Strategic Priority				At the June Board meeting a report was received and staff was directed on specific items to include in a draft code of conduct be received by the Board in Q4.
<b>Shoreacres No Hunting or Discharge of Firearm Bylaw Survey</b>	2019-09-19	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Area I	1% to 20% complete	2025-12-31	No progress in Q2 2024 due to competing project priorities. This is considered to be a low priority item with no expected completion date.
<b>Arrow Creek Water Commission Bylaw</b>	2022-09-16	Mgr. Corporate Admin	Coordinated Service Delivery	Area B,Area C,Town of Creston	40% to 60% complete	2024-12-31	The board has directed an update to the Arrow Creek Commission bylaw to address issues identified by the Town of Creston. A draft bylaw was received by the Commission in Q1 2023. Q2 2024 update - the bylaw was been referred by the Board back to the Commission in 2023 to discuss changes to the draft bylaw to address the Town's concerns regarding delegated authority. This will be discussed at the July 30 2024 Commission meeting.
<b>Special Event Permit Regulatory Bylaw</b>	2017-10-01	Mgr. Corporate Admin	Part of RDCK Core Services	Area H	80%- 99% complete	2024-12-31	Q2 2024 update - Due to issues with events held in Q3 2022, the Board directed staff to review options to make the bylaw more effective. Following from the prosecution of two 2023 events under the Noise Bylaw, staff have identified that bylaw as the preferred tool for large event enforcement. Recommendations from the bylaw enforcement team regarding future use of the Special Event bylaw will be forthcoming following the conclusion of the current prosecutions.
<b>WKBRHD Policy Manual</b>	2020-10-25	Mgr. Corporate Admin	Part of RDCK Core Services	Multi Regional	40% to 60% complete	2026-01-01	At the October 2020 meeting the WKBRHD Board directed staff to develop 4 new policies. Q2 2024 update-This is considered a low priority item and has not progressed due to competing project priorities. No specific timeline has been assigned to bring these policies forward for WKBRHD Board consideration.
<b>RDCK Website Improvements-Phase Two</b>	2020-01-01	Mgr. Corporate Admin	Coordinated Service Delivery	Entire RDCK	60%- 80% complete	2024-10-31	This project will deliver a major upgrade to the RDCK website. The active phase of website development is underway, and the overall design and content upgrades are ongoing. Q2 2024 update - contract was awarded for this in early Q2 and development work is actively underway. A launch of the new website is anticipated for late Q4 2024
<b>Creston and Areas A,B, and C Jaws of Life Service</b>	2023-05-08	Mgr. Corporate Admin	Coordinated Service Delivery	Area A,Area B,Area C,Town of Creston	20% to 40% complete	2024-12-31	The bylaw amendment will reduce the current jaws of life service scope to road rescue only. Q2 2024 update- this bylaw amendment will follow after the Area A First Responder service establishment bylaw elector approval process. Board



CORPORATE SERVICES							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
<b>Establishment Bylaw amendment</b>							direction on that matter is anticipated following consideration of the service case analysis in August 2024.
<b>Area A First Responder Service Establishment Bylaw</b>	2023-05-18	Mgr. Corporate Admin	Coordinated Service Delivery	Area A	40% to 60% complete	2024-09-19	The proposed service will fund provision of first responder services by the Riondel Fire dept. to portions of Area A outside the boundaries of the current fire protection area. Q2 2024 update - the service case analysis report will be received for Board consideration at the August 2024 Board meeting.
<b>Delegation of Authority Bylaw</b>	2018-01-01	Mgr. Corporate Admin	Part of RDCK Core Services	Entire RDCK	20% to 40% complete	2025-05-15	The Bylaw will identify complete list of authority delegated to be delegated to staff by the Board. Q1 2024 update- The first stage of the project - an inventory of authorities delegated within existing bylaws and a jurisdictional scan was completed in Q3 2023. Project timing has been impacted by competing project priorities. A draft bylaw is targeted to be received for Board consideration in Q1 2025.
<b>Referendum Support Policy</b>	2018-06-21	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Entire RDCK	Not Started	2026-01-01	In 2018 the Board directed that staff develop a policy to guide Board decision making in response to requests for RDCK support for groups taking specific positions on RDCK referenda. Q2 2024- This is a low priority item and has not been actioned by staff. This policy will be prioritized in the context of an overall policy review but has no assigned date for completion.
<b>Public Notice Bylaw</b>	2022-05-15	Mgr. Corporate Admin	Coordinated Service Delivery	Entire RDCK	60%- 80% complete	2024-09-19	Changes to the Local Government Act in 2021 give the RDCK more options for publishing official notices. The draft bylaw received two readings at the July Board meeting and Directors comments will be incorporated into the revised bylaw expected on the September Board agenda
<b>Policy to Adress Harassment of Staff Attending Private Properties</b>	2022-05-19	Mgr. Corporate Admin	Coordinated Service Delivery	Entire RDCK	1% to 20% complete	2024-11-30	This policy will follow from the Staff Safety and Harassment Policy adopted in September 2023 that covers RDCK workplaces. This new policy will be similar, but will cover RDCK employees attending private properties in the course of their duties, such as building inspectors and bylaw officers. Q2 2024 update-no progress made on this initiative due to competing project priorities.
<b>Fireworks bylaw feasibility report</b>	2020-11-15	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Area E	100% complete	2024-06-21	Resolution 370/24 That the Board direct staff to take no further action on RES 756/20 Fireworks Feasibility Study, being: That Directors interested in a fireworks survey indicate their interest to the Chief Administrative Officer by November 30, 2020; AND FURTHER, that staff be directed to prepare a report to determine the feasibility

