



Regional District of Central Kootenay  
REGULAR BOARD MEETING  
Open Meeting Addenda

**Date:** Thursday, October 17, 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 PST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/92054553276?pwd=0q8YqN1eBtIHZEzhpbr3Ju2Habzo9E.1&from=addon>

**Join by Phone:**

833-955-1088

**Meeting ID:** 920 5455 3276

**Meeting Password:** 558526

**In-Person Location:**

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 October 17, 2024 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 4.4.10 Director Casley: UBCM;
- removal of Item 9.1.3 Local Government Climate Action Program (LGCAP);
- inclusion of Item 9.4.2 UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment and Training; and
- with the addition of the addendum

before circulation.

## 2.3 **ADOPTION OF THE MINUTES**

24 - 36

### **RECOMMENDATION:**

(ALL VOTE)

The minutes from the September 12, 2024 Regular Open Board meeting be adopted as circulated.

## 2.4 **INTRODUCTIONS**

CAO Horn will introduce the following:

- Rishab Gaba, Planner, who is backfilling Dana Hawkins's position while she is on parental leave;
- Michelle West the new GIS Manager, replacing Chrystal Williams who has stepped down into the GIS Senior Analyst; and
- Tristan Fehst the new Regional Fire Chief, replacing David Zayonce.

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

- 3.1 **The letter dated July 22,2024 from Ken Kalesnikoff, Kalesnikoff, and Forestry WorksforBC Team to introduce theForestry WorksforBC campaign and requesting a letter of support from localgovernment. Board Meeting - September 12, 2024 RES 501/24 refer to the October Board Meeting**

Ken Kalesnikoff has requested the letter of support for Forestry Works for

BC Campaign be addressed after the Provincial Election and be referred to the November 14, 2024 Board meeting.

#### 4. COMMITTEES & COMMISSIONS

##### 4.1 FOR INFORMATION

4.1.1	<b>Castlegar and District Recreation Commission: minutes August 6, 2024</b>	37 - 40
4.1.2	<b>Area H, New Denver &amp; Silverton Recreation Commission No. 6: minutes August 29, 2024</b> Staff has received direction for the following: <ul style="list-style-type: none"><li>• to use the Grant Review Criteria &amp; Application Scorecard and advertise for the fall grant opportunity;</li><li>• the rental agreement with School District No. 10 for the school gym; and</li><li>• establishing a working group to develop fees and charges for the use of the New Denver Community gym.</li></ul>	41 - 45
4.1.3	<b>Riondel Commission: minutes September 3, 2024</b>	46 - 51
4.1.4	<b>Area A Economic Development Commission: minutes September 10, 2024</b>	52 - 54
4.1.5	<b>Sunshine Bay Regional Parks Commission: minutes September 12, 2024</b>	55 - 57
4.1.6	<b>Area A Advisory Planning and Heritage Commission: minutes September 23, 2024</b> Staff received direction regarding the Temporary Use Permit Application and the Development Variance Permit Applications.	58 - 62
4.1.7	<b>Area I Advisory Planning and Heritage Commission: minutes September 23, 2024</b> Staff received direction regarding the Development Variance Permit.	63 - 65
4.1.8	<b>South Slokan Commission of Management: minutes September 24, 2024</b>	66 - 68
4.1.9	<b>Nelson and District Recreation Commission No. 5: minutes September 25, 2024</b> Staff received direction regarding supporting the development of the School Skating Instruction Program for 2025.	69 - 72
4.1.10	<b>Area E Advisory Planning and Heritage Commission: minutes</b>	73 - 75

**September 26, 2024**

Staff received direction regarding the Watercourse Development Permit application.

- 4.1.11 Castlegar and District Recreation Commission No. 2: minutes October 1, 2024** 76 - 80

Staff received direction regarding the Wall of Fame at the CDRC.

**4.2 WITH RECOMMENDATIONS**

- 4.2.1 Rosebery Parklands and Trails Commission: minutes August 28, 2024** 81 - 84

**RECOMMENDATION:**

(PO WGT)

1. That the Board direct staff to explore with Recreation Sites and Trails BC the idea of managing the Galena Trail with a Trails Society in the Northern portion of Area H.

**RECOMMENDATION:**

(PO WGT)

**STAFF RECOMMENDATION**

2. That a working group be formed to develop content for a sign of historical recognition and acknowledgement of the contribution by Grant Copeland and other volunteers to the development of the Galena Trail in New Denver and Rosebery.

- 4.2.2 Salmo and Area G Recreation Commission No. 7: minutes September 9, 2024** 85 - 87

**Board Meeting - September 12, 2024**

**RES 497/24 - staff to send a letter to outgoing members**

**RECOMMENDATION:**

(PO WGT)

That the Board direct staff to develop a Terms of Reference for an operational review of recreational services in Salmo and Area G with a proposed budget.

- 4.2.3 Castlegar and District Recreation Commission: minutes September 10, 2024** 88 - 91

Staff received direction to raise a banner in the Castlegar and District Community Complex.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board approve an amendment to the 2024 Financial Plan



for Castlegar and District Community Facilities, Recreation, Parks and Leisure Services – Castlegar and Areas I and J (S222), to include a decrease of \$137,450 in capital expenditures, an increase of \$15,450 in operating expenditures, and a decrease of \$122,000 in transfer from reserves.

**4.2.4 Area A Recreation Commission No. 9: minutes October 1, 2024**

92 - 95

**RECOMMENDATION:**

(ALL VOTE)

That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2024 budget:

Riondel Arts Club \$1,733  
Boswell Memorial Hall \$2,000  
Boswell & District Farmers Institute \$1,766  
Riondel Community Park & Campground \$873  
Riondel Curling Club \$1,745  
South Kootenay Lake Art Connect Society \$3,300  
Crawford Bay & District Hall & Parks Association \$6,500  
The Hexagon Players \$3,000  
South Kootenay Lake Community Service Society - Halloween in Riondel \$1,350  
South Kootenay Lake Community Service Society - Crawford Bay Community Christmas Potluck \$1,000

**4.2.5 Creston Valley Services Committee: minutes October 3, 2024**

96 - 101

Staff received direction to support the Creston Valley Forest Corporation financial review.

**RECOMMENDATION:**

(ALL VOTE)

**STAFF RECOMMENDATION**

1. That the Board send a letter of support to the Town of Creston for the ʔakuʔni application (at Market Park site) for Rural Economic Diversification and Infrastructure Program.

**RECOMMENDATION:**

(ALL VOTE WGT)

2. That the Board approve payment of \$22,000 for each of the 2025 and 2026 budget years from S108 Economic Development – Creston, Area B, Area C to the Creston Valley Tourism Society, SUBJECT TO confirmation of a successful grant application to Destination BC's Co-op Marketing Partnership Program for each of those years.

**4.2.6 Portion of Area E - Procter/Arrop/Balfour/Queens Bay Recreation Commission No. 10: minutes October 7, 2024**

102 - 106

**RECOMMENDATION:**

(ALL VOTE)

That the Board approve the payment of the following grants from the Recreation Commission No. 10 – Portion of Area E – Procter/Harrop/Balfour/Queens Bay Service No. S279 2024 budget:

Kootenay Lake Family Network \$1,000  
Balfour Senior Citizens Assoc. BC Branch #120 \$871  
Redfish Parent Advisory Committee (RPAC) \$1,000  
Balfour Recreation Commission \$1,000

**4.2.7 Joint Resource Recovery Committee: minutes October 16, 2024**

107 - 116

**RECOMMENDATION:**

(ALL VOTE WGT)

1. That the Board authorize staff to purchase a Hyundai HL940A loader from Woodland Equipment Inc. up to a total cost of \$265,790 (excluding taxes);

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

AND FURTHER, that the costs be paid from Service S187 Central Waste

**RECOMMENDATION:**

(PO WGT)

2. That the Board accept the insurance modification to the Professional Liability (Errors and Omissions) coverage for Sperling Hansen Associates Inc. for the Nakusp Landfill Closure Planning Project to reduce the in aggregate amount from \$10,000,000 to \$5,000,000.

**RECOMMENDATION:**

(PO WGT)

3. That the Board direct Staff to issue a single Request for Proposal to combine the Creston Landfill and Creston Compost Facility operations contracts, with costs to be paid from Services S186 East Resource Recovery and A120 East Compost, respectively.

**RECOMMENDATION:**

(ALL VOTE WGT)

4. That the Board approve the RDCK enter into a Service Agreement with GFL Environmental Ltd. for the operations and maintenance of the Creston Landfill for a six (6) month term starting April 1, 2025, at a total cost of up to \$218,034 not including GST;

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

AND FURTHER, that the costs be paid from Service S186 East Sub-Region Resource Recovery Service.

**RECOMMENDATION:**

(ALL VOTE WGT)

5. That the Board approve the RDCK extend the Service Agreement with GFL Environmental Ltd. for the operations and maintenance of the Creston Compost Facility for a five (5) month and twenty (20) day term starting April 10, 2025, at a total cost of up to \$86,659 not including GST;

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

AND FURTHER, that the costs be paid from Service A119 East Compost.

**RECOMMENDATION:**

(ALL VOTE WGT)

6. That the Board approve the RDCK enter into a Consulting Services Agreement with SLR Consulting (Canada) Inc. for works associated with environmental support for the HB Tailings Facility for a three year term starting January 1, 2025, at a total cost of up to \$359,800 not including GST;

AND FURTHER, that the Consulting Services Agreement provide two optional one year extensions upon mutual agreement of both parties;

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

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

**RECOMMENDATION:**

(ALL VOTE WGT)

7. That the Board approve the RDCK enter into a Consulting Services Agreement with SRK Consulting (Canada) Ltd. for works associated with engineering consulting for the HB Tailings Facility for a two year term starting November 17, 2024, at a total cost of

up to \$513,021 not including GST;

AND FURTHER, that the Consulting Services Agreement provide three optional one year extensions upon mutual agreement of both parties;

AND FURTHER, that the Board accept an insurance deductible modification for Professional Errors and Omissions Liability insurance to increase the deductible from \$50,000 to \$500,000;

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

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

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

**RECOMMENDATION:**

(ALL VOTE WGT)

8. That the Board authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024 to December 31, 2025 at the fees of \$58,308.27 per year;

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

AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.

**4.3 MEMBERSHIP**

117 - 120

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the individuals to the following commissions:

**Nakusp and Area K Recreation Commission No. 4 - term to expire December 31, 2026**

Councillor Tina Knooihuizen  
Councillor Mason Hough (Alternate)

**Rosebery Parklands and Trails Commission - term to expire December 31, 2026**

Casey Law  
Danica Hammond (Alternate)

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

Councillor Casey Law - term to expire December 31, 2025  
Councillor Colin Moss (Alternate) - term to expire December 31, 2025  
Mitchell Hemphill (Lucerne School) - term to expire December 31, 2026

AND FURTHER, the Board send a letter to the outgoing members of the following commissions:

**Area D Advisory Planning and Heritage Commission**

Deb Borsos

**Area E Advisory Planning and Heritage Commission**

Dan Gatto

**Kaslo and Area D Economic Development Commission**

Matthew Brown.

**4.4 DIRECTORS' REPORTS**

**4.4.1 Director Jackman**

**4.4.1.1 Director's Report: CBRAC/RCC/UBCM** 121 - 123

**4.4.1.2 Letter of Support: Economic Trust of the Southern Interior  
- Kootenay Community Geothermal Project** 124

**4.4.1.3 Letter of Support: Rural Economic Diversification and  
Infrastructure Program - Kootenay Community  
Geothermal Project** 125

**4.4.2 Director Watson: Letter of Support - Kaslo Jazz Etc Summer Music  
Festival** 126

**4.4.3 Director Graham: UBCM** 127 - 129

**4.4.4 Director Newell: Letter of Support - Spearhead** 130

**4.4.5 Director Popoff: UBCM** 131 - 132

**4.4.6 Director McFaddin: UBCM** 133 - 134

**4.4.7 Director Hewat: UBCM/FCM/CBT** 135 - 139

**4.4.8 Director McLaren-Caus: Director's Activities from July to October  
2024** 140 - 156

**4.4.9 Director Lockwood**

4.4.9.1	Director's Report: UBCM	157 - 158
4.4.9.2	Village of Salmo: Economic Trust of the Southern Interior	159 - 160
4.4.10	<i>Director Casley: UBCM</i>	161 - 166
5.	<b>CORRESPONDENCE</b>	
5.1	The letter dated September 12, 2024 from Kelly Sims, Water Management Branch, inviting local governments to provide feedback on the Provincial Flood Policy guidelines.	167
6.	<b>COMMUNICATIONS</b>	
6.1	The letter dated October 2, 2024 from Lori Halls, Ministry of Water, Land and Resource Stewardship, thanking the RDCK for the letter in support of Columbia River Salmon Reintroduction Initiative.	168 - 169
6.2	The letter dated October 8, 2024 from Lori Halls, Ministry of Water, Land and Resource Stewardship (WLRs), thanking the RDCK for meeting with WLRs at the 2024 UBCM Convention.	170
7.	<b>FOR INFORMATION: ACCOUNTS PAYABLE</b> The Accounts Payable Summary for September 2024 in the amount of \$4,649,320 has been received for information.	171 - 191
8.	<b>BYLAWS</b>	
8.1	<b>Bylaw 2898: RDCK Procedure</b> The Board Report dated September 17, 2024 from Angela Lund, Deputy Corporate Officer, providing the Directors' survey results and seeking Board directions regarding the RDCK Procedure Bylaw No. 2898, 2024, has been received.	192 - 279
8.2	<b>Bylaws 2912 and 2916: West Creston Fire Protection - Assent Vote Results</b> The official assent vote results dated September 16, 2024 from Tom Dool, Chief Election Officer, has been received.	280 - 284
	<b><u>RECOMMENDATION:</u></b> (ALL VOTE)  That no further action be taken regarding West Creston Fire Protection Area Service Establishment Amendment Bylaw No. 2912, 2024 and West Creston Fire Protection Service Loan Authorization (Fire Hall, Water Tender & Frontline Fire Engine) Bylaw No. 2916, 2024.	
8.3	<b>Bylaw 2963: 2025 Permissive Tax Exemption</b>	285 - 301

The Board Report dated September 20, 2024 from Tom Dool, Research Analyst, seeking Board adopt the 2025 Permissive Tax Exemption Bylaw No. 2963, has been received.

**RECOMMENDATION:**

(ALL VOTE)

**2/3 Vote Required**

1. That Permissive Tax Exemption Bylaw No. 2963, 2024 be read a FIRST, SECOND, and THIRD time by content.

**RECOMMENDATION:**

(ALL VOTE)

**2/3 Vote Required**

2. That Permissive Tax Exemption Bylaw No. 2963, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

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

302 - 303

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Loan Authorization Bylaw No. 2972, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

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

304 - 305

**RECOMMENDATION:**

(ALL VOTE WGT)

That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp Landfill) Loan Authorization Bylaw No. 2973, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

- 8.6 Bylaw 2978: RDCK Volunteer Fire Service Regulation Amendment**  
The Board Report dated October 2, 2024 from Tom Dool, Research Analyst, and Tristan Fehst, Acting Regional Fire Chief, seeking Board adopt RDCK Volunteer Fire Service Regulation Amendment Bylaw 2978, has been received.

306 - 326

**RECOMMENDATION:**

(ALL VOTE)

1. That Regional District of Central Kootenay Volunteer Fire Service

Regulation Amendment Bylaw No. 2978, 2024 be read a FIRST, SECOND and THIRD time by content.

**RECOMMENDATION:**

(ALL VOTE)

2. That Regional District of Central Kootenay Volunteer Fire Service Regulation Amendment Bylaw No. 2978, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**RECOMMENDATION:**

(ALL VOTE)

3. That the Board direct staff to develop those policies required for the efficient administration of Fire Safety Inspections.

**8.7 Bylaws 2979, 2980, 2981, 2982: Fire Service Regulation Amendments**

327 - 343

The Board Report dated October 2, 2024 from Tom Dool, Research Analyst, and Tristan Fehst, Acting Regional Fire Chief, seeking Board give two readings to Bylaws 2979, 2980, 2981 and 2982, has been received.

**RECOMMENDATION:**

(ALL VOTE)

1. That Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Amendment Bylaw No. 2979, 2024 be read a FIRST and SECOND time by content.

**RECOMMENDATION:**

(ALL VOTE)

2. That Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Amendment Bylaw No. 2980, 2024 be read a FIRST and SECOND time by content.

**RECOMMENDATION:**

(ALL VOTE)

3. That Defined Area J (Fairview) Fire Service Regulation Amendment Bylaw No. 2981, 2024 be read a FIRST and SECOND time by content.