CORPORATE SERVICES							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
							of developing and implementing a Fireworks Bylaw to be reviewed at the February 2021 Rural Affairs Committee meeting.
<b>Area H and I Dog Control Service Case Analysis</b>	2020-03-19	Mgr. Corporate Admin	Coordinated Service Delivery	Area H,Area I,Village of Slocan,Village of Silverton,Village of New Denver	40% to 60% complete	2024-12-31	This initiative will be considered in relation to other dog control service requests (Creston and area, Area K). Q2 2024 update- an overview report of all dog control services was received in Q2 from the Bylaw Enforcement Supervisor and the Board has directed consideration of bylaws and service options for all electoral areas. This initiative is now reported through the Development Services and Community Sustainability group and will be removed from future Corporate Administration reporting.
<b>Transit Service Funding Review</b>	2019-07-18	Mgr. Corporate Admin	Part of RDCK Core Services	Central RR Subregion, West RR Subregion	60%- 80% complete	2024-11-30	This project entails developing a new values- based funding model for the Kootenay Lake West transit service. Q2 2024 update - Directors were interviewed in Q2 and a draft consultant report will be received by the Committee in September 2024.
<b>FCM Board and Committee Appointments Policy</b>	2023-07-15	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Entire RDCK	Not Started	2024-11-30	This policy will establish criteria for the Board to apply when considering appointments to and/or support for candidacy for positions within the Federation of Canadian Municipalities Board or Committees. This is considered a lower priority item. Q2 2024 update - no progress made on this item due to competing project priorities
<b>Kaslo and Area D Economic Development Commission bylaw update</b>	2023-08-17	Mgr. Corporate Admin	Coordinated Service Delivery	Area D,Village of Kaslo	Not Started	2025-06-30	The update to the current bylaw will involve reviewing Commission procedures and membership and updating to the current RDCK commission bylaw template. Q2 2024 update - no progress made on this initiative
<b>Ymir Cemetery Ownership Investigation</b>	2023-09-14	Mgr. Corporate Admin	Not aligned with a Strategic Priority	Area G	Not Started	2025-12-31	The Board has directed staff to research and report back on the feasibility of the RDCK assuming ownership and operational responsibility for the Ymir Cemetery. Q2 2024 update - staff have connected the society currently providing stewardship over the site with legal assistance to evaluate their options. Staff will not proceed further until the outcome of that process is known.
<b>RDCK Accessibility Plan</b>	2023-06-14	Mgr. Corporate Admin	Part of RDCK Core Services	Entire RDCK	20% to 40% complete	2025-06-30	In 2023, to achieve compliance with the recently enacted Accessible British Columbia Act, the Board adopted a bylaw forming the Accessibility Committee tasked with guiding the completion of the RDCK accessibility plan. Q2 2024 update - the Committee had their inaugural meeting in Q1, and the Board subsequently

CORPORATE SERVICES							
Project/Initiative Name	Date Assigned	Responsible Manager	Board Strategic Priority	Applicable Areas of RDCK	Project Completion Status	Anticipated Completion Date	Board Notes
							directed that staff apply to two grant programs to fund the hiring of consultants to assist with the plan. The Committee will meet next in Q4 to discuss the scope of work for the plan.
<b>Information Request and Complaint Handling Policy</b>	2024-03-19	Mgr. Corporate Admin	Coordinated Service Delivery	Entire RDCK	Not Started	2024-11-30	Due to increasing demand on RDCK staff in 2024 to respond to information requests and complaints from the public the senior management team has directed that a policy be created for Board consideration that defines reasonable expectations for responsive public service and which balances our requirements for transparency and accountability against business efficiency and impacts on established RDCK priorities. A draft policy will be received by the Board in Q4 2024.
<b>Nakusp and Area K Shared Services Governance Review</b>	2024-06-18	Mgr. Corporate Admin	Coordinated Service Delivery	Area K,Village of Nakusp	Not Started	2025-04-01	Resolution 371/24 That the Board direct staff to review the current operation of the Recreation Commission No. 4 and the Nakusp and Area K Regional Services Commission and evaluate options for improving governance of Nakusp and Area K shared services, including but not limited to establishing a shared services committee.
<b>Timesheets application in Project Management module</b>	2018-03-01	Mgr. Finance	Part of RDCK Core Services	Entire RDCK	1% to 20% complete	2023-12-31	Implementation of the Timesheets functionality for a test or beta group to have electronic timesheets be created, submitted and approved to then be integrated to the Payroll intake to improve efficiencies. The standardization is complete save for one group. With Board approval of a second Payroll Specialist work within the system to develop improvements prior to moving to a new platform can move forward.
<b>Enhanced features in the Project Costing Module</b>	2018-04-15	Mgr. Finance	Part of RDCK Core Services	Entire RDCK	20% to 40% complete	2023-12-31	A reassessment of the coding categories will be evaluated. Exploration of the "Main" project umbrella are in development.
<b>Information Technology Infrastructure Replacement - Wireless Firewalls</b>	2022-04-01	Mgr. IT	Part of RDCK Core Services	Multi Regional	80%- 99% complete	2023-04-04	This project is required to replace firewalls and wifi routers that are at end of life.
<b>Microsoft Exchange 365</b>	2023-01-03	Mgr. IT	Part of RDCK Core Services	All Electoral Areas	60%- 80% complete	2023-12-15	This project is to align our infrastructure/hosted environment with security and functional requirements.

**CAPITAL PROJECTS TO JUNE 30, 2024**

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
Balfour TS Paving Agreement No. 2023-167-ENV: SPL	AJ Evenson	1-Jan-2024	1-May-24	100%	Completed	Resource Recovery	Construction	Environmental Services	Complete as of April 24
Woodbury Water System Upgrades Agreement No. 2023-208-ENV: Creston Elect	AJ Evenson	1-Jan-2024	31-May-24	100%	Completed	Utilities	Construction	Environmental Services	Complete as of April 30
Salmo Pool Upgrade (PRJ - N/A)	AJ Evenson	1-Jan-2024	15-Jun-24	100%	Completed	Buildings	Construction	Community Services	Complete as of June 15
HB Civil Works Agreement No. 2024-074-ENV: Brenton Ind	AJ Evenson	1-Feb-2024	24-Jun-24	100%	Completed	Civil	Construction	Environmental Services	Complete as of June 24
Duhamel Watermain Upgrades - PN07-09 Agreement No. 2024-052-ENV: Creston Elect	AJ Evenson	1-Jan-2024	30-Jun-24	100%	Completed	Utilities	Construction	Environmental Services	Substantial completion achieved on June 12. Issue certificates and close file.
Beasley Fire Hall - Heat Pumps	AJ Evenson	15-May-2024	30-Jun-24	100%	Completed	Buildings	Construction	Fire Services	Complete
Beasley Fire Hall - Well and Water Upgrades Agreement No. 2023-173-FIR: Wild West Drill	AJ Evenson	15-May-2024	30-Jun-24	100%	Completed	Buildings	Construction	Fire Services	All work completed and weekly testing being done to meet IH requirements.
CDCC Roof Repairs Agreement No. 2023-116-CDCC: Evoke Agreement No. 2023-186-COM: Heritage Roofing	AJ Evenson	1-Jan-2024	31-Jul-24	95%	In Progress	Buildings	Construction	Community Services	Construction underway.

## CAPITAL PROJECTS TO JUNE 30, 2024

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
Edgewood WTP Generator Agreement No. 2024-096-ENV: One Time Elect	AJ Evenson	1-Jan-2024	31-Jul-24	95%	In Progress	Utilities	Construction	Environmental Services	Generator being delivered in late July.
Lister WTP Generator	AJ Evenson	1-Jan-2024	31-Jul-24	100%	Completed	Utilities	Construction	Environmental Services	
Lister Water Main Replacement Agreement No. 2023-105-ENV: WSP Agreement No. 2024-126-ENV: Riteway	AJ Evenson	1-Mar-2024	15-Aug-24	75%	In Progress	Utilities	Construction	Environmental Services	Construction in progress, completion end of July
Riondel WTP Generator Agreement No. 2024-084-ENV: Mayday Elect	AJ Evenson	1-Jan-2024	31-Aug-24	50%	In Progress	Utilities	Construction	Environmental Services	Generator delivery in late August
Nakusp Transfer Station Upgrades Agreement No. 2023-129-ENV: Sperling Hansen Agreement No. 2024-075-ENV: North Mtn	AJ Evenson	30-Apr-2024	31-Aug-24	75%	In Progress	Resource Recovery	Construction	Environmental Services	Completion estimated for mid-July
Pass Creek Fire Hall - Water System Upgrade Agreement No. 2023-037-FIR: Coral Canada	Unallocated	1-Jul-2024	31-Aug-24	0%	On Hold	Buildings	Construction	Fire Services	
Balfour Fire Hall - Standby Generator	AJ Evenson	15-May-2024	30-Sep-24	5%	In Progress	Buildings	Procurement	Fire Services	Waiting on approval to proceed.
Arrow Creek Filtration Study Agreement No. 2023-187: Associated Eng	Jeannine Bradley	1-Jan-2024	30-Sep-24	10%	In Progress	Utilities	Detailed Design	Environmental Services	Working with Consultant to change scope and add additional option to evaluate.

## CAPITAL PROJECTS TO JUNE 30, 2024

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
Ootischenia Fire Hall - Expansion Agreement No. 2022-040-FIR: NDB Construction Agreement No. 2022-174-FIR: Cover Architecture Agreement No. 2023-246-FIR: WSA Eng	Jeannine Bradley	1-Jan-2024	15-Oct-24	75%	In Progress	Buildings	Construction	Fire Services	Construction underway and progressing. October substantial completion target.
Riondel Valve and Meter Station Design (Agreement No. 2023-270-ENV: Highland Consult	AJ Evenson	15-Sep-2024	31-Oct-24	25%	In Progress	Utilities	Procurement	Environmental Services	RFQ posted. Work to be done in September/October.
Rosebery Transfer Station Upgrades Agreement No. 2023-129-ENV: Sperling Hansen Agreement No. 2024-075-ENV: North Mtn	AJ Evenson	1-Sep-2024	31-Oct-24	10%	In Progress	Resource Recovery	Construction	Environmental Services	Construction estimated to start 2nd week of August
Beasley Fire Hall - Paving	AJ Evenson	15-Jun-2024	31-Oct-24	5%	In Progress	Civil	Procurement	Fire Services	Community Works application submitted for August Board meeting.
West Robson Water Main Replacement Agreement No. 2023-125-ENV: ISL Eng	AJ Evenson	1-Jun-2024	30-Nov-24	10%	In Progress	Utilities	Detailed Design	Environmental Services	ISL evaluating design options for section of main along highway.
CDRD Arena Roof Metal Coating Agreement No. 2024-077-COM: Evoke Agreement No. 2024-127-COM: Brault Roofing	Jeannine Bradley	1-Jan-2024	30-Nov-24	5%	In Progress	Buildings	Concept Design	Community Services	Contract in place.
Nakusp Landfill Closure Design	AJ Evenson	1-Oct-2024	31-Dec-24	0%	Not Started	Resource Recovery	Initiation	Environmental Services	Alayne/Nathan working on scope.

## CAPITAL PROJECTS TO JUNE 30, 2024

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
Slocan Transfer Station Upgrades Agreement No. 2023-129-ENV: Sperling Hansen Agreement No. 2024-075-ENV: North Mtn	AJ Evenson	15-Oct-2024	31-Dec-24	10%	In Progress	Resource Recovery	Construction	Environmental Services	Construction estimated to start in October.
Asset Management Agreement No. 2023-106-ENV: ROTH IAMS	AJ Evenson	1-Jan-2024	31-Dec-24	50%	In Progress	Other	Detailed Design	Corporate Admin	Stakeholder mtgs completed and software analysis and next steps underway.
North Shore Fire Hall - Standby Generator	AJ Evenson	15-May-2024	31-Dec-24	5%	In Progress	Buildings	Construction	Fire Services	Community Works application submitted for August Board meeting.
Creston Alternate Water Supply Agreement 2024-083-ENV: Assoc. Eng.	AJ Evenson	1-Mar-2024	31-Dec-24	25%	In Progress	Other	Detailed Design	Environmental Services	Associated working with LKB to obtain monitoring data
Erickson Water Meter Installation Agreement No. 2024-049-ENV: Emco Agreement No. 2024-050-ENV: Wolseley	Jeannine Bradley	1-Jan-2024	31-Dec-24	10%	In Progress	Utilities	Construction	Environmental Services	Meters and pits to be delivered from August through to November.
Fire Hall Exhaust Extraction System	Jeannine Bradley	1-Jan-2024	31-Dec-24	90%	In Progress	Buildings	Construction	Fire Services	Closing out Trican contract and working through structural upgrades required.
Grohman Narrows Recycling Depot - Detailed Design and Fleet Building Agreement No. 2024-146-ENV: TBD	Jeannine Bradley	1-Jan-2024	31-Dec-24	5%	In Progress	Resource Recovery	Concept Design	Environmental Services	Working through insurance issues
CDCC East Stairwell Agreement No. 2022-085-CDCC: Studio 9	Jeannine Bradley	1-Jan-2024	31-Dec-24	25%	In Progress	Buildings	Construction	Community Services	Contract termination complete.