**RECOMMENDATION:**

(ALL VOTE)

4. That Creston Valley Fire Service Regulation Amendment Bylaw No. 2982, 2024 be read a FIRST and SECOND time by content.

**RECOMMENDATION:**

(ALL VOTE)

5. That the Board direct staff to develop those policies required for the efficient administration of Fire Safety Inspections within the contract fire



service areas.

**8.8 Bylaw 2985: City of Castlegar Columbia Avenue Complete Streets Project Phase 2**

344 - 350

**RECOMMENDATION:**

(ALL VOTE WGT)

1. That the City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Bylaw No. 2985, 2024 be read a FIRST, SECOND, and THIRD time by content.

**RECOMMENDATION:**

(ALL VOTE WGT)

2. That the City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Bylaw No. 2985, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**9. NEW BUSINESS**

**9.1 DEVELOPMENT AND COMMUNITY SUSTAINABILITY**

**9.1.1 Floodplain Bylaw Review and Mapping Update: Disaster Resilience and Innovation Funding Grant Opportunity**

351 - 354

The Board Report dated October 2, 2024 from Corey Scott, Planner, seeking Board approval to submit a proposal to the Disaster Resilience and Innovation Funding Program, has been received.

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to submit a full proposal to the Disaster Resilience and Innovation Funding (DRIF) Program, if invited to do so by the Ministry of Emergency Management and Climate Resilience, as described in the staff report "Floodplain Bylaw Review and Mapping Update – Disaster Resilience and Innovation Funding Grant Opportunity", dated October 2, 2024.

**9.1.2 Emergency and Disaster Management Act: Indigenous Engagement Requirements**

355 - 360

The board Report dated September 25, 2024 from Tanya Pauls, Emergency Program Coordinator, seeking Board approval to sign Memorandums of Understandings to detail the pooling of Indigenous Engagement Requirement funds, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board direct staff to sign up to nine Memorandums of Understanding with regional municipalities to detail the pooling of Indigenous Engagement Requirements funds to be used for meeting Emergency Disaster Management Act requirements; AND FURTHER that the Board direct staff to write and issue an Request For Proposal requesting proposals from interested consulting firms; AND FURTHER that the Board approve an amendment to the 2024 Financial Plan for Service A101 Emergency Consolidated Services to increase External Contributions Revenue by \$400,000 and Contracted Services by \$400,000.

**9.1.3 Local Government Climate Action Program (LGCAP)**  
*Item removed.*

**9.1.4 Senior Energy Specialist (SES) Workplan and Agreement with FortisBC**

361 - 399

The Board Report dated September 20, 2024 from Paris Marshall Smith, Sustainability Planner, seeking Board approve the SES Workplan and funding agreement with FortisBC, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board approve the RDCK's Senior Energy Specialist (SES) 3-year workplan; AND FURTHER, that the RDCK enter into a 3-year funding agreement with FortisBC and that the Chair and Corporate Officer be authorized to sign the necessary documents; AND FURTHER, that the Board approve an amendment to the 2024-2027 Financial Plans from Development Services A108, increasing Grant Revenue by \$120,000 for each of those three years and increase Salaries and Benefits by a combined amount of \$120,000 for each years for the Senior Energy Specialist's salary and benefits.

**9.1.5 Strata Title Conversion**

400 - 429

The Board Report dated September 19, 2024 from Zachari Giacomazzo, Planner, seeking Board approve the Strata Title Conversion, has been received.

**RECOMMENDATION:**  
(ALL VOTE)

That the Board APPROVE the Strata Title Conversion ST2301E for the property located at 1155 Insight Drive and legally described as LOT A DISTRICT LOT 5665 KOOTENAY DISTRICT PLAN NEP66434 EXCEPT PLAN NEP68359 (PID 024-736-449) for the conversion of the existing building to 16 strata units.

**9.1.6 For Information: Emergency Operations Centre - Activation**

430 - 433

### **Update**

The Board Report dated September 26, 2024 from Dan Séguin, Manager of Community Sustainability, providing the Board with an update on the Emergency Operations Centre activation in response to the 2024 wildfires, has been received for information.

## **9.2 ENVIRONMENTAL SERVICES**

### **9.2.1 Wildsight 2022/2023 Final Report and Proposal**

434 - 460

The Board Report dated September 16, 2024 from Todd Johnston, Environmental Services Coordinator, providing the Wildsight 2022/2023 Final Report and request to renew the contract, has been received.

#### **RECOMMENDATION:**

**(ALL VOTE WGT)**

That the Board approve a two year extension of the current one year contract with Wildsight for the delivery of the “Beyond Recycling” Program for both the 2024/2025 and 2025/2026 school years, with a cost not to exceed \$27,640 plus applicable taxes per year, and that the contract be funded through Service A100 Environmental Services; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

## **9.3 FINANCE & ADMINISTRATION**

### **9.3.1 For Information: 2024 UBCM Convention - Meeting Summary Notes**

461 - 470

The Meeting Summary Notes dated October 7, 2024 from Mike Morrison, Manager of Corporate Administration, providing the Board with the meeting summary notes from the 2024 UBCM Convention, has been received for information.

### **9.3.2 2025-2029 Tourism: Municipal and Regional District Tax**

#### **9.3.2.1 Nelson Kootenay Lake Tourism**

471 - 487

#### **RECOMMENDATION:**

**(ALL VOTE)**

That the Board acknowledge that the RDCK has been adequately consulted regarding Nelson Kootenay Lake Tourism’s Five Year Strategic Plan and Renewal Application to continue as the Designated Recipient for the Municipal and Regional District Tax collected within the City of Nelson, Village of Kaslo and RDCK Electoral Areas A, D, E and F and that a letter be provided to Nelson Kootenay Lake Tourism indicating the RDCK’s support for

the imposition of the Municipal and Regional District Tax rate of 2% for 2025 through 2029 within the City of Nelson and RDCK Electoral Areas A, E and F.

**9.3.2.2 Creston Valley Tourism Society**

488 - 494

**RECOMMENDATION:**  
(ALL VOTE)

That the Board acknowledge that the RDCK has been adequately consulted regarding Creston Valley Tourism Society's Five Year Strategic Plan and Renewal Application to continue as the Designated Recipient for the Municipal and Regional District Tax collected within the Town of Creston and RDCK Electoral Areas B and C and that a letter be provided to Creston Valley Tourism Society indicating the RDCK's support for the imposition of the Municipal and Regional District Tax rate of 2% for 2025 through 2029 within the Town of Creston and RDCK Electoral Areas B and C.

**9.4 FIRE SERVICES**

**9.4.1 Community Works Funds: Ootischenia Volunteer Fire Hall**

495 - 499

The Board Report dated October 1, 2024 from Jeannine Bradley, Project Manager, seeking Board approval to re-allocate Community Works Funds for the Ootischenia Volunteer Fire Hall, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board approve the re-allocation of \$101,296.75 within Community Work Grant #293; AND FURTHER, that the Board award a change order to extend the CCDC2 Stipulated Price Contract with NDB Construction Ltd. for construction services of a vehicle bay expansion at the Ootischenia Fire Hall for the period up to January 31, 2025, and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$605,538.00 plus GST; AND FURTHER, that the costs be included in the 2024 Financial Plans for S145 Fire Protection – Area J.

**9.4.2 UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment and Training**

500 - 502

The Board Report dated October 4, 2024 from Tristan Fehst, Regional Fire Chief, seeking Board approval to apply for the UBCM Community Emergency Preparedness Fund - Volunteer and Composite Fire Department Equipment and Training, has been received.

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to apply to the UBCM Community Emergency Preparedness Fund intake for Volunteer and Composite Fire Departments, with a \$33,238.13 per fire department grant application (totaling \$532,810) for each of Robson, Ootischenia, Tarrys, Pass Creek, Crescent Valley, Passmore, Winlaw, Slocan, Beasley, Blewett, Ymir, Yahk Kingsgate, Riondel, North Shore, Balfour Harrop and Kaslo fire departments;

AND FURTHER, that if successful the grant funding to be allocated S101 Rural Administration Fire Services budget, and that staff proceed with the extension of the current two temporary full time training positions, contract training, purchase of training props and equipment.

**9.5 GRANTS**

**9.5.1 Discretionary**

503 - 518

**RECOMMENDATION:**

(ALL VOTE)

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

**AREA A**

Selkirk College Foundation	Steps for Success	\$1,000
Creston Valley Ministerial Society	Christmas Hampers	\$1,000

**AREA B**

Canyon Community Association	Community Association	\$580
Canyon Lister Fire Department	Fire Fighter Appreciation Day	\$750
Ktunaxa Kinbasket	Children's Christmas Gathering	\$1,000
Creston Valley Hospice Society	Volunteer Appreciation Dinner	\$500
Creston Valley Ministerial Association	Christmas Hampers	\$1,000

**AREA C**

Canyon Lister Fire Department	Fire Fighter Appreciation Day	\$500
Creston Valley Ministerial Association	Christmas Hampers	\$1,000

<b><u>AREA E</u></b>		
Renee Hayes	Squatters Camp Cleanup\$	419.65
<b><u>AREA I</u></b>		
Kootenay Boundary Regional Hospital Health Foundation	Light up the Hospital	\$1,000
<b><u>AREA J</u></b>		
Robson Fire Department	Robson Fire Department 45th Anniversary	\$1,500
Robson Fire Department	Halloween Fireworks	\$1,000
Castlegar & District Community Arts Council	A New Economy	\$750
<b><u>AREA K</u></b>		
Burton Community Association	BVFD Budget Development	\$650
<b><u>SLOCAN</u></b>		
Village of Slocan	Earth Day	\$300

**9.5.2 Community Development**

519 - 538

**NOTE:** Area E grant application should read "Taghum Hall Society" instead of "Taghum Community Society".

<b><u>RECOMMENDATION:</u></b>		
(ALL VOTE)		
Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:		
<b><u>AREA D</u></b>		
Lardeau Valley Opportunity LINKS Society	Argenta Community Workshop	\$5,000
Argenta Safety and Preparedness Society	Building Resilient Communities Conference	\$1,675
Kaslo Community Services Society	Holiday Hampers	\$4,000
<b><u>AREA E</u></b>		
<b>Taghum Hall Society</b>	Monthly Contra Dances	\$500
<b><u>AREA F</u></b>		
Taghum Community Society	Monthly Contra Dances	\$910
<b><u>AREA G</u></b>		

Salmo Emergency Support Services Team	Salmo ESS Discretionary Fund	\$800
Ymir Community Association	Ymir History Billboard	\$4,000
<b><u>AREA H</u></b>		
Slocan Valley Rail Trail Society	SVRTS Vegetation Management	\$5,000
Selkirk College Foundation	Steps for Success	\$2,000
<b><u>AREA J</u></b>		
Deer Park Recreation Society	Operating Expenses	\$20,000
Castlegar & District Chamber of Commerce	Business Excellence Awards	\$500
<b><u>AREA K</u></b>		
Burton Community Association	Burton Volunteer Fire Department Christmas Fundraiser Safety	\$4,999
Grand Forks ATV	Improvements to Shared Trails	\$1,000
Nakusp and Area Development Board	Grow Arrow Lakes	\$4,000
Arrow Lakes Search and Rescue Society	Helmet Purchase	\$4,000
<b><u>Nakusp</u></b>		
Nakusp & District Museum	Community Tea	\$980
Arrow Lakes Gymnastics Club	Gymnastics Mats	\$980
<b><u>Salmo</u></b>		
The Corporation of the Village of Salmo	Bear Proof Garbage Cans	\$6,000
<b><u>Slocan</u></b>		
Village of Slocan	Library Furniture	\$2,500
Village of Slocan	Saturday Market	\$2,000

**9.6 CHAIR/CAO REPORTS**

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

**10. RURAL AFFAIRS COMMITTEE**

539 - 548

**RECOMMENDATION:**  
(ALL VOTE)

**Rural Affairs Committee - Item 7.1**

**Development Variance Permit - May  
Electoral Area A**

1. That the Board APPROVE the issuance of Development Variance Permit V2411A to Bevan and Rhonda May for the property located at 10377 Highway 3A and legally described as LOT A DISTRICT LOT 4595 KOOTENAY DISTRICT PLAN EPP129647 (PID: 032-204-451) to vary Section 18.17 of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 in order to permit a 0.2 metre setback from the western interior lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**RECOMMENDATION:**  
(ALL VOTE)

**Rural Affairs Committee - Item 7.3  
Non Farm Use in the Agricultural Land Reserve - Blackmore  
Electoral Area B**

2. That the Board NOT APPROVE application A2402B for the proposed Non-Farm Use in the Agricultural Land Reserve proposed by Jon Blackmore for property located at 2445 Lloyd Road, Electoral Area B and legally described as LOT 10, PLAN NEP1494, DISTRICT LOT 812, KOOTENAY LAND DISTRICT (PID: 015-750-698) and that the Board directs Staff to NOT ADVANCE the subject application to the Agricultural Land Commission for consideration.

**RECOMMENDATION:**  
(ALL VOTE)

**Rural Affairs Committee - Item 7.4  
Land Use Bylaw Amendment - Reanscence Arts and Sustainability Society  
Electoral Area G**

3. That Electoral Area 'G' Land Use Amendment Bylaw No. 2986, 2024 being a bylaw to amend Electoral Area 'G' Land Use Bylaw No. 2452, 2018 is hereby given FIRST and SECOND reading by content;

And that, in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area 'G' Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**RECOMMENDATION:**  
(ALL VOTE)

**Rural Affairs Committee - Item 7.5  
Land Use Bylaw Amendment - Pallagi  
Electoral Area G**

4. That Electoral Area 'G' Land Use Amendment Bylaw No. 2984, 2024 being a bylaw to amend Electoral Area 'G' Land Use Bylaw No. 2452, 2018 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING;



And that, in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area 'G' Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.6  
Zoning Bylaw Amendment - Taghum Shell  
Electoral Area F**

5. That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976, 2024 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST and SECOND reading by content.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.7  
Official Community Plan and Zoning Bylaw Amendment - TSL Development Ltd.  
Electoral Area I  
Referred to the October 17, 2024 Board Meeting**

6. That Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024 being a bylaw to amend the Kootenay-Columbia Rivers Official Community Plan Bylaw No. 1157, 1996 is hereby given THIRD reading by content.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.7  
Official Community Plan and Zoning Bylaw Amendment - TSL Development Ltd.  
Electoral Area I  
Referred to the October 17, 2024 Board Meeting**

7. That Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2024 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given THIRD reading by content.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.7  
Official Community Plan and Zoning Bylaw Amendment - TSL Development Ltd.  
Electoral Area I  
Referred to the October 17, 2024 Board Meeting**

8. That the consideration of adoption BE WITHHELD for Kootenay-Columbia Rivers Official Community Plan Amendment Bylaw No. 2932, 2024 and Regional District of Central Kootenay Zoning Amendment Bylaw No. 2931, 2022 until the following item has been obtained:

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

**11. DIRECTORS' MOTIONS**

**11.1 Director Popoff: Slocan Valley Economic Diversification Capacity Building Project**

**RECOMMENDATION:**

(ALL VOTE)

That the Board approve an RDCK application to the 2024 -2025 intake for the Rural Economic Diversification and Infrastructure Program- Economic Capacity stream for the Slocan Valley Economic Diversification Capacity Building Project to be delivered through Service 114 Economic Development- New Denver, Silverton, Slocan and Area H.

**11.2 Director Watson: Lardeau Valley - Service and Repair on Landlines**

**RECOMMENDATION:**

(ALL VOTE)

That the board direct the Chair and CAO to request a meeting with the Federal Minister of Canadian Heritage to discuss solutions to the serious implications of lack of service and repair on landlines, outages that are interfering with emergency communications and impediments to alternative technologies imposed by the telecom corporations in the Lardeau Valley and other remote regions of the RDCK.

**12. PUBLIC TIME**

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

**13. IN CAMERA**

**13.1 RESOLUTION - MEETING CLOSED TO THE PUBLIC**

The Open meeting will be adjourned after In Camera without reconvening back into the open session unless there is business that needs to be addressed.

**RECOMMENDATION:**

(ALL VOTE)

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

(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;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

**13.2 RESOLUTION - RECESS OF OPEN MEETING**

**RECOMMENDATION:**

(ALL VOTE)

The Open Meeting be recessed at \_\_\_\_\_ a.m./ p.m. in order to conduct the *In Camera* Board meeting and reconvened at \_\_\_\_\_ a.m./p.m.