## CAPITAL PROJECTS TO JUNE 30, 2024

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
North Shore Fire Hall - Heat Pumps	Jeannine Bradley	1-Jan-2024	31-Dec-24	10%	In Progress	Buildings	Construction	Fire Services	Preparing Board Report. CW grant.
North Shore Fire Hall - LED Light Retrofit (2023 Plumbing Upgrades) Agreement No. 2024-003-FIR: Bowick Elect	Jeannine Bradley	1-Jan-2024	31-Dec-24	90%	In Progress	Buildings	Construction	Fire Services	Fire Chief is looking after.
Slocan Fire Hall - LED Light Retrofit	Jeannine Bradley	1-Jan-2024	31-Dec-24	0%	In Progress	Buildings	Construction	Fire Services	Procurement in progress
Robson Fire Hall - Fencing Agreement No. 2024-180-FIR: PNT Contracting	Jeannine Bradley	1-Jul-2024	31-Dec-24	0%	In Progress	Buildings	Construction	Fire Services	CW application in July
Robson Fire Hall - Man Door Replacement Agreement No. 2024-179-FIR: Stand Architecture	Jeannine Bradley	1-Jul-2024	31-Dec-24	0%	In Progress	Buildings	Construction	Fire Services	CW application in July
Yahk Fire Hall - Heat Pump Installation	Jeannine Bradley	1-Jul-2024	31-Dec-24	0%	In Progress	Buildings	Construction	Fire Services	
Yahk Fire Hall - Overhead Door Replacement	Jeannine Bradley	1-Jul-2024	31-Dec-24	0%	In Progress	Buildings	Construction	Fire Services	
CDRD Arena Roof Insulation Agreement No. 2024-174-COM: Evoke	Jeannine Bradley	1-Jul-2024	31-Dec-24	5%	In Progress	Buildings	Construction	Community Services	Evoke undertaking design for summer/fall procurement.
Balfour Fire Hall - Siding	Unallocated	1-Jan-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Blewett Fire Hall - Man Door and Seal Replacement	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Blewett Fire Hall - Siding	Unallocated	1-Jul-2024	31-Dec-24	90%	On Hold	Buildings	Construction	Fire Services	
Crescent Valley Fire Hall - Man Door and Seal Replacement	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	



## CAPITAL PROJECTS TO JUNE 30, 2024

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
North Shore Fire Hall - Door Interlocks	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Pass Creek Fire Hall - Man Door and Seal Replacement	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Tarrys Fire Hall - Building Insulation	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Tarrys Fire Hall - Window Installation	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Winlaw Fire Hall - Man Door and Seal Replacement	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
Yahk Fire Hall - Standby Generator	Unallocated	1-Jul-2024	31-Dec-24	0%	On Hold	Buildings	Construction	Fire Services	
East Shore Connectivity Project Agreement No. 2023-176-ADM: Kaslo InfoNet	AJ Evenson	1-Jan-2024	31-Mar-25	30%	In Progress	Utilities	Construction	Corporate Admin	Several complications with archaeological studies required for 14 landing sites. KIN working on alternate terrestrial and submarine cable options to keep schedule on track.
Erickson Water Main Replacement Agreement No. 2023-105-ENV: WSP	AJ Evenson	1-Jan-2024	30-Jun-25	10%	In Progress	Utilities	Detailed Design	Environmental Services	Project ready to be tendered for fall construction.
West Creston Fire Hall - Construction Agreement No. 2022-122-FIR: CWMM Agreement No. 2022-123-FIR: Ready Eng	AJ Evenson	15-Jul-2024	30-Jun-25	10%	On Hold	Buildings	Detailed Design	Fire Services	Referendum in Sept
Burton Watermain Design	Unallocated	1-Jan-2024	30-Jun-25	0%	On Hold	Civil	Initiation	Environmental Services	Initiate in Fall 2024

**CAPITAL PROJECTS TO JUNE 30, 2024**

ACTIVE PROJECTS BEING MANAGED: 57 (8 Completed YTD)				TOTAL BUDGET BEING MANAGED: \$14,831,059					
Project Name	PM	Start Date	End Date	% Complete	Status	Project Type	Project Phase	Department	Status – Next Steps
Riondel Storm Drainage Replacement	Unallocated	1-Sep-2024	30-Jun-25	0%	On Hold	Civil	Initiation	Environmental Services	Initiate in Fall 2024
NDCC Refrigeration Engineering/Construction and CDCC Refrigeration Engineering/Construction	AJ Evenson	17-Jun-2024	31-Dec-25	5%	In Progress	Buildings	Procurement	Community Services	RFP ready to be posted to BCBid

### PROJECTS COMPLETED IN Q1 2024 REMOVED FROM QUARTERLY REPORT

Project/Initiative Name	Responsible Manager
<b>Kootenay Boundary Farm Advisory</b>	GM Development and Community Sustainability
<b>Initiate Video Recording and Posting of Board Meetings</b>	Mgr. Corporate Admin
<b>Kitchener Fire Service Case Analysis</b>	Mgr. Corporate Admin
<b>Waste composition study</b>	Mgr. Resource Recovery
<b>RR Facility washroom installation project</b>	Mgr. Resource Recovery
<b>RDCK Climate Actions - Community Engagement</b>	Mgr. Community Sustainability
<b>External Support Worker</b>	Regional Manager-Recreation and Client Services

### PROJECTS COMPLETED IN Q2 2024

Project/Initiative Name	Responsible Manager
<b>Curbside Collection service establishment and referendum</b>	Mgr. Resource Recovery
<b>Communications strategy update</b>	Mgr. Corporate Admin
<b>Fireworks bylaw feasibility report</b>	Mgr. Corporate Admin
<b>2023 Wildfire Mitigation and FireSmart Program</b>	Mgr. Community Sustainability



# 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 Rotary Club	<b>Date of Application:</b> 08/01/2024
<b>Contact Name:</b> Rick Minichiello	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 495  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-6689	<b>Email:</b> rickminichiello@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.*

Drive Fore Rotary, has raised hundreds of thousands dollars for the Creston Valley Community Benefit.

The golf tournament is a fun fundraiser.

Past Projects:

Millennium Park; Centennial Park Pavilion; School Bursaries; Erickson Breakfast Program; Creston Food Bank; TAPS Van; RotoCrest Building; REC Centre Viewpoint; Summit Creek Fishery; CV Wildlife Viewing Tower; Creston Trails Society; Therapeutic Riding; Minor Hockey; RYLA Camps (Youth Leadership); TAPS Pergola; Creston Quilt 4 Kids; Wynndel Playground Construction; Golden Centenaries Tutor Jet; Seniors exercise equipment

### 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:**  
The tournament receives funds from hole sponsors, cash donations, Gold Fee registration, auction sales and a 50-50 draw.

**Previous Discretionary Grants Received – Year and Amount:** 2023 - \$500

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

**Signed at:**  
2024-08-02 11:52:21

Rick Minichiello

Signature

Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley Rotary Club	<b>Date of Application:</b> 08/01/2024
<b>Contact Name:</b> Rick Minichiello	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 495  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-6689	<b>Email:</b> rickminichiello@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.*

Drive Fore Rotary, has raised hundreds of thousands dollars for the Creston Valley Community Benefit.

The golf tournament is a fun fundraiser.

Past Projects:

Millennium Park; Centennial Park Pavilion; School Bursaries; Erickson Breakfast Program; Creston Food Bank; TAPS Van; RotCrest Building; REC Centre Viewpoint; Summit Creek Fishery; CV Wildlife Viewing Tower; Creston Trails Society; Therapeutic Riding; Minor Hockey; RYLA Camps (Youth Leadership); TAPS Pergola; Creston Quilt 4 Kids; Wynndel Playground Construction; Golden Centenaries Tutor Jet; Seniors exercise equipment

### Grant Application:

Total Grant Requested: \$ 750.00	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:**  
The tournament receives funds from hole sponsors, cash donations, Gold Fee registration, auction sales and a 50-50 draw. ...

**Previous Discretionary Grants Received – Year and Amount:** 2023 - \$500

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

*RA Minichiello*    **Signed at:**  
2024-08-01 21:35:18  
\_\_\_\_\_  
Signature

Rick Minichiello  
\_\_\_\_\_  
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> Creston Valley Rotary Club	<b>Date of Application:</b> 08/01/2024
<b>Contact Name:</b> Rick Minichiello	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 495  Creston BC V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-6689	<b>Email:</b> rickminichiello@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.*

Drive Fore Rotary, has raised hundreds of thousands dollars for the Creston Valley Community Benefit.

The golf tournament is a fun fundraiser.

Past Projects:

Millennium Park; Centennial Park Pavilion; School Bursaries; Erickson Breakfast Program; Creston Food Bank; TAPS Van; RotoCrest Building; REC Centre Viewpoint; Summit Creek Fishery; CV Wildlife Viewing Tower; Creston Trails Society; Therapeutic Riding; Minor Hockey; RYLA Camps (Youth Leadership); TAPS Pergola; Creston Quilt 4 Kids; Wynndel Playground Construction; Golden Centenaries Tutor Jet; Seniors exercise equipment

### 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:**  
The tournament receives funds from hole sponsors, cash donations, Gold Fee registration, auction sales and a 50-50 draw. ...

**Previous Discretionary Grants Received – Year and Amount:** 2023 - \$500

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

R. Minichiello    **Signed at:**  
2024-08-01 21:43:12

---

Signature

Rick Minichiello

---

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> West Shores Leisure Advancement Society	<b>Date of Application:</b> 07/11/2024
<b>Contact Name:</b> Erin Christopherson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 7912 Railway Ave Railway Ave Procter BC V1L0B7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 551-2541	<b>Email:</b> areaesociety@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.*

Autumn Area E group camping at Kokanee Park is open to all area E residents and families. The Osprey Point group camping location hosts up to 50 people in 18 campsites. We want to promote family outdoor recreation, socializing with friends and neighbors, and meeting people we don't know. The booking fee was \$402.60, but this could change if more adults than children attend so the application is for \$500 with the thought that the additional funds can buy snacks and/or camping essentials such as firewood and matches for distribution to the campers.

**Grant Application:**

Total Grant Requested: \$ 500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: N/A	
Previous Discretionary Grants Received – Year and Amount: 2024 \$950	

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:  
2024-07-11 14:41:22

---

Signature

Erin Christopherson

---

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> Kootenay Wellness Foundation	<b>Date of Application:</b> 07/31/2024
<b>Contact Name:</b> Amy Heasman	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 3064 Upper Slocan Park Road  Slocan Park BC V0G 2E0	<b>Payment Type:</b> <input checked="" type="radio"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (403) 688-2688	<b>Email:</b> info@kootenayyogafestival.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 Kootenay Yoga Festival is a community arts and wellness event celebrating yoga, holistic healing, and creativity. This inclusive festival will bring together people of all ages in the West Kootenays to connect and explore mindful living. The festival will feature an array of classes, workshops, educational talks, live music, and local artists, highlighting local talent and culture. Funds will be used to support the diverse programming, ensure accessibility, and honor the involvement of Indigenous communities, fostering connections and promoting a healthier lifestyle for all participants.

### 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
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: Received: ...

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:  
2024-07-31 17:07:50

Amy Heasman

Signature

Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 1,000.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Valley Volunteers	<b>Date of Application:</b> 08/07/2024
<b>Contact Name:</b> Karyn Shaundell	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 38-1554 Granite Road  Nelson BC V1L 6T6	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (403) 604-5233	<b>Email:</b> kshaundell@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.*

Fundraising dinner/dance towards food security in and for Slocan Valley residents. We're working to grow, harvest, store food for people in need in the Valley recognizing quality of food is decreasing and costs increasing. We are a branch of the Kutenai Growth Society operating the Benailse Retreat Centre (Winlaw) inc. 1970, #50008881. Funds will be used primarily purchasing bulk food (we have appropriate storage) and possibly start a once a week free meals in Winlaw. Directors are Dianne Carter, Maggie Teiner, Teresa Bryant (all in Winlaw), Karyn Shaundell (formerly Winlaw, now in Nelson)

### 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:**  
Dianne Carter & I covered expenses in the previous event and were paid back from the profits. This will be similar, plus can use ...

**Previous Discretionary Grants Received – Year and Amount:** None

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

**Signed at:**  
2024-08-07 07:18:08

---

Signature

K. Shaundell

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Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$    1,000.00
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> The Edgewood Volunteer Fire Department society	<b>Date of Application:</b> 08/07/2024
<b>Contact Name:</b> Bill Dummett	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 410 monashee ave  Edgewood British Columbia V0G 1J0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 269-7525	<b>Email:</b> evfd.edgewood@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.*

Due to age and decrease reliability of our present 1995 RAT pickup we recently had the opportunity to upgrade to a newer and better suited vehicle to our needs. Unfortunately now we need to rig up the unit to hold our much needed equipment. The new truck (2018 chev crew cab) having a flat deck has no compartments to store tools, hose and other emergency equipment. Our project is to rig the new to us unit to be better suited to our needs by installing 2 full length tool boxes on the deck of the truck and extra lighting along with proper steps to access equipment on the deck.

### Grant Application:

Total Grant Requested: \$ 7500.00	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Self 2000

Previous Discretionary Grants Received – Year and Amount: 2023 3700.

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:  
2024-08-07 10:02:54

Bill Dummett

Signature

Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 7,500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Burton Community Association	<b>Date of Application:</b> 07/23/2024
<b>Contact Name:</b> Sarah Holst	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 309 Caribou Creek Rd Burton British Columbia V0G 1R0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (403) 880-8317	<b>Email:</b> sarahcholst@outlook.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The BCA and the BVFD would like to purchase shrubs to plant along the side of the newly erected chain link fence at the fire hall.

**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:

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:  
2024-07-23 14:33:36

---

Signature

Sarah Holst

---

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 400.00
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> Kitchener Valley Recreation and Fire Protection Society	<b>Date of Application:</b> 07/15/2024
<b>Contact Name:</b> Louise McKenzie	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 104 Leadville Rd  Kitchener BC V0B1W1	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 431-8538	<b>Email:</b> kitchenervalleysociety@outlook.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach 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 cleaning up our community park so that it is accessible and usable to all of the community. We need the funds to help pay for a lawn mower and weed whacker as well as a garbage bin for park clean up day. We also would like to revitalize the volleyball and basketball courts, and horseshoe pits.