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

**15. ADJOURNMENT**

**RECOMMENDATION:**

(ALL VOTE)

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



## Regional District of Central Kootenay REGULAR BOARD MEETING Open Meeting Minutes

The **ninth** meeting of the Board of the Regional District of Central Kootenay in 2024 was held on Thursday, September 12, 2024 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

### ELECTED OFFICIALS

#### PRESENT

Chair D. Lockwood	Village of Salmo	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	In-Person
Director C. Graham	Electoral Area E	In-Person
Director T. Newell	Electoral Area F	
Director H. Cunningham	Electoral Area G	In-Person
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	In-Person
Director T. Weatherhead	Electoral Area K	In-Person
Director M. McFaddin	City of Castlegar	In-Person
Director A. DeBoon	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	In-Person
Director A. McLaren-Caux	Village of Nakusp	In-Person
Director K. Page	City of Nelson	In-Person
Director L. Casley	Village of New Denver	
Director L. Main	Village of Silverton	In-Person
Director J. Lunn	Village of Slocan	

#### ELECTED OFFICIALS ABSENT

Chair A. Watson	Electoral Area D
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#### STAFF PRESENT

S. Horn	Chief Administrative Officer
A. Lund	Deputy Corporate Officer
J. Chirico	General Manager of Community Services
U. Wolf	General Manager of Environmental Services
S. Sudan	General Manager of Development & Community Sustainability Services
N. Wight	Planning Manager
T. Davison	Regional Manager – Recreation & Client Services
A. Evenson	Senior Project Manager
P. Marshall Smith	Sustainability Planner
S. Johnson	Planner
T. Dool	Research Analyst
D. Elliott	Communication Coordinator

**1. ZOOM REMOTE MEETING INFO**

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

**Meeting Time:**

9:00 a.m. PST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/96093730799?pwd=PUAjAlVhKWPEz9Mlx7ot6Dz5rM0kij.1&from=addon>

**Join by Phone:**

833 958 1164 Canada Toll-free

**Meeting ID:** 960 9373 0799

**Meeting Password:** 219967

**In-Person Location:**

Boardroom - Nelson Office  
202 Lakeside Drive, Nelson BC

**2. CALL TO ORDER & WELCOME**

On behalf of the Board, Chair Lockwood acknowledged Director Watson and the loss of her family member.

**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:

492/24

The agenda for the September 12, 2024 Regular Open Board meeting be adopted with the inclusion of Item 5.3 Living Lakes Canada - Canadian Federal AgriScience Program and the addition of the addendum before circulation.

**Carried**

**2.3 ADOPTION OF THE MINUTES**

Moved and seconded,  
And Resolved:

493/24

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

**Carried**

**2.4 INTRODUCTIONS**

CAO Horn introduced the following staff:

- Manda McIntyre, Building Manager, replacing Chris Gainham;
- Emma Middleton, Building Administrative Support - Creston, replacing Julie Rafuse; and
- Carolyn Hogan, Project Manager, replacing Patrick Thrift.

## 2.5 DELEGATION

### 2.5.1 West Kootenay Cycling Coalition

Solita Work & Patricia Dehnel

Solita Work, Vice President of West Kootenay Cycling Coalition (WKCC), gave a presentation to the Board regarding the Castlegar - Nelson Active Transportation Corridor Vision Plan (CNATCVP) a viable 45 km non-vehicle multi-use route between Castlegar and Nelson that would reduce green house gas emissions. Solita presented the six (6) segments for the development of the route and indicated that it would accommodate over 20,000 residents of all ages who live along the corridor. It would connect all the communities' in-between and allow for a safer option for those who are not driving on highway 3A. She provided examples of the benefits of the corridor and how it aligns with RDCK objectives.

Ms. Works discussed how the WKCC will be applying for grant funding from the province and has researched how other regional districts and municipalities have used alternative/innovative strategies to guide regional development. She provided how the plan aligns with the CleanBC Mandate and WKCC's suggestion to encourage the use of 25% of the Ministry of Transportation and Infrastructure's budget to be re-prioritized into public and active transportation. She discussed funding and partnership opportunities for the corridor.

In conclusion, the WKCC thanked the RDCK for the support in developing the CNATCVP and request that the plan be adopted to allow the WKCC to apply for capital funding opportunities.

#### DIRECTOR PRESENT

Director Casley joined the meeting at 9:10 a.m.

Ms. Work answered the Board's questions.

Chair Lockwood thanked Solita Work and Patricia Dehnel for their presentation.

## 3. BUSINESS ARISING OUT OF THE MINUTES

### 3.1 Bylaw 2959: Local Conservation Fund Service Area Parcel Tax

**Board Meeting: July 18, 2024**

**RES416/24 - refer to the September 12, 2024 Board meeting & organize a meeting with the participating members.**

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.

Moved and seconded,  
And Resolved:

494/24

That the *Local Conservation Fund Service Area Parcel Tax Bylaw No. 2959, 2024* be read a THIRD time by content.

**Carried**

Director Graham, Casley and Davidoff recorded opposed.

Moved and seconded,  
And Resolved:

495/24

That the Local Conservation Fund Service Area Parcel Tax Bylaw No. 2959, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Director Graham, Casley and Davidoff recorded opposed.

**RECESS/  
RECONVENED**

The meeting recessed at 10:30 a.m. for a break and reconvened at 10:41 a.m.

**4. COMMITTEES & COMMISSIONS**

**4.1 FOR INFORMATION**

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

**4.1.1 Creston Valley Agricultural Advisory Commission: minutes July 19, 2024**

Staff has received direction regarding the Development Variance Permit Application and the Agricultural Land Reserve referral.

**4.1.2 Riondel Commission: minutes August 6, 2024**

**4.2 WITH RECOMMENDATIONS**

**4.2.1 Creston Valley Services Committee: minutes September 5, 2024**

**4.2.2 West Resource Recovery Committee: minutes September 11, 2024**

Moved and seconded,  
And Resolved:

496/24

That the Board approve the RDCK extend the Goods and Services Agreement with CJ Industries Inc. for Burton-Edgewood Operations and Maintenance for a one year period commencing September 30, 2024 and ending on September 29, 2025 at the price of \$138,659.62, and 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.

**Carried**

**4.3 MEMBERSHIP**

**4.3.1 Salmo and Area G Recreation Commission No. 7**

Moved and seconded,  
And Resolved:

497/24

That the Board send a letter to outgoing member Marissa Cain and Jay Leus thanking them for their service to the Salmo and Area G Recreation Commission No. 7.

**Carried**

**4.3.2 Portion of Area E (Procter/Harrop/Balfour/Queens Bay Recreation Commission No. 10**

Moved and seconded,  
And Resolved:

498/24

That the Board send a letter to outgoing member Ashley Veenstra (Alternate) thanking her for her service to the Portion of Area E (Procter/Harrop/Balfour/Queens Bay) Recreation Commission No. 10.

**Carried**

**4.3.3 Riondel Water and Drainage Service Community Advisory Committee**

Moved and seconded,  
And Resolved:

499/24 That the Board appoint the following individual to the Riondel Water and Drainage Service Community Advisory Committee for a term to end December 31, 2026:

Andrew Cop

**Carried**

Moved and seconded,  
And Resolved:

500/24 That Item 4.4 Directors' Report verbal reports be postponed to after Item 10 Rural Affairs Committee.

**Carried**

## 5. CORRESPONDENCE

**5.1 The letter dated July 22, 2024 from Ken Kalesnikoff, Kalesnikoff, and Forestry WorksforBC Team to introduce the Forestry WorksforBC campaign and requesting a letter of support from local government.**

Moved and seconded,  
And Resolved:

501/24 That the letter of support to the Ministry of Forests regarding the Forestry WorksforBC campaign **BE REFERRED** to October 17, 2024 Board meeting to allow Directors to work with staff to draft a recommendation.

**Carried**

**5.2 The email dated August 14, 2024 from Teresa Marshall, Bringing the Salmon Home, seeking a letter of support for the Bringing the Salmon Home Initiative.**

Moved and seconded,  
And Resolved:

502/24 That the Board send a letter of support to the Columbia River Salmon Reintroduction Initiative for the purpose of calling on the provincial and federal government to provide sustained core funding for Bringing the Salmon Home.

**Carried**

**5.3 Living Lakes Canada: Canadian Federal AgriScience Program**

The Board's letter of support for RES 408/24 missed the application closing date and Living Lakes Canada has requested that the Board support their application for the Canadian Federal AgriScience Program.

Moved and seconded,  
And Resolved:

503/24 That resolution 408/24, being:

*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;*

BE RESCINDED.

**Carried**



Moved and seconded,  
And Resolved:

504/24

That the Board send a letter of support to Living Lakes Canada for their application to the Canadian Federal AgriScience Program, under the Sustainable Canadian Agricultural Partnership (CAP) fund for an aquifer vulnerability study, associated groundwater supply monitoring and groundwater related public education.

**Carried**

**6. COMMUNICATIONS**

**6.1 The letter dated August 21, 2024 from Michelle Staples, City of Duncan, requesting local government support for the 2024 UBCM resolution "Fail to Appear Charges in Policing Statistics".**

**6.2 The letter dated August 29, 2024 from Paul Horn, City of Mission, letter to Premier Eby identifying the need for affordable housing and funding for the initiative.**

**7. FOR INFORMATION: ACCOUNTS PAYABLE**

The Accounts Payable Summary for August, 2024 in the amount of \$4,423,292 has been received for information.

**8. BYLAWS**

**8.1 Bylaw 2924: Defined Area A Medical First Responder (East Shore-North) Service Establishment**

The Board Report dated July 17, 2024 from Tom Dool, Research Analyst, seeking the Board give two readings to Bylaw 2924 and provide direction to complete a service case analysis, has been received.

Moved and seconded,  
And Resolved:

505/24

That the Defined Area A Medical First Responder (East Shore-North) Service Establishment Bylaw 2924, 2024 be read a FIRST and SECOND time by content.

**Carried**

Moved and seconded,  
And Resolved:

506/24

That the Board direct staff to complete a service case analysis regarding the provision of Medical First Responder Services for all of Area A by no later than June 2025.

**Carried**

**8.2 Bylaw 2977: West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Temporary Borrowing**

Moved and seconded,  
And Resolved:

507/24

That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Temporary Borrowing Bylaw No. 2977, 2024 be read a FIRST, SECOND, and THIRD time by content.

**Carried**

Moved and seconded,  
And Resolved:

508/24 That the West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp & Slocan Transfer Stations) Temporary Borrowing Bylaw No. 2977, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**9. NEW BUSINESS**

**9.1 FINANCE & ADMINISTRATION**

**9.1.1 2024 Financial Plan Amendment: Nelson Cycling Club - Enhancing the Trail Project**

Moved and seconded,  
And Resolved:

509/24 That the Board approve an amendment to the 2024 Financial Plan from Nelson Salmo Areas E, F and G Regional Parks Service S202 to the Grant and Transfer From in the amount of \$21,403 for the Nelson Cycling Club - Enhancing the Trail Project;

AND FURTHER; that the Board approve an amendment to the 2024 Financial Plan from Recreation Area, Defined Areas E and F Service S207 to the Contribution From Reserve and Transfer To accounts in the amount of \$21,403 for the Nelson Cycling Club - Enhancing the Trail Project.

**Carried**

**9.1.2 Financial Service Grant: Castlegar Parks and Trails Society**

Moved and seconded,  
And Resolved:

510/24 That Resolution 354/24, being the allocation of Financial Services Grant funds, be amended by changing:

S222 – ARENA – CAST COMPLEX \$59,000 Castlegar Friends of Parks & Trails.

to

S222 – ARENA – CAST COMPLEX \$45,000 Castlegar Friends of Parks & Trails.

**Carried**

**9.2 FIRE SERVICES**

**9.2.1 Award: Beasley Fire Hall Site Paving**

The Board Report dated September 5, 2024 from AJ Evenson, Senior Project Manager, seeking Board approval to award the contract for the Beasley Fire Hall Site Paving, has been received.

Moved and seconded,  
And Resolved:

511/24 That the Board direct staff to award the contract for the Beasley Fire Hall Paving to Power Paving Ltd; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$79,300.00 plus GST; AND FURTHER, that the cost be included in the 2024 Financial Plan for S144 Fire Protection - Areas E and F (Beasley, Blewett).

**Carried**

**9.3 GRANTS**

**9.3.1 Discretionary**

Moved and seconded,  
And Resolved:

512/24

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

**AREA E**

Balfour Senior Citizens Association Branch # 120	Meals and Social Activities	\$999
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**AREA F**

Nelson Road Kings	Queen City Cruise	\$1,500
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**AREA H**

Columbia Basin Trust	Basin Food Summit/FABx	\$1,000
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**AREA K**

Arrow Park Community Association	Association operations	\$1,574
Arrow and Slocan Lakes Community Services	Harvest & Heritage Day Fair	\$900

**SLOCAN**

Village of Slocan	Yoga Festival	\$75
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**Carried**

**9.3.2 Community Development**

**9.3.2.1 Grant Applications**

Moved and seconded,  
And Resolved:

513/24

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

**AREA A**

Creston Valley Minor Hockey Association	Legacy Project	\$1,000
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**AREA B**

Creston Valley Minor Hockey Association	Legacy Project	\$10,000
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**AREA C**

Creston Valley Minor Hockey Association	Legacy Project	\$2,000
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**AREA E**

Balfour Senior Citizens Association Branch # 120	Seniors assistance	\$1,500
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Balfour Senior Citizens Association Branch # 120	Seniors Christmas dinner	\$1,500
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**AREA F**

Polka Dot Dragon Arts Society	Remember the Dead	\$1,000
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**AREA H**

The Slocan River Streamkeepers	Water Quality Monitoring Program	\$5,000
<b><u>AREA J</u></b>		
Robson Recreation Society	Multi Use Outdoor Court	\$50,000
<b><u>AREA K</u></b>		
Columbia Basin Trust	Basin Food Summit/FABx	\$2,000
Fauquier Community Club	Fauquier Community Hall Roof	\$35,000
<b><u>TOWN OF CRESTON</u></b>		
Creston Valley Minor Hockey Village of Slocan	Legacy Project	\$10,000
Harmony Festival	Portable Toilet and Generator	\$780
		<b>Carried</b>

**9.3.2.2 RES 237/24 and 295/24: Amendments**

Moved and seconded,  
And Resolved:

That Resolution 237/24, being the allocation of Community Development Grant funds, be amended by changing:

**Area A**

Creston Valley Kootenay Lake Economic Action Partnership \$1,390

to

**Area A**

Kootenay Employment Services \$1,390

**Area B**

Creston Valley Kootenay Lake Economic Action Partnership \$2,453

to

**Area B**

Kootenay Employment Services \$2,453

**Area C**

Creston Valley Kootenay Lake Economic Action Partnership \$2,453

to

**Area C**

Kootenay Employment Services \$2,453

**Carried**

Moved and seconded,  
And Resolved:

514/24

515/24

That Resolution 295/24, being the allocation of Community Development Grant funds, be amended by changing:

**CRESTON**

Creston Valley Kootenay Lake Economic Action Partnership \$2,453

to

Creston Kootenay Employment Services \$2,453

**Carried**

**9.4 CHAIR/CAO REPORTS**

Chair Lockwood provided details for the RDCK Board's minister meetings at the 2024 UBCM Convention and the directors' attendance. She commended the staff from the Emergency Operation Centre for their efforts during the wildfires and recognized those who have lost their homes in the fires.

CAO Horn provided an update to Director Graham's question regarding Tremlock Properties, which operates as Riteway Holdings, and is working on the Lister Water upgrade.

**10. RURAL AFFAIRS COMMITTEE**

Moved and seconded,  
And Resolved:

516/24

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**

Moved and seconded,  
And Resolved:

517/24

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**

Moved and seconded,  
And Resolved:

518/24

That the Board APPROVE the issuance of the Development Variance Permit to Greg and Janice McGinn for the property located 4560-44th Street, Canyon and legally described as PARCEL A (REFERENCE PLAN 113289I) LOT 145 DISTRICT LOT 812 (PID: 012-254-991) to vary Section 23.5 and Section 23.6 of Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316 to allow a Farm

Residential Footprint with a maximum depth of 151 metres from the front property line whereas the bylaw requires that the maximum depth of the Farm Residential Footprint shall not exceed 60 metres from the Front Lot Line and to permit a dwelling with a maximum Gross Floor Area (GFA) of 323 m2 whereas the bylaw permits a maximum GFA of 300m2.

**Carried**

Moved and seconded,  
And Resolved:

519/24 That the Board APPROVE the issuance of Development Variance Permit V2413J to Beryl Haigh and Lorne Haigh for the property located at 1298 McPhee Road, Electoral Area J and legally described as LOT 2, DISTRICT LOT 4598, KOOTENAY DISTRICT PLAN 62162 (PID: 029-970-083) to vary:

1. Section 6.10.A.1.A in order to permit 2 shipping containers;
2. Section 801.7 in order to permit a maximum building height of 6.4 metres;
3. Section 801.8 in order to permit a Maximum GFA of 183 m2.