### Grant Application:

Total Grant Requested: \$ 1500.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> Rotary club has donated funds to help cover some costs application for the Credit Union to help with a water pump ...	
<b>Previous Community Development Grants Received – Year and Amount:</b> 500.00 2024	

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:  
 2024-07-15 12:20:04  
 \_\_\_\_\_  
 Signature

Louise McKenzie  
 \_\_\_\_\_  
 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> Argenta Safety and Preparedness Society (ASAP)	<b>Date of Application:</b> 07/28/2024
<b>Contact Name:</b> Deb Borsos	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1287 Argenta Road  Argenta BC V0G 1B0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 366-4325	<b>Email:</b> communitydisasterrecovery@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..)*

In order to ensure ongoing safety and preparedness of the Argenta community towards disasters, we are requesting funding to purchase 1. 5" fire hoses, hoseline attachments and sprinkler equipment.

We are still in the middle of the largest event that we have experienced in 15 years. We recognize we need a more robust selection of fire fighting equipment in order to prepare for future events.

...

**Grant Application:**

Total Grant Requested: \$ 4000.00	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:  
 N/A

Previous Community Development Grants Received – Year and Amount:  
 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: 2024-07-29 14:19:17	Deb Borsos
Signature	Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 4,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Kalso Community Acupuncture Society	<b>Date of Application:</b> 08/01/2024
<b>Contact Name:</b> Laura Douglas	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 609 Jackson Street Box 981 Kaslo BC VOG 1M0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 353-2460	<b>Email:</b> laurajdouglas64@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..)*

KCAS provided a Community Trauma clinic in response to the physical and emotional needs of wildfire evacuees in Kaslo. The clinic opened July 26, 27 & 28. Our practitioners, support staff and volunteers gave almost 100 hours. The total in kind donation was \$2395.00 and total clinic costs were: \$4655.00. We treated 30 people. We will open another free clinic to evacuees, first responders, and firefighters on Aug. 2. We intend to offer a clinic in Argenta once evacuees return home. Acupuncture has really support and soothe the common effects of shock and trauma and and healing in community.

**Grant Application:**

Total Grant Requested: \$ 3,000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
------------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 For this particular clinic, we do not have other funding. This clinic falls out of the scope or our regular budget and grant application commitments. ...

**Previous Community Development Grants Received – Year and Amount:**

2021 - \$750

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.

*L. Douglas*    Signed at:  
2024-08-02 09:51:54  
\_\_\_\_\_  
Signature

Laura Douglas  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 3,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Lardeau Valley Opportunity LINKs Society	<b>Date of Application:</b> 08/13/2024
<b>Contact Name:</b> Chelsey Jones	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 194 Box 194 Meadow Creek British Columbia V0G1B0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 353-8675	<b>Email:</b> links@lardeauvalley.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Community lunch to celebrate return to the community for residents post evacuation order due to fires

**Grant Application:**

Total Grant Requested: \$ 600	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
-------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

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: 2024-08-13 15:02:51 _____ Signature	Chelsey Jones _____ Print Name
---	--------------------------------------

**Authorization**

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



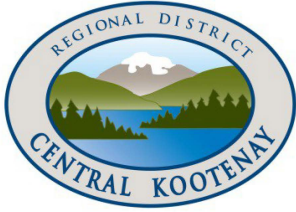
## COMMUNITY DEVELOPMENT PROGRAM REGIONAL DISTRICT OF CENTRAL KOOTENAY

### COMMUNITY DEVELOPMENT GRANT RECIPIENT OBLIGATIONS

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and timeframes 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 community development 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, submit a report to the RDCK which details how the funds were expended. Loss of eligibility for future Community Development 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.





# 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> West Shores Leisure Advancement Society	<b>Date of Application:</b> 07/11/2024
<b>Contact Name:</b> Erin Christopherson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 7912 Railway Avenue  Procter B.C. V1L 0B7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 551-2541	<b>Email:</b> areaesociety@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..)

A public access point at Erindale Road has old debris from a prior log sort facility that is hazardous to people and pets. We would like to clean the beach and need an environmental assessment completed to submit with the application for cleaning between the low and high water mark. Administration includes ongoing work on cleaning this beach, a monthly community calendar, and research into creating recreational community events including licensing for hosting childrens classes, networking with other local societies, and pursuing a community needs assessment.

**Grant Application:**

Total Grant Requested: \$ 4333.50	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 There currently are no other funding sources for this project but some fundraising ideas are in the works.

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:  
2024-07-11 14:23:21

Erin Christopherson

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director

Total Grant Approved \$ 4,333.50

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> West Shores Leisure Advancement Society	<b>Date of Application:</b> 07/30/2024
<b>Contact Name:</b> Erin Christopherson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 7912 Railway Ave  Procter BC V1L0B7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 551-2541	<b>Email:</b> areaesociety@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..)

West Shores Leisure Advancement would like to host a lunch for area E societies that provide recreation and leisure activities and programming. At present local societies operate independently and we feel that establishing relationships will improve the programming provided to area residents. Our lunch will give the societies the opportunity to introduce themselves, present information on current and future services and plans, gather information on available grants, liaise with a rep from Columbia Basin and Area E Director Cheryl Graham, and create a network of community minded people.

**Grant Application:**

Total Grant Requested: \$ 2000	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: None at present	
Previous Community Development Grants Received – Year and Amount: 2024 \$5300 total	

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:  
2024-07-30 17:19:54

Erin Christopherson

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 2,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> West Shores Leisure Advancement Society	<b>Date of Application:</b> 07/31/2024
<b>Contact Name:</b> erin Christopherson	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 7912 Railway Ave  Procter BC V1L0B7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 551-2541	<b>Email:</b> areaesociety@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..)

West Shores Leisure Advancement Society would like to partner with local residents Amanda Green and Jessica Tessier to offer an after-school Drama Camp and Nature School. The program will run 2 days per week for a total of 28 days from September to December. The students will be met at the bus stop, and the program will end at 5pm. The program can accommodate up to 10 additional students with the understanding that the facilitators will have 4 children in attendance for a total of 14 students.

...

**Grant Application:**

Total Grant Requested: \$ 2500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 Parents will be asked for \$20 per day per child for this afterschool program and we hope to generate \$200 per day from this revenue, or a total of \$5600.

**Previous Community Development Grants Received – Year and Amount:**

5300

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.