**Carried**

Moved and seconded,  
And Resolved:

520/24 That Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 2786, 2024 being a bylaw to amend the Comprehensive Land Use Bylaw No. 2317, 2013 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING;

AND FURTHER that in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area 'C' Director Kelly Vandenberghe is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**Carried**

Moved and seconded,  
And Resolved:

521/24 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;
- 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**

**ORDER OF AGENDA CHANGED** The Order of Business changed to address public time, Item 11 Public Time considered at this time.

#### **11. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:55 a.m.

Members of the public asked questions regarding the following:

- Castlegar - Nelson Active Transportation Corridor Vision Plan and the costs;
- Financial Plan amendment within services and transferring funds; and
- requesting information regarding the building permit process for a property in Sandon.

**RECESS/  
RECONVENED** The meeting recessed at 12:07 p.m. for a break and reconvened at 12:17 p.m.

**ORDER OF AGENDA  
RESUMED** Item 10 Rural Affairs Committee continued.

Moved and seconded,  
And Resolved:

522/24 That the Community Works Fund application submitted by the Nelson Cycling Club for the project titled "Enhancing the Trails" in the amount of \$28,596.00 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area E and F, with \$14,298.00 being contributed by each.

**Carried**

**4.4 DIRECTORS' REPORTS**

Moved and seconded,  
And Resolved:

523/24 That the Directors' verbal reports from the August 15, 2024 Board meeting be considered at this time.

**Carried**

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

**4.4.1 Director Jackman**

**4.4.1.1 Letter of Support - Kootenay-Columbia Discovery Centre Society**

**4.4.1.2 CBRAC/RCC**

**4.4.2 Director Hewat: Columbia Basin Trust**

**DIRECTOR  
ABSENT** Director Lunn left the meeting at 1:00 p.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.

Moved and seconded,  
And Resolved:

524/24 In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**Carried**

**12.2 RESOLUTION - RECESS OF OPEN MEETING**

Moved and seconded,  
And Resolved:

525/24

The Open Meeting be recessed at 1:00 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 1:15 p.m.

**Carried**

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

No items.

**14. ADJOURNMENT**

Moved and seconded,  
And Resolved:

526/24

That the meeting adjourn at 1:15 p.m.

**Carried**

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Diana Lockwood, RDCK Board Chair

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Angela Lund, Deputy Corporate Officer





Regional District of Central Kootenay  
CASTLEGAR AND DISTRICT RECREATION COMMISSION  
Open Meeting Minutes

**4:00 p.m.**  
**August 6, 2024**

**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:**  
**4:00 p.m. PST**

**Join by Video:**  
<https://rdck-bc-ca.zoom.us/j/99680516916?pwd=4KWlqaXo5wZdT37On3UOggoGgdysdj.1>

**Join by Phone:**  
• +1 778 907 2071 Canada  
• 833 955 1088 Canada Toll-free

**Meeting ID:** 996 8051 6916  
**Meeting Password:** 080990

**In-Person Location:** Castlegar & District Community Complex - Columbia Room - 2101 6th Avenue

**COMMISSION/COMMITTEE MEMBERS**

Commissioner	M. McFaddin	City of Castlegar
Commissioner	B. Bogle	City of Castlegar
Commissioner	A. Davidoff	Electoral Area I
Commissioner	H. Hanegraaf	Electoral Area J

**ABSENT:**

Commissioner S. Heaton-Sherstobitoff	City of Castlegar
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**STAFF**

Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager of Recreation and Client Services
Pearl Anderson	Meeting Coordinator

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

**2. CALL TO ORDER**

Chair Bogle called the meeting to order at 4:06 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

That the Agenda for the August 6, 2024 Castlegar and District Community Complex and Recreation Commission meeting be adopted with the following addition:

- Item 8.2 – Motorized Vehicles at the Waterloo Eddy

**Carried**

**5. RECEIPT OF MINUTES**

The June 11, 2024 Castlegar and District Community Complex and Recreation Commission minutes have been received.

**6. DELEGATES**

There were no Delegates scheduled for this Commission meeting.

**7. STAFF REPORTS**

**7.1 Community Engagement Update**

The Commission report dated June 6, 2024 from Trisha Davison, Regional Manager – Recreation and Client Services, re: Reimagining Recreation – Castlegar and District Community Complex Engagement Update, has been received with the following discussed:

- Three phases with Phase 1 and Phase 2 now complete.
- Seven community meetings have been held with survey responses received from 113 in Area I, 234 in Area J and 606 in Castlegar.
- Next steps include a draft report to staff followed by a working group meeting to review the draft report in late August, early September.
- Commission members will email Trisha Davison, Regional Manager – Recreation and Client Services regarding their availability dates during the week of August 26 for the working group meeting.

**7.2 Castlegar & District Community Complex Operations Report**

The Commission Report dated July 26, 2024 from Vanessa Boudreau, Castlegar and District Community Complex Facility Manager, re: Castlegar & District Community Complex Operations Report, has been received with updates on the various service areas within the Castlegar & District Community Complex.

**8. NEW BUSINESS**

**8.1 Summer Pool Closure**

Trisha Davison, Regional Manager – Recreation & Client Services, provided a verbal report, re: Summer Pool Closure including the following information:

- The swimming pool will be closed for shutdown from August 24 – September 8, 2024.
- The fitness centre will be closed for shutdown from August 30 – September 8, 2024.
- Discussion as to why facility passes are not extended for the closure time period.
- Commission members requested that inconsistencies regarding customers being advised of closures when purchasing passes be placed on an upcoming agenda.

**8.2 Motorized Vehicles at the Waterloo Eddy**

Discussion regarding damage to Waterloo Eddy and the use of motorized vehicles on the trails at the Eddy. The following was discussed:

- Boulders at the entrance be replaced.
- Education re: direct motorized use to KMX Tracks and Trails Facility and Rover Creek as appropriate venues.
- Parking lot graded/paved.

**9. ACTION ITEMS FROM PREVIOUS MEETINGS**

The action items from the previous Commission meeting have been received with the following item to be placed on the September 10, 2024 agenda:

- Castlegar & District Recreation Centre Accessibility Report

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 4: 49 p.m.

There were no questions from the public or members of the media.

**11. NEXT MEETING**

The next Castlegar and District Community Complex and Recreation Commission meeting is scheduled for September 10, 2024 at 4:00 p.m.

**12. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved

That the Castlegar and District Community Complex and Recreation Commission meeting be adjourned at 4:51 p.m.

**Carried**

**DIGITALLY APPROVED**

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B. Bogle, Chair

## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

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N/A

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

### *Future Castlegar & District Recreation Commission Meetings*

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1. *Commission members requested that inconsistencies regarding customers being advised of closures when purchasing passes be placed on an upcoming agenda.*
2. *The following action item to be placed on the September 10, 2024 agenda:*
  - *Castlegar & District Recreation Centre Accessibility Report*



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 6**

**OPEN MEETING MINUTES**

**7:00p.m.**  
**August 29, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/92218925844?pwd=D8Dq8XkwerVHZ6ZbycJsg69Rx52B1V.1&from=addon>

**Join by Phone:**

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

**Meeting Number (access code):** 922 1892 5844

**Meeting Passcode:** 346226

**In-Person Location:** New Denver Knox Hall, 521 6<sup>th</sup> Avenue

**COMMISSION/COMMITTEE MEMBERS**

Chair C. Law	New Denver
Alt Commissioner J. Fike	New Denver
Commissioner L. Main	Silverton
Commissioner W. Popoff	Area H
Commissioner E. McKeil	Area H
Commissioner R. Johnson	Area H
Commissioner P. Yakachuk	Silverton

**MEMBERS ABSENT**

Commissioner E. Padfield	School District 8, Lucerne Student Council
Commissioner C. Denbok	Silverton

**STAFF**

Trisha Davison	Regional Manager- Recreation & Client Services
Teresa Johnson	Meeting Coordinator

**7 out of 9 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Law called the meeting to order at 7:07 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 August 29, 2024 Recreation Commission No. 6 meeting, be adopted with the exclusion of Commissioner N. Graves School District 8, Lucerne School who is no longer serving as an active Commissioner, before circulation.

**Carried**

**4. RECEIPT OF MINUTES**

The May 2, 2024 Recreation Commission No. 6 meeting minutes, have been received.

**5. DELEGATE**

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

**6. NEW BUSINESS**

**6.1 Grant Allocation**

The Grant Flow Chart dated, August 26, 2024 to provide discussion around implanting a minimum and/or maximum for potential applications/applications to the spring and fall cycles has been received. The following points were discussed as information to include with advertising:

- \$5000 is available for distribution in the fall, with a maximum of approximately \$10,000 per year available to distribute among all approved grant applications.
- An outline of requirements to be met in order to receive funding along with the typical amount of grant requests received by the Commission each year.
- There will not be a maximum amount available per applicant. The amount distributed to each applicant will be based on the amount of applications received.

The following schedule was developed based on the Grant Application Flow Chart:

- September 13, 2024 Advertisement is submitted by staff to the Valley Voice.
- September 19, 2024 Valley Voice publication date which includes grant advertisement.
- September 27, 2024 Grant opening date, applications now accepted.
- October 18, 2024 Grant closing date, applications no longer accepted.
- November 1, 2024 Staff submit amalgamated applications to Commissioners for review.
- November 7, 2024 Rec Commission No. 6 meeting date to discuss and allocate grant funds to approved applicants.

**MOVED** and seconded,  
AND Resolved:

That the Grant Review Criteria & Application Scorecard be used by Recreation Commission No. 6 as a guideline to determine applicant grant eligibility,

AND FURTHER; that staff be directed to submit an advertisement regarding the fall grant opportunity to be included in the September 19<sup>th</sup>, 2024 edition of the Valley Voice with a grant submission closing date of October 18<sup>th</sup>, 2024.

**Carried**

## **6.2 Lucerne (SD 10) Elementary School Gymnasium Agreement for Sports Night**

The Commission discussed the Lucerne (SD10) Elementary School Gymnasium Agreement for Sports Night.

**MOVED** and seconded,  
AND Resolved:

That the foregoing motion being:

That the Commission Direct Staff enter into another year agreement with SD10 for the use of the school gym, Tuesday, Wednesday, Thursdays from October 1st, 2024 to May 31st, 2025.

Be amended to alter the end date for use of the school gym to May 1<sup>st</sup> 2025, thus reading:

*That the Commission Direct Staff enter into another year agreement with SD10 for the use of the school gym, Tuesday, Wednesday, Thursdays from October 1st, 2024 to May 1st, 2025.*

**Carried**

## **7. OLD BUSINESS**

### **7.1 Rental Policy for Pet Training in the Gymnasium**

The Commission discussed a rental policy for pet training in the New Denver Gymnasium.

Public time hours, as determined by the Commission in April of 2023, are

Monday-Friday 3:00-6:30 p.m. & 9:00-10:30 p.m.

Saturday-Sunday from 12:00-6:00 p.m.

Related policies and provisions for consideration include insurance requirements, a pricing matrix developed based on user type (i.e. non-profit vs private enterprise), staff requirements for opening the facility, closing the facility, and performing janitorial duties. Costs involved with hosting events is anticipated to be higher than the rental fee charged to users. In order to develop appropriate pricing specific to the New Denver Community Gym, a working group comprised of one representative from each region will be formed along with a member of RDCK staff.

**MOVED** and seconded,

AND Resolved:

That a working group be established to develop fees and charges for use of the New Denver Community Gym,

AND FURTHER; that the working group be comprised of Commissioner Yakachuk, Commissioner Main, Commissioner McKeil with Commissioner Johnson as an alternate, and a member of RDCK staff.

**Carried**

**8. PUBLIC TIME**

Chair Law called for questions from the public at 8:25 p.m. One member of the public was present. No questions or comments were presented.

**9. NEXT MEETING**

The next Recreation Commission No. 6 meeting is scheduled for November 7, 2024 at 7:00 p.m.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Recreation Commission No. 6 meeting be adjourned at 8:26 p.m.

**Carried**

**Digitally Approved**

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C. Law, Chair

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

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*1. [List of Items]*

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

***Future Recreation Commission No. 6 Meetings***

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2. That the Grant Review Criteria & Application Scorecard be used by Recreation Commission No. 6 as a guideline to determine applicant grant eligibility,

AND FURTHER; that staff be directed to submit an advertisement regarding the fall grant opportunity to be included in the September 19<sup>th</sup>, 2024 edition of the Valley Voice with a grant submission closing date of October 18<sup>th</sup>, 2024.



3. *That the Commission Direct Staff enter into another year agreement with SD10 for the use of the school gym, Tuesday, Wednesday, Thursdays from October 1st, 2024 to May 1st, 2025.*
4. That a working group be established to develop fees and charges for use of the New Denver Community Gym,

AND FURTHER; that the working group be comprised of Commissioner Yakachuk, Commissioner Main, Commissioner McKeil with Commissioner Johnson as an alternate, and a member of RDCK staff.



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RIONDEL COMMISSION OPEN MEETING MINUTES

**7:00 PM**

**September 3, 2024**

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

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

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

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

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

### Dial by your location

+1 778 907 2071 Canada

833 955 1088 Canada Toll-free

Meeting ID: 910 2622 7866

Passcode: 725927

### COMMISSION/COMMITTEE MEMBERS

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

### MEMBERS ABSENT

Commissioner D. Lavigne	Riondel
Commissioner A. Cop	Riondel

### STAFF

Teresa Johnson	Meeting Coordinator	In-person
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**5 out of 7 voting Commission/Committee members were present – quorum was met.**

### 1. CALL TO ORDER

Chair Panio called the meeting to order at 7:02 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 September 3, 2024 Riondel Commission meeting be adopted with a correction to item 8.4 from Backboard Replacement to Backstop Replacement, and the inclusion of items 8.8 Community Centre Weeding, 8.9 Governance Issues, 8.10 YRB (Yellowhead Road and Bridge) Request for Road Access and 8.11 New Water Advisory Signs, before circulation.

**Carried**

**4. RECEIPT OF MINUTES**

The August 6<sup>th</sup>, 2024 Riondel Commission minutes, have been received.

**5. DELEGATE**

No Delegation.

**6. PUBLIC TIME**

The Chair called for questions from the public at 7:04 p.m. Two members of the public were present. Notable points included:

- Emergency preparedness information is available in the Riondel Commission Office, in a file prepared by former Commissioner Tom Wilkinson
- An agreement was signed with Jones Boys some time ago for the provision of water rescue services in the event of an emergency evacuation of Riondel.
- Kaslo Search and Rescue provides assistance with fire evacuations.
- Chair Panio will touch base with Commissioner Lavigne regarding taking over as the emergency preparedness representative for Riondel.

**7. OLD BUSINESS**

**7.1 Circle of Friends Project Update**

**MOVED** and seconded,  
AND Resolved:

That Christine Hamilton with the Circle of Friends Society be granted freedom of the floor.

**Carried**

Christine Hamilton with the Circle of Friends Society provided an update on the consignment store and market project. Notable points include:

- The project is completely volunteer based with 8 volunteers donating 492.5 hours of service to date.

- Drop offs are by appointment only. More volunteers are needed to establish consistent drop off times.
- Funding is intended to go towards creation of a local Foodbank, hosting workshops, and providing other learning opportunities in the future.
- Donated refreshments are provided on site.
- Items currently requested are clothing and household items, with particular interest in children’s clothing and boots.
- Keeping a donation jar on site to help offset costs for replacing the hot water tank was discussed.

### **7.2 Circle of Friends Hot Water Tank**

Chair Panio provided an update on the hot water tank replacement in the Circle of Friends Building. Electrical configuration for a hot water tank is 120 volt, whereas most tanks require 240 volt. This could result in higher replacement cost to obtain a matching tank. Don Horvath is looking for a smaller, less costly alternative.

### **7.3 Entrance Hallway Improvements**

Chair Panio provided an update on the improvements made to the entrance hallway by the Art Club. The Art Club has painted the wall and turned the space into a temporary exhibition space. Experimental work is currently showcased. Thank you to the Art Club for improving the space.

### **7.4 New Town Sign**

Chair Panio led a discussion regarding the new sign proposal from Leah Kleinhans with Kootenay Employment Services. Riondel is slated to get a new gateway sign. Community personalization can be achieved through the addition of a slogan, amenity description or both. Existing posts from the old Riondel gateway sign could be repurposed to install the infrastructure identification sign. Two quotes for signs will be requested, and the Commissioners will gather ideas.

### **7.5 Minor Vandalism**

Chair Panio provided a verbal report on recent vandalism at the Riondel Community Centre. The playground fence ropes were cut. Aviation cable could be used as replacement but would be more costly. An estimated 800 feet of rope will be needed to repair the fence. Commissioner Anderson will cost out replacement options.

### **7.6 Playground Update**

Chair Panio led a discussion regarding the recent improvements made to the Riondel Community Centre playground. Volunteers weeded, picked up 3 yards of sand from Creston, and used their personal equipment (skid steer) to level the new sand. The replacement sand was donated to the Riondel Community Centre by Sullivan Stone. Monthly inspections of the playground and Community Centre by RDCK staff are being proposed. .

## **8. NEW BUSINESS**

### **8.1 Riondel Community Association Display Case**

Chair Panio led a discussion regarding the installation of a new display case outside of the Riondel Community Library. Commissioner Anderson completed the installation with

protective flashing. An idea to build in a section for businesses to pay a nominal fee in exchange for advertising alongside a peg board for public ads was discussed.

### **8.2 Repair of Auditorium Floor**

Chair Panio led a discussion on repair of the small, longstanding area water damage in a corner of the auditorium floor. The floor was repaired by members of KLESMSS (Kootenay Lake East Shore Men’s Shed Society), with 9 volunteer hours contributed.

### **8.3 New Tarp for Recreation Centre Roof**

Chair Panio led a discussion regarding replacement of the tarp on the Recreation Centre roof. A new tarp is needed to minimize water damage. The existing tarp lasted 2 years. A suggestion was made to replace it with truck tarps due to their strength and ultraviolet light resistance. Maintenance staff will be consulted for sizing requirements, and a replacement from the Gray Creek Store will be investigated.

### **8.4 Backstop Replacement**

Chair Panio led a discussion on the replacement of the backstop at the Riondel Baseball Field. Members of KLESMSS offered to help coordinate the replacement of the rusted backstop. Soil tested in close proximity to the backstop has recently tested as contaminated.. Two options for dealing with the contamination are to remediate the soil and invoice Teck Resources Limited for the work, or to ask Teck Resources Limited to remediate the soil. Further testing to the soil around the backstop will be done. Grant funding was used to pay for replacement backstop materials, and the Rec 9 Grant can be applied to cover the cost of concrete.

### **8.5 Canada Flag**

Chair Panio led a discussion on the new Canada Flag ordered for the Riondel Community Centre. An expensive, longer-lasting replacement was purchased; however, our Member of Parliament’s office is sending out a new flag at no cost.

### **8.6 Fibre Optic Update**

Chair Panio provided an overview of the Fibre Optic work to be performed in Riondel. An email communication from KiN (Kaslo Infonet Society) has been received. Work has commenced at the water treatment plant, and crews will be working their way to the fire hall. The implementation of infrastructure to homes in Riondel is expected to begin in 2025. Discussions are ongoing with the Riondel Cable Society.

### **8.7 Commission Meeting Time**

Commissioner Lavigne will propose a new start time for meetings. This item has been tabled, and will be discussed at the October 1<sup>st</sup> Riondel Commission meeting.

### **8.8 Community Centre Weeding**

Chair Panio informed the Commission regarding the weeding completed in front of the Riondel Community Centre. Volunteer time was donated by a member of the public. A vinegar treatment was suggested for quick remediation in the future.

### **8.9 Governance Issues**

Chair Panio, Commissioner Anderson and Director Jackman will be meeting with the Riondel Community Association to discuss governance issues. Anticipated questions will address the relative roles and responsibilities of the Riondel Commission of Management and other RDCK governance bodies, and clarification in regards to funding and rental policies. The meeting is to be held on Monday, September 9<sup>th</sup> at 1:45 p.m. in the Activity Room, Riondel Community Centre.

#### **8.10 Yellowhead Road and Bridge (YRB) Request for Road Access**

Vehicles parked on the road allowance are not allowing residents to adequately access their properties. Anything on the road allowance is Ministry of Transportation and Infrastructure (MoTI) jurisdiction. The foreman for YRB, through MoTI, wants to start a campaign to cleanup Riondel road access in preparation for properly plowing snow during the winter season. A meeting with MOTI and YRB to walk/drive around the area to assess the situation, followed by attendance at our next Commission meeting, was discussed. Chair Panio will start the conversation, and will include the Community Association.

#### **8.11 Larger signage for Water notice signs**

Commissioner Cranna will contact the Creston office to ask for larger, more visible signs to display water notices in Riondel. The possibility of adding a sign that folds up/down when out of/in effect (respectively) to retain public attention was discussed.

### **9. CORRESPONDENCE**

No correspondence.

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

Director Jackman provided the Commission with a verbal report. He will be travelling to Vancouver to speak with provincial representatives and Ministers. Major advocacy points to address include:

- Will speak with the Minister of Environment regarding recycling depots in the Regional District as Recycle BC is changing criteria for depots and as a result the Crawford Bay depot could be lost. Currently there are 12 depots in the RDCK including satellite depots costing \$1.7 million annually. Funding received from Recycle BC to subsidize services is \$336,000 annually.
- Will speak with the Minister of Water Lands and Resources regarding turn-around time for water licence applications. Some applications have gone 4 years before receiving a response.
- East Kootenay internet connectivity is lower than the BC government had previously recognized, based on reports from a major service provider. 7000 homes are affected, and major subsidy funding will be needed to increase speeds to acceptable levels.

### **11. FINANCIAL REPORTS**

Chair Panio will highlight relevant points from the August financial service statement for Riondel at the next Commission meeting.

### **12. PUBLIC TIME**

The Chair called for questions from the public at 8:24 p.m. One member of the public was present, no questions were presented.

**13. NEXT MEETING**

The next Riondel Commission meeting will be held on October 1<sup>st</sup>, at 7:00 pm.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission meeting be adjourned at 8:24 pm.

**Carried**

Approved by  
Chair G. Panio



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**AREA A ECONOMIC DEVELOPMENT COMMISSION  
OPEN MEETING MINUTES**

**2:00 p.m. MST**

**Tuesday, September 10, 2024**

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

**WEBEX REMOTE MEETING INFO**

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

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m6bea5316596a7697c607ab7938eed45>

**Join by Phone:**

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

**Meeting Number (access code):** 2772 259 6102

**Meeting Password:** wRsiwi2GN32

**In-Person Location:** The Hub Pub & Eatery, 16102 BC-3A, Crawford Bay, BC

**COMMISSION MEMBERS PRESENT**

Director G. Jackman	Area A
Commissioner G. MacMahon	Kootenay Bay
Commissioner T. Toole	Crawford Bay/Boswell
Commissioner R. Bertram	Crawford Bay/Gray Creek – Acting Chair

**COMMISSION MEMBERS ABSENT**

Commissioner G. Medhurst	Crawford Bay – Chair
Commissioner P. Cullinane	Boswell

**STAFF PRESENT**

R. Baril	Meeting Coordinator
C. Hopkyns	Meeting Coordinator

**GUEST**

Leah Kleinhans	Economic Action Partnership
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**4 out of 6 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Commissioner Bertram called the meeting to order at 1:58 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 September 10, 2024 Area A Economic Development Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The March 12, 2024 Area A Economic Development Commission minutes, have been received.

**5. OLD BUSINESS**

**5.1 Kootenay Lake Geothermal Project Update**

Commissioner MacMahon provided an update regarding the Kootenay Lake Geothermal Project. He updated the Commission regarding the drilling and testing sites, which expanded to the other side of the Lake in Area D. He reviewed October's funding requests and answered the Commission's questions.

**6. NEW BUSINESS**

**6.1 For Information – Imagine Kootenay Program**

The Imagine Kootenay Project Presentation and Memorandum of understanding, has been received for information.

Director Jackman provided an overview to the Commission regarding the Imagine Kootenay Program. He shared that the goals of the program is to attract investment throughout the Kootenay Boundary region. The program connects small business buyers and sellers in our communities, showcasing business and lifestyle opportunities in our area. Director Jackman reviewed the programs statistics and goals. He answered the Commission's questions.

The Commission had a discussion regarding the benefits of Area A participating in the Imagine Kootenay Program. Leah Kleinhans, Economic Action Partnership, will arrange to present on the Imagine Kootenay Program at a Kootenay Lake Chamber of Commerce meeting.

**7. PUBLIC TIME**

The Chair called for questions from the public at 2:32 p.m.

No public or media asked questions.

Leah Kleinhans, Economic Action Partnership, shared some Imagine Kootenay Program statistics with the Commission.

**8. NEXT MEETING**

The next Area A Economic Development Commission meeting is scheduled for November 12, 2024 at 2:00pm MST.

**9. ADJOURNMENT**

**Moved** and seconded,  
AND Resolved

The Area A Economic Development Commission meeting be adjourned at 2:33 p.m.

**Carried**

Digitally approved.

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**Acting Chair Richard Bertram**



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**6:00 p.m.  
September 12, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/92895756578?pwd=t3F9fyp7EFxdIAMzKPhEV6d5CtpSRt.1>

**Join by Phone:**

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

**Meeting Number (access code):** 928 9575 6578

**Meeting Passcode:** 971440

**COMMISSION MEMBERS**

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

**MEMBERS ABSENT**

Commissioner Dehnel	Area E
Commissioner McCulloch	Area E

**STAFF**

Cary Gaynor	Regional Parks Manager
Scott Gain	Sunshine Bay Parks Supervisor
Pearl Anderson	Meeting Coordinator

**6 out of 8 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Dosenbeger called the meeting to order at 6:08 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Agenda for the September 12, 2024 Sunshine Bay Regional Park Commission meeting be adopted with the following addition:

- Item 7.2 – Letter from Erin Christopherson
- Item 7.3 – Confirmation of Reappointment of Commission Members

**Carried**

**4. RECEIPT OF MINUTES**

The June 13, 2024 Sunshine Bay Regional Park Commission meeting minutes have been received.

**5. DELEGATE(S)**

**5.1** There were no delegates scheduled for this Commission Meeting.

**6. STAFF REPORTS**

**6.1 Operational Update**

Cary Gaynor, Regional Parks Manger, provided the Commission with a verbal update, re: Operational Update with the following information presented:

- The Sunshine Bay Sunday markets have been successful.
- Sunshine Bay Memorial Park benches have been refurbished.
- A railing has been installed at the stairs.
- The Commission and Cary Gaynor, Regional Parks Manager, thanked Scott Gain, Sunshine Bay Parks Supervisor, for keeping the park pristine.

**7. NEW BUSINESS**

**7.1 Wetlands Sign**

The Commission discussed the replacement of the Wetlands Sign at the riding ring including discussion as follows:

- Directional signage will be placed down to the wetlands.
- Pathway to wetlands will be kept mowed.
- Signage to state no motorized vehicles to the sand bar.

**7.2 Letter from Erin Christopherson**

The Commission received a letter from Erin Christopherson requesting permission to hold an 8 week after school program at Sunshine Bay Regional Park from September to November for up to 14 children. Cary Gaynor, Regional Parks Manager, advised that as

per the Regional District of Central Kootenay policy a Parks Use Permit and the insurance requirements will need completion prior to approval of Ms. Christopherson’s request. Mr. Gaynor advised that the Parks Use Permit and insurance information have been forwarded to Ms. Christopherson.

**7.3 Confirmation of Reappointment of Commission Members**

Director Graham requested confirmation of reappointment of the Sunshine Bay Regional Park Commission members for another one year term.

**8. PUBLIC TIME**

The Chair called for questions from the public at 6:37 p.m.

Erin Christopherson addressed the Commission presenting information regarding the proposed 8 week after school program to be held at Sunshine Bay Regional Park from September to November.

**9. NEXT MEETING**

The next Sunshine Bay Regional Park Commission meeting is scheduled for November 14, 2024 at 6:00 p.m.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Sunshine Bay Regional Park Commission meeting be adjourned at 6:40 p.m.

**Carried**

**Digitally approved,**

L. Dosenbeger, Chair

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

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1. N/A

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

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

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1. N/A



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**2:00PM**

**Monday, September 23, 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**

Commissioner Julie March	Electoral Area A, Chair
Commissioner Shawn Ryks	Electoral Area A
Commissioner Branca Lewandowski	Electoral Area A
<i>Commissioner Michella Moss</i>	<i>Electoral Area A (Absent)</i>
<i>Commissioner Adam Tschritter</i>	<i>Electoral Area A (Absent)</i>

**DIRECTORS**

Garry Jackman	Electoral Area A, Director
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**STAFF**

Zachari Giacomazzo	Planner
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**PUBLIC**

RDCK Observer	Anonymous
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**1. CALL TO ORDER**

Chair March called the meeting to order at 2:12 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 August 19, 2024 Electoral Area A Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The July 15, 2024 Electoral Area A Advisory Planning and Heritage Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Temporary Use Permit Application – Laurie Venning**

The Referral Package T2405A dated July 15, 2024 from Planner Zachari Giacomazzo, has been received.

The committee discussed the following:

- Concerns about traffic impacts.
- Concerns about the scale/intensity of the proposed quarry uses.
- There are already a few quarries on the east shore, does the community need another one?
- Tracking of debris onto Highway 3A.
- Perhaps the applicant should consider a zoning change?
  - Staff clarified that a zoning bylaw amendment would authorize the proposed use indefinitely whereas the proposed TUP would only permit a Quarry for a limited time (up to 3 years with the possibility to extend for another 3 years).
- Preference would be that the property owner follows the existing Country Residential (R2) land use regulations.
- Properties on the east shore could benefit from a gravel operation, however the applicant has noted that the material would be removed from the property and processed/sold elsewhere.
- Why does it need to be 3 years? Overall concerns regarding the length of time for the temporary use and the possibility of an extension.
- Overall, the committee does not support another full scale quarry on the east shore.

**Moved** and seconded,

AND Resolved:

That the Area A Advisory Planning Commission **SUPPORT** the Temporary Use Permit Application to Laurie Venning for the property located no civic address, Kuskanook, and legally described as LOT D DISTRICT LOT 15873 KOOTENAY DISTRICT PLAN 16329, and 9703 Highway 3A, Kuskanook, Lot 1 DISTRICT LOTS 14535 AND 15414 KOOTENAY DISTRICT PLAN NEP75099 to enable extraction for the purposes of fill, driveway improvements, etc. on the lower portions of the properties but that the committee not support the transportation of the material outside of the community for processing elsewhere.

**Carried**

### **5.2 Development Variance Permit Application – Bevan and Rhonda May**

The Referral Package V2411A dated August 8, 2024 from Planner Sadie Chezenko, has been received.

Director Jackman gave an overview of accretion process

Committee member Ryks gave an overview of the boathouse proposal.

**Moved** and seconded,

AND Resolved:

That the Area A Advisory Planning Commission **SUPPORT** the Development Variance Permit Application to Bevan and Rhonda May for the property located 10377 Highway 3A, Sanca, and legally described as LOT A DISTRICT LOT 4595 KOOTENAY DISTRICT PLAN EPP129647

**Carried**

### **5.3 Development Variance Permit Application – Wyndell Foods Ltd c/o Five Star Permits (Cy Atkinson and David Atkinson)**

The Referral Package V2412A dated August 30, 2024 from Planner Sadie Chezenko, has been received.

The committee discussed the following:

- Question about the Community Heritage Register layer over a portion of the property
  - Staff clarified that the Community Heritage Register was identifying a portion of the Dewdney Trail. The fact that this property was already developed and no new buildings were being constructed meant that it is very unlikely that there would be an impact to any heritage resources.
- Committee members were agreeable to the setback variance (Section 18.83) as the sign requiring this variance is already existing



- Questions about the overall number of signs: Were the “canco” light posts considered as signs as the total number of signs? Staff and the local area director suggested that Section 18.87 in the Zoning Bylaw may exempt the light post canco signs.

**Moved** and seconded,  
AND Resolved:

That the Area A Advisory Planning Commission **SUPPORT** the Development Variance Permit Application to Wyndell Foods Ltd c/o Five Star Permits (Cy Atkinson and David Atkinson) for the property located 5128 Highway 3A, Wyndell, and legally described as LOT B DISTRICT LOT 191 KOOTENAY DISTRICT PLAN NEP72950 for the variances to Sections 18.83, 18.84 a, 18.84 b, however not in support of 18.84 c in order to require them to maintain the maximum sign width (2.5 m), and not in support of 18.84 d because they already have 2 signs which is in accordance with the zoning bylaw regulations.

**Carried**

## 6. NEW BUSINESS

### 6.1 Planning Service Work Plan Review

The Committee Report dated July 4, 2024 from Nelson Wight, Planning Manager, has been received.

Director Jackman gave an overview of the complexities and uncertainties of local government planning policy and land use regulations, especially at the Regional District level. Further expanded on the issues related to having separate land use bylaws/regulations for 11 electoral areas.

Commissioner March identified concerns with bureaucracy and unchecked spending etc.

Commissioner Lewandowski left the room at 3:53pm

Commissioner Lewandowski returned to the room at 3:55pm

Commissioner Lewandowski left the meeting at 4:00pm.