*Erin Christopherson* Signed at:  
2024-07-31 19:58:44

Erin Christopherson

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 2,500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Tarrys and District Community Hall Society	<b>Date of Application:</b> 07/30/2024
<b>Contact Name:</b> Eileen Kooznetsoff	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 3000 1986 Hwy 3A Castlegar BC V1N 3L8	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 399-4240	<b>Email:</b> eilkooz@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 funds will be used to restore a historical wall, which was historically used as part of a Doukhobor horse stable. This restoration work will include filling deep cracks and fixing areas that the concrete is flaking away. Once the wall is repaired, it will then be ready to be painted with a beautiful new mural. The restoration work will be completed by Tyler Toews (Canadian Murals), who has extensive experience in fixing old concrete walls, specializing in preparing them for mural painting.

**Grant Application:**

Total Grant Requested: \$ 1500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	--

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 No other funding source for the wall restoration.  
 ...

**Previous Community Development Grants Received – Year and Amount:**  
 \$2,000 - 2024

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.

*E.Kooznetsoff*  
 Signed at: 2024-07-31 22:15:38  
 \_\_\_\_\_  
 Signature

Eileen Kooznetsoff  
 \_\_\_\_\_  
 Print Name

**Authorization**

Signature of Area Director    Signed by director	Total Grant Approved \$ 1,500.00
Board Approved Date:	Resolution #



## **Regional District of Central Kootenay**

### **RURAL AFFAIRS COMMITTEE MEETING**

### **Open Meeting Minutes**

Wednesday, August 14, 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 – In-person
Director C. Graham	Electoral Area E
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
Director T. Weatherhead	Electoral Area K

##### **GUEST DIRECTOR**

Director L. Main	Village of Silverton – In-person
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##### **STAFF PRESENT**

S. Horn	Chief Administrative Officer
U. Wolf	General Manager of Environmental Services
S. Sudan	General Manager of Development and Community Sustainability Initiatives
M. McIntyre	Senior Building Official
D. Carmichael	Building Services Administrative Assistant
Z. Giacomazzo	Planner
S. Johnson	Planner
C. Scott	Planner
C. Hopkyns	Corporate Administrative Coordinator

**1. ZOOM REMOTE MEETING INFO**

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

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/93201328393?pwd=tTRDKCjYY7WsZXwCureBLWD43RtW0X.1&from=addon>

**Join by Phone:**

- +1 778 907 2071 Canada
- 855 703 8985 Canada Toll-free

**Meeting Number (access code):** 932 0132 8393

**Meeting Password:** 469088

**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 August 14, 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 July 17, 2024 Rural Affairs Committee meeting minutes, have been received.

Director Davidoff join the meeting at 9:03 a.m.

**6. DELEGATIONS**

Item 7.4 - Robert Filippo

**7. PLANNING & BUILDING****7.1 CANCEL - BUILDING BYLAW CONTRAVENTION - ARNOTT & IRVINE****File No.: 3130-20-D-786.05760.000 BP27516****880 Lewis Road****(Evan Arnott & Jillian Irvine)****Electoral Area E**

The Memorandum dated July 15, 2024 from Manda McIntyre, Building Manager re: Cancel - Building Bylaw Contravention - Arnott & Irvine, has been received.

- No delegation was present.
- Manda McIntyre, Senior Building Official, had no additional information.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Corporate Officer be authorized to remove the Notice on Title relating to 880 Lewis Road, Electoral Area E, currently owned by Evan Arnott and Jillian Irvine, property legally described as LOT A, DISTRICT LOT 222, KOOTENAY DISTRICT PLAN 16174, the RDCK Building Department has confirmed that a building permit has been obtained and the deficiencies associated with the construction have been rectified.

**Carried**

**7.2 BUILDING BYLAW CONTRAVENTION - PICCOLO****File No.: 3130-20-H-707.21971.162 BP24210****4610 Highway 6****(Trevor Piccolo)****Electoral Area H**

The Memorandum dated July 12, 2024 from Manda McIntyre, Building Manager, re: Building Bylaw Contravention - Piccolo, has been received.

Stuart Horn, Chief Administrative Officer, shared that staff are recommending referral to the September 11, 2024 Rural Affairs Committee meeting to allow time for the staff to notify the applicant.

Moved and seconded,

And resolved:

That the following motion BE REFERRED to the September 11, 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 4610 Highway 6, Electoral Area H, legally described as LOT B, PLAN EPP61349, DISTRICT LOT 7689, KOOTENAY LAND DISTRICT, and further, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

**7.3 BUILDING BYLAW CONTRAVENTION - WINJE**  
**File No.: 3130-20-H-707.21197.030 BP28114**  
**8923 Slocan West Rd**  
**(Anitra Winje)**  
**Electoral Area H**

The Memorandum dated July 12, 2024 from Manda McIntyre, Building Manager, re: Building Bylaw Contravention - Winje, has been received.

Stuart Horn, Chief Administrative Officer, shared that staff are recommending referral to the September 11, 2024 Rural Affairs Committee meeting to allow time for the staff to notify the applicant.

Moved and seconded,  
And resolved:

That the following motion BE REFERRED to the September 11, 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 8923 Slocan West Road, Electoral Area H, legally described as PLAN NEP648, DISTRICT LOT 1532, KOOTENAY LAND DISTRICT PARCEL D (BEING A CONSOLIDATION OF LOTS 27, 28 & 29, SEE CA5426962), 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 - FILIPPO**  
**File No.: V2311G-0586.250-Filippo-DVP00245**  
**4650 Highway 6**  
**(Anne & Jerry Filippo)**  
**Electoral Area G**

The Committee Report dated July 31, 2024 from Stephanie Johnson, Planner, re: Development Variance Permit - Filippo, has been received.

Stephanie Johnson, Planner, provided an overview to the Committee regarding the Development Variance Permit (DVP) application to waive the proof of water requirement for a remainder parcel under the Subdivision Bylaw.

The delegation, Robert Filippo, was available to answer the Committee's questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2311G to Anne Filippo and Jerry Filippo for the property located at 4650 Highway 6, Electoral Area G and legally described as LOT A, DISTRICT LOT 1241, KOOTENAY DISTRICT PLAN 17958 (PID 011-707-721) to vary Section 8.02 'Individual Groundwater Services' under the RDCK's Subdivision Bylaw No. 2159, 2011 as follows:

1. By waiving the proof of ground water requirement for subdivision file no. S2332G the proposed remainder lot only.

**Carried**

**7.5 NON-ADHERING RESIDENTIAL USE - MEASURES**  
**File No.: A2401G – Measures**  
**8965 Highway 6**  
**(Robert & Yoshie Measures, Agent - Jeremy de Wit)**  
**Electoral Area G**

**Rural Affairs Committee**

**Referred May 15, 2024 to July 17, 2024**

**Referred July 17, 2024 to August 14, 2024**

The Committee Report dated July 29, 2024 from Zachari Giacomazzo, Planner, re: Non-Adhering Residential Use - Measures, has been received.