**Meeting adjourned at 4:00 p.m. after Commissioner Lewandowski left as Quorum was lost.**

Commissioner March indicated that with regards to the Climate Action Plan as an example of public consultation, some community members in some areas indicated that they felt heard.

## 7. PUBLIC TIME

Although the meeting was adjourned at 4:00pm the Chair still called for questions from the public at 4:10 p.m. as there was one member of the public attending remotely. No members of the public asked questions or provided comments. Public time closed at 4:14 p.m.

**8. NEXT MEETING**

The next Electoral Area A Advisory Planning and Heritage Commission Meeting is scheduled for November 4, 2024 at 2:00pm local time at the Gray Creek Hall.

**9. Direction to staff:** When revised agendas are provided to committee members, please provide all referral package attachments.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

See item 6.1, above. Meeting was adjourned at 4:00 p.m.

*Approved by*

Julie March, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**6:30PM**

**Monday, September 23, 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/99002357367?pwd=JSmrCDU0ACZUQmeGhyqbRzgitFdB9m.1&from=addon>

**Join by Phone:**

1 778 907 2071 Canada

**Meeting ID:** 990 0235 7367

**Passcode:** 376113

**Meeting Location:**

Brilliant Cultural Centre -Youth Room (Downstairs)  
1876 Brilliant Rd, Castlegar, BC

**COMMISSIONERS**

Commissioner Brian Bebelman

Electoral Area I, Chair

Commissioner Kelly Poznikoff

Electoral Area I

Commissioner Andy Ozeroff

Electoral Area I

**DIRECTORS**

Andy Davidoff

Electoral Area I, Director

**STAFF**

Laura Christie

Planning Technician

**PUBLIC**

Lisa Markin

Area I OCP Review Guest

Eileen Kooznetsoff

Area I OCP Review Guest

Marcia Strelaeff  
Observer (online)  
Ralph Gerrard  
Dan Gerrard (online)  
Ben Gordon

Area I OCP Review Guest  
Public  
Applicant (property owner)  
Applicant (property owner)  
Applicant (property owner’s agent)

**1. CALL TO ORDER**

Chair Bebelman called the meeting to order at 6:32 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 September 23, 2024 Electoral Area I Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The May 6, 2024 Electoral Area I Advisory Planning and Heritage Commission minutes, have been received.

**5. OLD BUSINESS**

**5.1 Draft Area I Official Community Plan (OCP)**

- The Referral Form dated July 24, 2024 from Planner Stephanie Johnson, has been received.
- Director Davidoff provided an update on next steps in the implementation of the revised Area I Official Community Plan.

**6. STAFF REPORTS**

**6.1 Development Variance Permit Application – V24081 – Daniel, Ralph and Kitty Gerrard c/o Ben Gordon**

The Referral Package dated August 14, 2024 from Planner Sadie Chezenko, has been received.

- The property owners presented the reasons they require an over-sized building, stating two families live on the property and the families need space to accommodate their recreational equipment, including several RVs that they would like to store in a covered area that makes up part of the proposed building.
- The APHC discussed the increase in variance requests for oversized buildings; concerns were expressed about the impact this might have on the community. Several commissioners commented on the size of the variance being requested, noting that the applicant is asking for double the size permitted in the bylaw.
- A member of the public who lives in the applicant’s neighbourhood expressed support for the structure.

- The commissioners discussed the importance of neighbourhood input for a variance of this size.

**Moved** and seconded,  
AND Resolved:

That a recommendation be made to the Regional District Board that the Development Variance Permit application to Daniel, Ralph and Kitty Gerrard for the property located 1970 Sandy Road, Pass Creek, Electoral Area 'I' and legally described as LOT 32 DISTRICT LOT 7244 KOOTENAY LAND DISTRICT PLAN 4784 proceed to public hearing.

**Carried**

**7. PUBLIC TIME**

The Chair will call for questions from the public at 7:42p.m.

- No questions.

**8. NEXT MEETING**

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

**ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area I Advisory Planning and Heritage Commission meeting be adjourned at 7:43 p.m.

**Carried**

*Approved by*

---

*Brian Bebelman*



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**7:00 p.m.  
September 24, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/92533127353?pwd=UdG3hOr1JyqA24r4qMZer0GQBNaVWE.1>

**Join by Phone:**

- +1 778 907 2071 Canada
- 855 703 8985 Canada Toll-free

**Meeting Number (access code):** 925 3312 7353

**Meeting Passcode:** 160714

**In-Person Location:** Slocan Park Community Hall - 3036 BC-6, Slocan Park

**COMMISSION/COMMITTEE MEMBERS**

Director Popoff	Area H
Commissioner Wood	Area H/South Slocan
Commissioner Niminiken	Area H/South Slocan
Commissioner Loxam	Area H/South Slocan
Commissioner Euerby	Area H/South Slocan
Commissioner Throop	Area H/South Slocan
Commissioner Mentz	Area H/South Slocan
Commissioner Chutskoff	Area H/South Slocan

**STAFF**

Joe Chirico	General Manager of Community Services
Pearl Anderson	Meeting Coordinator

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

**1. CALL TO ORDER**

Chair Loxam called the meeting to order at 7:05 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Agenda for the September 24, 2024 South Slokan Commission of Management meeting be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The June 6, 2024 South Slokan Commission of Management meeting minutes have been received.

**5. DELEGATE**

**5.1** There were no Delegates scheduled for this Commission meeting.

**6. STAFF REPORTS**

**6.1 Old South Slokan Schoolhouse Project Proposal**

The Proposal dated September 2024 from the Old Schoolhouse Working Group, re: Old South Slokan Schoolhouse Project Proposal has been received. The Old School House Project Working Committee presented an update and next steps for the Project were discussed:

- meeting with RDCK staff to review the proposed Project,
- a Slokan & Valley South Regional Parks Recreation Commission No. 8 workshop is being held and Stacey Troop will be attending,
- budget approval by the RDCK is required prior to the Project proceeding,
- the RDCK will ask an architect to review the Project plans, if required,
- the Committee can proceed with completion of grant applications for the Project,
- Joe Chirico, General Manager of Community Services, must sign off on grant applications prior to submission,
- grant application deadlines and use of grant funds must be adhered to,
- a separate bank account will be set up for the exclusive use of this Project,
- once the Project is approved by the RDCK, the Committee can entertain fund raising events,
- plans for landscaping, maintenance, water and septic were discussed,
- the RDCK organizes all maintenance and if a storage area for maintenance equipment is required the RDCK staff will review and make the decision,
- the required concrete work can be completed in 2025 Spring/Summer,
- road work, parking, etc. can be sketched out when the development plan is completed.

**7. NEW BUSINESS**

**7.1 Relationship Between the South Slokan Commission of Management and Recreation Commission No. 8**

The Commission discussion regarding the relationship between the South Slokan Commission of Management and Recreation Commission No. 8 has been received.

**8. OLD BUSINESS**

**8.1 Debris and Brush Clean Up**

Commission members discussed the debris and brush clean up. The debris and brush clean up will be ongoing with RDCK staff continuing to help with the clean up.

**9. PUBLIC TIME**

The Chair called for questions from the public at 7:56 p.m. There were no questions from the public.

**10. NEXT MEETING**

The next South Slokan Commission of Management meeting is scheduled for November 4, 2024 at 7:00 p.m. to be held in-person at the Crescent Valley Hall.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the South Slokan Commission of Management meeting be adjourned at 8:02 p.m.

**Carried**

**Digitally approved,**

K. Loxam, Chair

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

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1. *[List of Items]*

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

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

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1. *[List of Items]*





**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**NELSON & DISTRICT RECREATION COMMISSION NO. 5  
OPEN MEETING AGENDA**

**9:00a.m.  
September 25, 2024**

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

**COMMISSION MEMBERS**

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

**STAFF**

Teresa Johnson	Meeting Coordinator
Joe Chirico	General Manager of Community Services
Trisha Davison	Regional Manager of Recreation and Client Services
Craig Stanley	Regional Manager of Operations and Asset Management
Tia Wayling	Regional Programming Manager

**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 9:01 a.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the September 25, 2024 Nelson and District Recreation Commission No. 5 meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The July 31, 2024 Nelson & District Recreation Commission No. 5 minutes, have been received.

**5. DELEGATE**

**5.1** Angus Glass, from Nelson Tennis Club was not in attendance and therefore was unable to provide a verbal presentation on the Tennis Club in Nelson to the Commission. A future presentation is anticipated with a date yet to be determined.

**6. STAFF REPORTS**

**6.1 School Skating Instruction Program**

The Commission Report dated September 17, 2024 from Tia Wayling, Regional Programming Manager, re: School Skating Instruction Program, has been received. Notable discussion points include:

- Alternative booking would be \$95/hour for school use of ice without instruction provided.
- A breakdown of total cost to run the building would be helpful for public understanding. 2020 was intended to be an evaluation year, however full operations (post COVID) are not yet realized.
- An opportunity to improve reporting by adding a standardized table to outline specific financial breakdowns was presented. Staff will put together a breakdown of financials for presentation at the next commission meeting.
- The standard \$9.00 entry fee will ensure programming can run at the same cost across all arenas in the regional district.
- A cost allocation breakdown will be provided by staff at the end of 2024, and can be included with budget information for 2025.

**Moved** and seconded,  
AND Resolved:

That the Nelson & District Recreation Commission support the development of the School Skating Instruction Program to run in 2025.

**Carried**

**6.2 Nelson & District Community Complex Programming Update**

The Commission Report dated September 17, 2024 from Tia Wayling, Regional Programming Manager, re: Nelson & District Community Complex Programming Update, has been received. Notable discussion points include:

- Subsidy utilization is on track and revenue streams for this year are higher than anticipated.
- \$1,000,000 revenue was realized on September 1<sup>st</sup>, which signifies the earliest point in the year that this milestone has

been realized.

- Arena revenue refers to program registration revenue, and expenses listed refer to all operating costs associated with operating the service.
- Recreation revenue refers to all youth and adult programming, camps, and dry floor sports over the summer months.
- Revenue streams for recreation complex day use admissions are listed under Membership and General Admissions.
- Primarily low enrollment but also staffing issues were factors in programming cancellation resulting in less programming offered. Merging programs together has helped to prevent cancellations.
- Less program registration is realized in summer months than throughout the rest of the year.
- Membership holders are able to book 24hrs in advance, whereas punch pass/drop in payees can book 1 hour in advance. Membership structure is under review to provide equitable access to all users of the facility. Drop in participants often do not get to use programs due to programs being at full capacity by the time they are able to book a spot.
- Postal codes are collected for registered programming and can be used to determine where service users reside.

## **7. NEW BUSINESS**

### **7.1 Civic Arena Allocation**

Joe Chirico, General Manager of Community Services to provide the Commission with a Verbal update in re: Civic Arena Allocation. Notable discussion points include:

- A meeting was held on Thursday, September 19, 2024 with all regular booking Civic Arena user groups in attendance to discuss arena allocation for the remainder of the year.
  - Priority for usage was based on allocation policy with youth and family programming receiving top priority.
  - User groups were fully understanding and worked together. On behalf of staff, it was a meaningful experience to see the user groups working together.
  - Ensuring adult women's ice time remains the same was a priority and will continue on Tuesdays.
  - Two men's groups agreed to rotate on a bi-weekly schedule and alternate between 2 hours and 3 hours of ice time, running from Monday-Friday.
  - If Sunday evenings are not used for youth programming the time will be allocated elsewhere.
  - The next meeting will be held on Thursday September 26, 2024 to further discuss how adult time will be allocated.
- 
- Nelson Minor Hockey has cancelled all tournaments for the

remainder of the year due to the uncertainty of snow load over the winter months, along with their commitments to other arenas.

**8. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at 10:23a.m. Two members were present, there were no questions/comments which were brought forward

**9. ACTION ITEMS FROM PREVIOUS MEETINGS**

Commission and Staff revisited the topic of unifying the registration process and creating a single service desk. This item will be discussed at a future meeting in the spring of 2025.

**10. NEXT MEETING**

The next Nelson & District Recreation Commission No. 5 meeting is scheduled for November 27, 2024 at 9:00 a.m.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Nelson & District Recreation Commission No. 5 meeting be adjourned at 10:24 a.m.

**Carried**

**Digitally Approved**

---

K. Page, Chair

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

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*1. [List of Items]*

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

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

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1. Commission and Staff revisited the topic of unifying the registration process and creating a single service desk. This item will be discussed at a future meeting in the spring of 2025.



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**3:00PM**

**Thursday, September 26, 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/96613556253?pwd=3H3KqSelUG7fDxUz4R2RtwzCODz29B.1>

**Join by Phone:** 778-907-2071

**Meeting ID:** 966 1355 6253

**Passcode:** 123456

**In-Person Location:**

RDCK Board Room

202 Lakeside Drive, Nelson, BC

**COMMISSIONERS**

Commissioner Jim Demers

Electoral Area E

Commissioner Dan Gatto

Electoral Area E

Commissioner Marvin Paisner

Electoral Area E

Commissioner Dan Rye

Electoral Area E

Commissioner Kevin Skarbo

Electoral Area E

**COMMISSIONER ABSENT**

Commissioner Karyn Shaundell

Electoral Area E

**DIRECTORS**

Cheryl Graham - Remote

Electoral Area E, Director

**STAFF**

Zachari Giacomazzo

Planner

**1. CALL TO ORDER**

Chair Rye called the meeting to order at 3:07 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 September 26, 2024 Electoral Area E Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The May 30, 2024 Electoral Area E Advisory Planning and Heritage Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Watercourse Development Permit Application – DP2307E – Judith and Jerry Levinson**

The Referral Package dated August 9 2024 from Planner Zachari Giacomazzo, has been received.

The committee discussed the following:

Concerns about the report mentioning different developments. The Masse report mentions “one bedroom” cabin. Then it goes on to mention new residence and one-bedroom

APHC is unclear on what is being proposed

Staff clarified that the proposal is for a dwelling with a secondary suite.

**Moved** and seconded,  
AND Resolved:

That the Area E Advisory Planning Commission **SUPPORT** the Watercourse Development Permit Application to Judith and Jerry Levinson for the property located 2205 Bealby Road, Rural Nelson and legally described as DISTRICT LOT A KOOTENAY DISTRICT PLAN NEP85347

SUBJECT TO the riparian assessment and mitigation plan prepared by Masse Environmental being revised in order to correct inconsistencies (Sections 1, 2.3, 2.4) in the reports and clarify the scale of the proposed development.

**Carried**

**Commissioner Gatto recorded a not support vote.**

**6. POINT OF CLARIFICATION**

Commissioner Gatto asked a question about the associated floodplain exemption and whether or not a restrictive covenant was registered on title.

Staff confirmed that the registration of a restrictive covenant on the property title is part of the process for all floodplain exemption applications.

**7. PUBLIC TIME**

The Chair will call for questions from the public at 3:47 p.m.

There were no questions from the public.

**8. NEXT MEETING**

The next Electoral Area E Advisory Planning and Heritage Commission Meeting is scheduled for October 31, 2024.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area E Advisory Planning and Heritage Commission meeting be adjourned at 3:50 p.m.

**Carried**

Approved by  
Chair Dan Rye



Regional District of Central Kootenay  
CASTLEGAR AND DISTRICT RECREATION COMMISSION  
Open Meeting Minutes

**4:00 p.m.**  
**October 1, 2024**

**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:**

**4:00 p.m. PST**

**Join by Video:**

<https://rdck-bcca.zoom.us/j/97668085769?pwd=7xDIm1Da3VdrBEoqgRDjJas8auTaei.1>

**Join by Phone:**

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

Meeting ID: 976 6808 5769

Meeting Passcode: 709215

**In-Person Location:** Castlegar & District Community Complex - Columbia Room - 2101 6th Avenue

**COMMISSION/COMMITTEE MEMBERS**

Commissioner	M. McFaddin	City of Castlegar
Commissioner	B. Bogle	City of Castlegar
Commissioner	S. Heaton-Sherstobitoff	City of Castlegar
Commissioner	A. Davidoff	Electoral Area I
Commissioner	H. Hanegraaf	Electoral Area J

**STAFF**

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager of Operations & Asset Management
Trisha Davison	Regional Manager of Recreation and Client Services
Pearl Anderson	Meeting Coordinator

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



**2. CALL TO ORDER**

Chair Bogle called the meeting to order at 4:02 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

That the Agenda for the October 1, 2024 Castlegar and District Recreation Commission meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The September 10, 2024 Castlegar and District Recreation Commission minutes have been received.

**6. DELEGATES**

There were no Delegates scheduled for this Commission meeting.

**7. STAFF REPORTS**

**7.1 Wall of Fame at the Castlegar & District Community Complex**

Craig Stanley, Regional Manager of Operations and Asset Management, provided the Commission with a verbal report, re: Wall of Fame at the Castlegar & District Community Complex including the following:

- Objectives of the Wall of Fame;
- Requirements to qualify for the Wall of Fame for teams and individuals;
- Wall of Fame nomination procedures; and
- The Wall of Fame application form.

**MOVED** and Seconded,  
AND Resolved

That the Nomination Procedures for the Castlegar and District Community Complex Wall of Fame be amended by removing the words “The nomination must be submitted in hard copy. No faxes or emails will be accepted.” and replacing them with “The nomination must be submitted in hard copy or by email”; and FURTHER

That the Castlegar and District Community Complex Wall of Fame application for nomination be a fillable pdf document.

**Carried**

**7.2 Raising a Banner at the Castlegar & District Community Complex**

Craig Stanley, Regional Manager of Operations and Asset Management, provided the Commission with a verbal report, re: Raising a Banner at the Castlegar & District Community Complex including the following discussion:

- Procedures for raising banners in Castlegar and District Recreation Complex;
- Consistency in procedures for raising banners in all RDCK facilities;
- Time frame for keeping banners up; and
- The process and criteria for taking banners down.

**MOVED** and Seconded,  
AND Resolved

That review of the criteria and procedures for the Wall of Fame be forwarded to the All Recreation Committee to ensure consistency throughout all RDCK Recreation Facilities.

**Carried**

**7.3 Castlegar & District Community Complex Programming Update**

The Commission Report dated September 26, 2024 from Tia Wayling, Regional Programming Manager, has been received. The following was reported:

- Due to inconsistencies in data collection and data input practices, the data collection process was established to aid in collecting relevant data to evaluate future recreation programming.
- Year-to-date programming financials were presented.
- Comparison of 2023 and 2024 summer programming statistics.

**8. ACTION ITEMS FROM PREVIOUS MEETINGS**

The action items from the previous Commission meeting have been received.

**9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 5:02 p.m. There were no questions from the public or members of the media.

**10. IN CAMERA****10.1 Meeting Closed to the Public**

**MOVED** and Seconded,  
AND Resolved:

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

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

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:  
 (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**Carried**

**10.2 Recess of Open Meeting**

**MOVED** and seconded,  
 AND Resolved:

That the Open Meeting be recessed at 5:04 p.m. in order to conduct the Closed In Camera meeting.

**Carried**

**11. NEXT MEETING**

The next Castlegar and District Recreation Commission meeting is scheduled for November 5, 2024 at 4:00 p.m.

**12. ADJOURNMENT**

**MOVED** and seconded,  
 AND Resolved

That the Castlegar and District Community Complex and Recreation Commission meeting be adjourned at 5:42 p.m.

**Carried**

Digitally approved,

**B. Bogle**

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

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N/A

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

*Future Castlegar & District Recreation Commission Meetings*

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1 .That the Nomination Procedures for the Castlegar and District Community Complex Wall of Fame be amended by removing the words “The nomination must be submitted in hard copy. No faxes or emails will be accepted.” and replacing them with “The nomination must be submitted in hard copy or by email”; and FURTHER

*That the Castlegar and District Community Complex Wall of Fame application for nomination be a fillable pdf document.*

2. *That review of the criteria and procedures for the Wall of Fame be forwarded to the All Recreation Committee to ensure consistency throughout all RDCK Recreation Facilities.*



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**7:00 p.m.  
August 28, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/94103171768?pwd=LHZatb3DVQUaOhHD7YZDNIAYVgyfyh.1>

**Join by Phone:**

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

**Meeting Number (access code):** 941 0317 1768

**Meeting Passcode:** 273536

**In-Person Location:** This meeting is held virtually.

**COMMISSION MEMBERS**

Chair H. Hastings	Silverton
Director W. Popoff	Electoral Area H
Director L. Main	Village of Silverton
Commissioner R. Allin	Area H
Commissioner C. Law	New Denver
Commissioner M. Koolen	Slocan
Director J. Lunn	Village of Slocan
Commissioner P. Schwartz	Area H
Commissioner G. McRae	Area H

**ABSENT**

Director L. Casley	Village of New Denver
Commissioner R. Reitmeier	Area H
Commissioner S. Kipkie	Area H

**STAFF**

Jeff Phillips	Regional Parks Operations Supervisor
Teresa Johnson	Community Meeting Coordinator

**8 out of 12 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Hastings called the meeting to order at 7:20 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 August 28, 2024 Rosebery Parklands and Trails Commission meeting, be adopted with the inclusion of items 7.1 Management of Galena Trail & 7.2 Plaque to Honour Grant Copeland, before circulation.

**Carried**

**4. RECEIPT OF MINUTES**

The March 6, 2024 Rosebery Parklands and Trails Commission minutes, have been received.

**5. DELEGATE**

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

**6. STAFF REPORTS**

**6.1 Operational Report**

The Commission Report dated August 20, 2024 from Jeff Phillips, Parks and Trails Supervisor, re: Operational Report has been received. Notable discussion points include:

- The outhouse has been well used
- Fuel mitigation work in the parklands was delayed due to forest fires in the region along with smoke.
- Hiring a temporary trail worker to assist through the fall will allow completion of existing work projects.
- Rosebery parklands, which are covenanted land, require a light hand when completing work.
- Deciduous trees in the parklands are marked, rather than coniferous trees. The markings could denote the boundary of the fuel mitigation area rather than the trees to be removed. The question will be presented to staff for clarification.
- Gravel on the trail is sitting on hardpan, which has creating an unstable surface and may pose a safety risk. The trail will be revisited in the spring to determine if settling has fixed the issue. An alternative solution will be to blade the top gravel to the side.

## **6.2 Budget Report**

The Service Statements for S203 Regional Parks – New Denver, Silverton, Slocan and Area H, Rosebery Parkland Park, Rosebery Three Forks/Galena Trail, Bigelow Bay Park has been received. Budget utilization directly reflects work completion to date.

## **7. NEW BUSINESS**

### **7.1 Galena Trail Management**

The Galena trail is currently managed by the Regional District of Central Kootenay (RDCK) and funded through requisitions. Allowing a trails society to take over management of the trail system would provide access to funding through Recreation Sites and Trails BC (RSTBC).

**MOVED** and seconded,

AND Resolved that it be recommended to the Board:

That the Board direct staff to explore with Recreation Sites and Trails BC the idea of managing the Galena Trail with a Trails Society in the Northern portion of Area H.

**Carried**

**MEMBER PRESENT:** Commissioner McRae joined the meeting at 7:58 p.m.

### **7.2 Plaque to honour Grant Copeland**

Honouring those involved with the development of the Galena Trail was discussed, with specific interest in the addition of a plaque at the location of/affixed to the cable car. Additionally, creating a write up about the history of the trail system and those involved with its development in order to pay tribute for their contributions is of interest. The following Commissioners have volunteered to participate as committee members for the development of the aforementioned plaque: Commissioner McRae, Commissioner Allin, and Commissioner Koolen.

**MOVED** and seconded,

AND Resolved:

That a committee be formed to develop content for a sign of historical recognition and acknowledgement of the contribution by Grant Copeland and other volunteers to the development of the Galena Trail in New Denver and Rosebery.

**Carried**

## **8. PUBLIC TIME**

The Chair will call for questions from the public at 8:04 p.m.

**9. NEXT MEETING**

The next Rosebery Parklands and Trails Commission meeting is scheduled for November 6, 2024 at 7:00 p.m.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Rosebery Parklands and Trails Commission meeting be adjourned at 8:10 p.m.

**Carried**

**Digitally Approved**

---

H. Hastings, Chair

**NOTE:** The agenda is the template for your minutes. Remember to identify if a recommendation was **Carried/Defeated/ Referred** after the recommendation has been voted on.

**\*If there are recommendations that need to go to the Board of Directors please add them to the list below and forward to Angela Lund, [alund@rdck.bc.ca](mailto:alund@rdck.bc.ca) to be put on the Board agenda.**

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

- 1. That the Board direct staff to explore with Recreation Sites and Trails BC the idea of managing the Galena Trail with a Trails Society in the Northern portion of Area H.*

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

***Future Rosebery Parklands and Trails Commission Meetings***

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- 1. [List of Items]*





## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RECREATION COMMISSION NO. 7 – SALMO AND AREA G OPEN MEETING AGENDA

**7:00 pm.**  
**September 9, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/92534047576?pwd=6jaJ7ggvz0hIBfnCJVODaUW6jZSPoe.1>

**Join by Phone:**

1-778-907-2071 Canada  
1-855-703-8985 Canada Toll-free

**Meeting Number (access code):** 925 3404 7576

**Meeting Passcode:** 542647

**In-Person Location:** Village of Salmo, 423 Davies Avenue, Salmo B.C.

**COMMISSION/COMMITTEE MEMBERS**

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

**STAFF**

Joe Chirico	General Manager – Community Services
Trisha Davison	Regional Manager – Recreation and Client Services
Tia Wayling	Recreation Programming Manager
Pearl Anderson	Meeting Coordinator

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

**1. CALL TO ORDER**

Chair Lockwood called the meeting to order at 7:03 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**COMMISSIONER PRESENT:** Commissioner M. MacDonald joined the meeting at 7:04 p.m.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the September 9, 2024 Recreation Commission No. 7 – Salmo and Area G meeting be adopted with the following addition:

- Item 7.2 - Resignations

**Carried**

**4. RECEIPT OF MINUTES**

The February 12, 2024 Recreation Commission No. 7 – Salmo and Area G minutes, have been received.

**5. DELEGATE(S)**

**5.1** There were no Delegates scheduled for this Commission meeting.

**6. STAFF REPORTS**

**6.1 Salmo and Area G Summer Camp Summary**

The Commission Report dated September 4, 2024 from Tyler Uhlenbrauck, Regional Recreation Programmer and Tia Wayling, Regional Programming Manager re: Salmo and Area G Summer Camp Summary, has been received with the following information discussed:

- Two half day camps were offered in Salmo with positive results and good attendance.
- A staff member from the Castlegar & District Complex assisted to support the necessary staffing requirements for the camps to run.
- Positive feedback was received from the parents and the camp leaders.
- Feedback indicated there was interest for full day camp offerings next year.
- Salmo Valley Youth and Community Centre provided subsidies to help offset camp registration costs.
- Net subsidy to offer camps was \$900.

**6.2 Salmo & District Community Complex Quarterly Report**

The Commission report dated September 3, 2024 from Ryan Ricalton, Nelson & District Community Complex Facility Manager, re: Salmo & District Community Quarterly Report, has been received with discussion regarding mechanical system repairs, staffing and 2024 revenue and expenditures.

**7. CORRESPONDENCE**

**7.1 Salmo Valley Youth & Community Centre Letter**

Commissioner S. Chew declared a conflict of interest as she is a Board member on the Salmo Valley Youth & Community Centre and recused herself from the vote which took place around the discussion of the Salmo Valley Youth & Community Centre. Commissioner S.

Chew did provide clarity around the intent of the letter based on the questions raised by the Commission.

The Letter dated August 14, 2024 from Laurie MacDonald, Executive Director, Salmo Valley Youth & Community Centre, re: Proposal for a Collaborative Effort Between the Salmo Valley Youth & Community Centre and Recreation Commission No. 7 – Salmo & Area G Commission for a Feasibility Study on Consolidating Recreation Program Delivery, has been received.

**Moved** and seconded,  
AND Resolved:

That RDCK staff develop a Terms of Reference for an operational review of recreational services in Salmo and Area G with a proposed budget.

**Carried**

## **7.2 Resignations**

Chair D. Lockwood advised that resignations have been received from Commission members Marissa Cain and Jay Leus. An article will be placed in Salmo newspaper and on the RDCK website calling for Commission members for Recreation Commission No. 7 – Salmo and Area G.

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

That a letter of thank you be sent to Marissa Cain and Jay Leus for their service as Commissioners on Recreation Commission No. 7 – Salmo and Area G.

**Carried**

## **8. PUBLIC TIME**

The Chair called for questions from the public at 8:17 p.m. There were no questions from the public.

## **9. NEXT MEETING**

The next Recreation Commission No. 7 – Salmo and Area G meeting is scheduled for November 25, 2024 at 7:00 p.m.

## **10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Recreation Commission No. 7 – Salmo and Area G meeting be adjourned at 8:19 p.m.

**Carried**

**Digitally approved,**

D. Lockwood, Chair



Regional District of Central Kootenay  
CASTLEGAR AND DISTRICT RECREATION COMMISSION  
Open Meeting Minutes

**4:00 p.m.**  
**September 10, 2024**

**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:**  
**4:00 p.m. PST**

**Join by Video:**  
<https://rdck-bcca.zoom.us/j/98587230495?pwd=B3Sa4fJEiujnAwtq3mx1lyKrSjQu5.1>

**Join by Phone:**  
• +1 778 907 2071 Canada  
• 833 955 1088 Canada Toll-free

**Meeting ID:** 985 8723 0495  
**Meeting Password:** 087711

**In-Person Location:** Castlegar & District Community Complex - Columbia Room - 2101 6th Avenue

**COMMISSION/COMMITTEE MEMBERS**

Commissioner	M. McFaddin	City of Castlegar
Commissioner	B. Bogle	City of Castlegar
Commissioner	S. Heaton-Sherstobitoff	City of Castlegar
Commissioner	A. Davidoff	Electoral Area I
Commissioner	H. Hanegraaf	Electoral Area J

**STAFF**

Craig Stanley	Regional Manager of Operations & Asset Management
Trisha Davison	Regional Manager of Recreation and Client Services
Cary Gaynor	Regional Park Manager
Sarah Fuhr	Communications/Community Engagement
Pearl Anderson	Meeting Coordinator

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

**2. CALL TO ORDER**

Chair Bogle called the meeting to order at 4:09 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

That the Agenda for the September 10, 2024 Castlegar and District Community Complex and Recreation Commission meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The August 6, 2024 Castlegar and District Community Complex and Recreation Commission minutes have been received.

**6. DELEGATES**

There were no Delegates scheduled for this Commission meeting.

**7. STAFF REPORTS**

**7.1 Parks Operational Report – Okanagan Nation Waterloo Eddy Regional Park Restoration Program**

The Commission report dated September 4, 2024 from Cary Gaynor, Regional Park Manager, re: Parks Operational Report – Waterloo Eddy Regional Park Restoration Program, has been received.

**7.2 2024 Financial Plan Amendment**

The Commission Report dated September 3, 2024 from Craig Stanley, Regional Manager - Operations & Asset Management, re: 2024 Financial Plan Amendment, 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 Castlegar and District Community Facilities, Recreation, Parks and Leisure Services – Castlegar and Areas I and J (S222), to include a decrease of \$137,450 in capital expenditures, an increase of \$15,450 in operating expenditures, and a decrease of \$122,000 in transfer from reserves.

**Carried**

**8. NEW BUSINESS**

**8.1 Wall of Fame**

The Commission discussed the Wall of Fame at the Castlegar & District Community Complex.

**DIRECTION TO RDCK STAFF:**

The Commission directed staff to report at the October 1, 2024 meeting of the Castlegar and District Recreation Commission meeting regarding the policy, procedure or the current practice for how an individual or organization, that meet the criteria, are placed on the Wall of Fame at the Castlegar & District Community Complex.

**9. CORRESPONDENCE**

The letter dated August 19, 2024 from Mike Johnson, President of the Castlegar Rebels, re: a request for permission to hang a banner in the Castlegar & District Community Complex to honour Nathan Jackman, a Rebels player who lost his life earlier this year, has been received.

**MOVED** and seconded,  
AND Resolved:

That staff be directed to raise a banner in the Castlegar and District Community Complex prior to the September 20, 2024, first Rebels Game, to honour Nathan Jackman, a Rebels player, who lost his life earlier this year

**Carried**

**DIRECTION TO STAFF:**

The Commission directed staff to bring a report regarding the current practice for raising a banner at the Castlegar and District Community Complex to an upcoming meeting of the Castlegar & District Recreation Commission.

**10. ACTION ITEMS FROM PREVIOUS MEETINGS**

The action items from the previous Commission meeting have been received with the following item to be placed on the October 1, 2024 agenda:

- Castlegar & District Recreation Centre Accessibility Report; and

Amend the status of Action Item Number 2 to Completed for inconsistencies regarding customers being advised of closures when purchasing passes be placed on an upcoming agenda.

**11. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 4:45 p.m. There were no questions from the public or members of the media.

**12. NEXT MEETING**

The next Castlegar and District Recreation Commission meeting is scheduled for October 1, 2024 at 4:00 p.m.

**13. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved

That the Castlegar and District Community Complex and Recreation Commission meeting be adjourned at 4:47 p.m.