Zac Giacomazzo, Planner, provided an update to the Committee regarding the application. He shared that this application was first considered by RAC at the May 15<sup>th</sup>, 2024 meeting but since that time, the application has been revised to reduce the size of the proposed secondary residence from 150 m<sup>2</sup> to 90 m<sup>2</sup>.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board SUPPORT application A2401G for the proposed Non- Adhering Residential Use in the Agricultural Land Reserve proposed by Jeremy de Wit for property located at 8965 Highway 6, Electoral Area G and legally described as LOT C, DISTRICT LOTS 273 AND 1237, KOOTENAY DISTRICT PLAN 2329, EXCEPT PARTS INCLUDED IN REFERENCE PLAN 103021I AND PLAN 5659 (PID: 008-683-654).

**Carried**

**7.6 SITE SPECIFIC EXEMPTION TO THE FLOODPLAIN MANAGEMENT BYLAW – WOOLEY**  
**File No.: F2402 – Wooley**  
**5570 Winlaw Bridge Road**  
**(Angus & Rachel Wooley)**  
**Electoral Area H**

The Committee Report dated July 31, 2024 from Corey Scott, Planner, re: Site Specific Exemption to the Floodplain Management Bylaw - Wooley, has been received.

Corey Scott, Planner, provided an overview to the Committee regarding the application. He shared that the applicant seeks relief from the 30 metre floodplain setback for the Slocan River specified in RDCK Floodplain Management Bylaw No. 2080, 2009 in order to authorize the construction of a dwelling with an attached deck that is located 17 metres from the natural boundary of the River. He answered the Committee's questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE a Site Specific Floodplain Exemption to permit the construction of a dwelling, as described in the committee report "Site Specific Exemption to the Floodplain Management Bylaw – 2402H Wooley", dated July 31, 2024 with a floodplain setback of 17 metres in accordance with the Engineering Report prepared by Zeberoff Engineering Ltd. for property located at 5570 Winlaw Bridge Road, Electoral Area H and legally described as LOT B, DISTRICT LOT 3464, KOOTENAY DISTRICT PLAN 949, EXCEPT PART INCLUDED IN PLAN NEP19176 (PID: 011-133-384) subject to preparation of a 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**

**7.7 PLANNING SERVICE WORK PLAN REVIEW  
Electoral Areas A, B, C, D, E, F, G, H, I, J, K**

**Rural Affairs Committee  
Referred July 17, 2024 to August 14, 2024**

NOTE - Due to staff availability, this item is being requested to be referred to September. Staff is including the materials here for committee members to review in advance of the September 11, 2024 RAC meeting.

The Committee Report dated July 4, 2024 from Nelson Wight, Planning Manager, re: Planning Service Work Plan Review, has been received.

Moved and seconded,  
And resolved:

That the following motion BE REFERRED to the September 11, 2024 Rural Affairs Committee meeting:

That the Board direct staff to prioritize those projects listed as near-term projects in the Planning Services Work Plan Review report dated July 4, 2024, which includes: Area I Official Community Plan; Housing Needs Assessment; Regional Growth Planning Analysis; Active Transportation Feasibility Study - Castlegar to Nelson; Local Government Housing Initiatives; Subdivision Servicing Bylaw Review; Flood Hazard Policy/Regulations Update; Planning Procedures and Fees Bylaw Review;

AND FURTHER, that the Board direct staff to schedule a second workshop with the Rural Directors to discuss the longer-term direction for Planning Services.

**Carried**

**8. ENVIRONMENTAL SERVICES**

No items.

**9. RURAL ADMINISTRATION**

**9.1 COMMUNITY WORKS FUND APPLICATION – REGIONAL DISTRICT OF CENTRAL KOOTENAY “NORTH SHORE FIRE HALL-HVAC HEAT PUMP UPGRADE PROJECT”  
File No.: 1850-20-CW-300  
Electoral Area F**

The Committee Report dated July 17, 2024 from Melissa Djakovic, Auxiliary Administrative Assistant, re: Community Works Fund Application - Regional District Of

Central Kootenay “North Shore Fire Hall-HVAC Heat Pump Upgrade Project”, has been received.

Staff answered the Committee’s questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the RDCK Community Works Fund application submitted for the North Shore Fire Hall – HVAC Heat Pump Upgrade Project, in the total amount of \$67,900.33 be approved and that the funds be disbursed from Area F Community Works Funds and allocated to Fire Protection – Def F North Shore - Service 134.

**Carried**

**9.2 COMMUNITY WORKS FUND APPLICATION – REGIONAL DISTRICT OF CENTRAL KOOTENAY “NORTH SHORE FIRE HALL STAND-BY GENERATOR PROJECT”**  
**File No.: 1850-20-CW-307**  
**Electoral Area F**

The Committee Report dated July 17, 2024 from Melissa Djakovic, Auxiliary Administrative Assistant, re: Community Works Fund Application - Regional District Of Central Kootenay “North Shore Fire Hall - North Shore Fire Hall Stand-by Generator Project”, has been received.

Staff answered the Committee’s questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Community Works Fund application submitted by Regional District of Central Kootenay for the project titled “North Shore Fire Hall Stand-by Generator Project” in the amount of \$87,550.00 be approved and that funds be disbursed from Area F Community Works Funds and allocated to Fire Protection – Def F North Shore - Service 134.

**Carried**

**9.3 COMMUNITY WORKS FUND APPLICATION – REGIONAL DISTRICT OF CENTRAL KOOTENAY “BEASLEY FIRE HALL PAVING PROJECT”**  
**File No.: 1850-20-CW-306**  
**Electoral Area F**

The Committee Report dated July 17, 2024 from Melissa Djakovic, Auxiliary Administrative Assistant, re: Community Works Fund Application - Regional District Of Central Kootenay “Beasley Fire Hall Paving Project”, has been received.

Staff answered the Committee’s questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Community Works Fund application submitted by Regional District of Central Kootenay (RDCK) for the project titled “Beasley Fire Hall Paving Project” in the amount of \$113,100.00 be approved and that funds be disbursed from Area F Community Works and allocated to Fire Protection – Areas F (Beasley/Blewett) – Service 144.

**Carried**

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 9:28 a.m.

No public or media had questions.

**11. ADJOURNMENT**

Moved and seconded,

And resolved:

The meeting be adjourned at 9:29 a.m.

**Carried**

Digitally approved.

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Chair Jackman, Chair