**Carried**

**Digitally approved,**

B. Bogle, Chair

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

---

1. *That the Board approve an amendment to the 2024 Financial Plan for Castlegar and District Community Facilities, Recreation, Parks and Leisure Services – Castlegar and Areas I and J (S222), to include a decrease of \$137,450 in capital expenditures, an increase of \$15,450 in operating expenditures, and a decrease of \$122,000 in transfer from reserves.*

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

### ***Future Castlegar & District Recreation Commission Meetings***

---

1. **DIRECTION TO RDCK STAFF:**  
*The Commission directed staff to bring information (policy or procedure, if in place) regarding how an individual or organization that meet the criteria are placed on the Wall of Fame at the Castlegar & District Community Complex.*
2. **DIRECTION TO STAFF:**  
*The Commission directed staff to bring a report with the current practice for raising a banner at the Castlegar and District Community Complex.*



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 9**

**OPEN MEETING MINUTES**

**2:00 p.m.**  
**October 1, 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).

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/92323606868?pwd=yxnAjDGfoadnwY7FUcEFUofYMMRhee.1>

**Join by Phone:**

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

**Meeting ID (access code):** 923 2360 6868

**Meeting Passcode:** 424060

**In-Person Location:** Crawford Bay Community Corner – 15990 HWY3A, Crawford Bay, BC

**COMMISSION/COMMITTEE MEMBERS**

Commissioner Gundlach	Area A Crawford Bay
Commissioner Rabb	Area A Boswell
Commissioner Lively	Area A Riondel
Director Jackman	RDCK Area A

**STAFF**

Joe Chirico	General Manager – Community Services
Pearl Anderson	Meeting Coordinator

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

**1. CALL TO ORDER**

Chair Rabb called the meeting to order at 2:02 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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



**3. ADOPTION OF AGENDA**  
**MOVED** and seconded,  
 AND Resolved:

That the Agenda for the October 1, 2024 Recreation Commission No. 9 meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The April 29, 2024 Recreation Commission No. 9 minutes, have been received.

**5. DELEGATE**

**5.1** There were no Delegates schedules for this Commission meeting.

**6. NEW BUSINESS**

**6.1 Fall Grant Application Review**

The 2024 Fall Grant applications have been received.

<b>ORGANIZATION</b>	<b>AMOUNT</b>
RIONDEL ARTS CLUB	\$ 1,733.00
BOSWELL MEMORIAL HALL	\$ 2,000.00
BOSWELL & DISTRICT FARMERS INSTITUTE	\$ 1,766.00
RIONDEL COMMUNITY PARK & CAMPGROUND	\$ 873.00
RIONDEL CURLING CLUB	\$ 1,745.00
SOUTH KOOTENAY LAKE ART CONNECT SOCIETY	\$ 3,300.00
CRAWFORD BAY & DISTRICT HALL & PARKS ASSOCIATION	\$ 6,500.00
THE HEXAGON PLAYERS	\$ 3,000.00
SOUTH KOOTENAY LAKE COMMUNITY SERVICE SOCIETY - Halloween in Riondel	\$ 1,350.00
SOUTH KOOTENAY LAKE COMMUNITY SERVICE SOCIETY - Crawford Bay Community Christmas Potluck	\$ 1,000.00
<b>TOTAL:</b>	<b>\$23,267.00</b>

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

That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2024 budget:

<b>ORGANIZATION</b>	<b>AMOUNT</b>
RIONDEL ARTS CLUB	\$ 1,733.00
BOSWELL MEMORIAL HALL	\$ 1,600.00
BOSWELL & DISTRICT FARMERS INSTITUTE	\$ 1,589.40
RIONDEL COMMUNITY PARK & CAMPGROUND	\$ 873.00
RIONDEL CURLING CLUB	\$ 1,745.00
SOUTH KOOTENAY LAKE ART CONNECT SOCIETY	\$ 3,060.00
CRAWFORD BAY & DISTRICT HALL & PARKS ASSOCIATION	\$ 6,500.00
THE HEXAGON PLAYERS	\$ 2,250.00
SOUTH KOOTENAY LAKE COMMUNITY SERVICE SOCIETY - Halloween in Riondel	\$ 1,215.00
SOUTH KOOTENAY LAKE COMMUNITY SERVICE SOCIETY - Crawford Bay Community Christmas Potluck	\$ 800.00
<b>TOTAL:</b>	<b>\$21,365.40</b>

**Carried**

**7. NEXT MEETING**

The next Recreation Commission No. 9 meeting is to be determined.

**8. ADJOURNMENT**

**MOVED** and seconded,  
 AND Resolved:

That the Recreation Commission No. 9 meeting be adjourned at 3:20 p.m.

**Carried**

**Digitally approved,**

V. Rabb, Chair

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

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- 1.** *That the Board approve the payment of the following grants from the Recreation Commission No. 9 – Area A Service No. S232 2024 budget:*

<b>ORGANIZATION</b>	<b>AMOUNT</b>
RIONDEL ARTS CLUB	\$ 1,733.00
BOSWELL MEMORIAL HALL	\$ 1,600.00
BOSWELL & DISTRICT FARMERS INSTITUTE	\$ 1,589.40
RIONDEL COMMUNITY PARK & CAMPGROUND	\$ 873.00
RIONDEL CURLING CLUB	\$ 1,745.00
SOUTH KOOTENAY LAKE ART CONNECT SOCIETY	\$ 3,060.00
CRAWFORD BAY & DISTRICT HALL & PARKS ASSOCIATION	\$ 6,500.00

THE HEXAGON PLAYERS	\$ 2,250.00
SOUTH KOOTENAY LAKE COMMUNITY SERVICE SOCIETY - Halloween in Riondel	\$ 1,215.00
SOUTH KOOTENAY LAKE COMMUNITY SERVICE SOCIETY - Crawford Bay Community Christmas Potluck	\$ 800.00
<b>TOTAL:</b>	<b>\$21,365.40</b>

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

*Future Recreation Commission No. 9 Meetings*

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1. N/A



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

9:00 a.m. PDT  
Thursday, October 3, 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
J. Chirico	General Manager of Community Services
T. Davison	Regional Manager – Recreation and Client Services
C. Stanley	Manager of Recreation – Creston and District Community Complex
R. Baril	Meeting Coordinator

**CRESTON STAFF PRESENT**

M. Moore	Creston Chief Administrative Officer
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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. PDT

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/91680539108?pwd=ukXkVLefpFSy7m5bO5xITNpIXXJ8l3.1&from=addon>

**Join by Phone:**

+1-778-907-2071 Vancouver

**Meeting ID:** 916 8053 9108

**Meeting Password:** 741127

**In-Person Location:** Creston and District Community Complex - Erickson Room  
312 19 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 October 3, 2024 Creston Valley Services Committee meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The September 5, 2024 Creston Valley Services Committee minutes, have been received.

**ORDER OF THE AGENDA CHANGED**      The Order of Business was changed with Item 7.1 considered at this time.

**7.1 DISCUSSION ITEM: HAZARDOUS WASTE COLLECTION EVENT**

Concerns over traffic volume on Highway 3 through the Town of Creston for the Hazardous Waste Collection Event, especially when being held in conjunction with another event were discussed. Discussion centered on holding this event as a two day event or change to a twice a year event, as the demand for this service is growing. Moving the event to expand further into parking spaces is also being considered.

Discussion to be referred to a Resource Recovery meeting.

**ORDER OF THE AGENDA RESUMED**      Item 6.1 For Information: Creston and District Community Complex was considered at this time.

**6. STAFF REPORTS**

**6.1 FOR INFORMATION: CRESTON AND DISTRICT COMMUNITY COMPLEX**

Trisha Davison provided the highlights for this report and summarized summer programming. In an effort to streamline the information collected to inform programming decisions in the future, staff is working toward developing standards to evaluate programming. Looking at pre-pandemic data versus post-pandemic trends shows where the demands are now for programming, and summer camps showed a huge success.

The Committee would like to see a comprehensive overview of financials prior to the 2025 budget.

**7. NEW BUSINESS**

**7.2 DISCUSSION ITEM: CRESTON LIBRARY UPDATES**

Saara Itkonen provided an overview on the Creston Valley Public Library renovations. The Committee was impressed with all the work that the Library staff has accomplished.

**7.3 CRESTON COMMUNITY FOREST**

Moved and seconded,  
And resolved:

That the Creston Valley Services Committee support the Creston Valley Forest Corporation go forward with a financial review for 2024 and 2025 fiscal years.

**Carried**

**7.4 DISCUSSION ITEM: RURAL ECONOMIC DIVERSIFICATION AND INFRASTRUCTURE PROGRAM**

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

That the Board send a letter of support for the ʔakuᑦni application for Rural Economic Diversification and Infrastructure Program.

**Carried**

**8. OLD BUSINESS**

**8.1 DISCUSSION ITEM: CRESTON VALLEY TOURISM SOCIETY**

Jesse Willicome presented follow up information to support the funding request to Destination BC's Co-op Marketing Partnership Program.

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

That the Board approve payment of \$22,000 for each of the 2025 and 2026 budget years from S108 Economic Development – Creston, Area B, Area C to the Creston Valley Tourism Society, SUBJECT TO confirmation of a successful grant application to Destination BC's Co-op Marketing Partnership Program for each of those years.

**Carried**

Moved and seconded,  
And resolved:

Counsellor Dumas granted Freedom of the Floor

**Carried**

## **8.2 FOR INFORMATION: CANADA DAY REPORT**

Craig Stanley presented the Committee Report on Canada Day. Staff was given direction by the Committee to partner with Creston Valley Chamber of Commerce to host Canada Day.

Mel Joy from Chamber of Commerce added that the Chamber can assist in two ways going forward for events and to assist in supporting a Festival Committee:

- A volunteer management system
- Marketing support

## **8.3 DISCUSSION ITEM: ACTION ITEM LIST**

Item #2.

Committee would like this Item to be re-written:

To establish a Dangerous dog bylaw, enable Staff to work in conjunction with RCMP, to act on dangerous dogs including provisions for safe and approved housing and care of animals until their future is determined.

To be drafted by Q1 in 2025, or as a sub-regional approach drafted by Q1 of 2025.

Item #3

Committee would like to add this Item to November's agenda to receive a Staff update, specifically in regards to: transit planner availability.

Item #8

Committee has requested that Staff arrange a Traditional Use Study workshop with Ktunaxa Nation and Yaqaan Nukiy prior to November 15<sup>th</sup>.

**9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 10:39 a.m.

**10. IN CAMERA**

**10.1 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;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

**Carried**

**10.2 Recess of Open Meeting**

Moved and seconded,  
And resolved:

The Open Meeting be recessed at 10:40 a.m. in order to conduct the Closed In Camera meeting.

**Carried**

**11. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for November 7, 2024 at 9:00 a.m.

**12. ADJOURNMENT**

Moved and seconded,



And resolved:

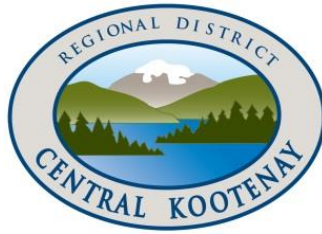
The Creston Valley Services Committee meeting be adjourned at 12:11 p.m.

**Carried**

Digitally Approved by

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Arnold DeBoon, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RECREATION COMMISSION NO. 10  
OPEN MEETING AGENDA**

**2:00p.m.  
October 7, 2024**

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

**COMMISSION/COMMITTEE MEMBERS**

Director C. Graham	Area E
Commission Member E. Christopherson	Area E
Commission Member K. Palfenier	Area E
Commission Member D. Rye	Area E
Commission Member E. Schmidt	Area E
Commission Member M. Gray	Area E
Commission Member L. Trenaman	Area E

**MEMBERS ABSENT**

Commission Member J. Scholz	Area E
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**STAFF**

Jenna Chapman	Meeting Coordinator
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**7 out of 8 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Director Graham called the meeting to order at 2:03 p.m.

**2. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

Member Palfenier nominated Member Ellen Schmidt

Director Graham nominated Member Dan Rye. Member Dan Rye declined the nomination.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

Director Graham ratifies the appointed Member Schmidt as Chair of the Recreation Commission No. 10 for 2024.

**Carried**

**3. CALL TO ORDER**

Chair Schmidt called the meeting to order at 2:05p.m.

**4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

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

**5. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the October 7, 2024 Recreation Commission No. 10 meeting, be adopted as circulated, with the following additions:

- Item No. 8: Conflict of Interest
- Item No. 9: Scorecard Discussion
- Item No. 10.2: Strategic Plan
- Item No. 10.3: Five Year Financial Plan Process

**Carried**

**6. RECEIPT OF MINUTES**

The October 26, 2023 Recreation Commission No. 10 minutes, have been received.

**7. DELEGATE**

**7.1** There are no Delegates scheduled for this Commission meeting.

**8. CONFLICT OF INTEREST**

Commission discussed the process for Conflict of Interest including:

- Review of the RDCK Procedure Bylaw No. 2576, 2019.
- If a Commission Member serves in an official capacity for an organisation or society, they will recuse themselves while the members review the application.
- Commission will seek Joe Chirico, General Manager of Community Services' full understanding of the definition of a Conflict of Interest.
- Commission discussed the scorecard and how this would reflect their scores with the member, which has a conflict of interest, commission, came to the consensus that the member, which has a conflict of interest, will be dropped from the scores.

**9. SCORECARD**

Commissioner Palfenier provided a discussion in regards to the Scorecards which the Commissioner's use as a tool to evaluate the Grant Applications including:

- The scorecards are a work in progress.
- This was a good exercise.
- Hard to use the scorecard/score applications which are lacking late applications, is that okay if they are received.
- Supporting documentation seems to be a lot to ask but was determined this is the RDCK process and is required for all grant applications.
- Commission will seek clarification from Joe Chirico, General Manager of Community Services, in regards to the JotForm, which is used, and can we change it.

- Make a note to the Board if an application is lacking information but we support funding.

**RECESS/** The meeting recessed at 3:01p.m for a washroom break and reconvened at 3:04p.m.

**10. STAFF REPORTS**

**10.1 Fall Grant Applications**

The following fall grant applications were received, with the clarification that the West Shores Leisure Advancement Society (WS Kids Create) asked to have their application rescinded.

Commission provided a brief discussion in regards to the grant applications including:

- Applicants to be invited to attend the formal meeting, which their application is being voted on to provide clarity of their intent and more information on their organisation or society.

Chair E. Schmidt declared a conflict of interested due to being an official executive with the Balfour Senior Citizens Association BC Branch #120 and left the meeting at 3:23 p.m. Director Graham assumed the position of Chair of the Recreation Commission No. 10.

Chair E. Schmidt returned to the meeting at 3:27p.m., and re-assumed position as Chair of the Recreation Commission No. 10 position from Director Graham.

Commissioner E. Christopherson declared a conflict of interest due to being an official executive with the West Shores Leisure Advancement Society and left the meeting at 3:36p.m.

Commissioner E. Christopherson returned to the meeting at 3:45p.m.

Chair E. Schmidt encouraged the West Shores Leisure Advancement Society to provide more information and program details for future grant applications and to apply for the next grant cycle.

<b>ORGANIZATION</b>	<b>AMOUNT</b>
Kootenay Lake Family Network	\$ 1,000.00
Balfour Senior Citizens Assoc. BC Branch #120	\$ 871.00
Redfish Parent Advisory Committee (RPAC)	\$ 1,000.00
West Shores Leisure Advancement Society	\$ 1,000.00
West Shores Leisure Advancement Society (WS Kids Create)	\$ 1,000.00
Balfour Recreation Commission –	\$ 1,000.00
<b>TOTAL:</b>	<b>\$ 4, 871.00</b>

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

That the Board approve the payment of the following grants from the Recreation Commission No. 10 – Portion of Area E – Procter/Harrop/Balfour/Queens Bay Service No. S279 2024 budget:

<b>ORGANIZATION</b>	<b>AMOUNT</b>
Kootenay Lake Family Network	\$ 1,000.00

Balfour Senior Citizens Assoc. BC Branch #120	\$	871.00
Redfish Parent Advisory Committee (RPAC)	\$	1,000.00
Balfour Recreation Commission	\$	1,000.00
<b>TOTAL:</b>	<b>\$</b>	<b>3871.00</b>

**Carried**

**10.2 Strategic Plan Update**

That the following Agenda topic BE REFERRED to the next Recreation Commission No. 10 meeting, this meeting date is to be determined.

**10.3 Five year Financial Plan**

Commission provided a brief discussion in regards to a Five-year Financial Plan including:

- Considering increasing their grant funds for the Spring Grant Cycle.
- Currently, Recreation Commission No. 10 has \$4309.00 to add to their 2025 Grant funding.

**11 PUBLIC TIME**

The Chair will call for questions from the public at 4:10 p.m.

**12 NEXT MEETING**

The next Recreation Commission No. 10 meeting is scheduled for Spring Grant Cycle. Date to be determined.

**13 ADJOURNMENT**

**MOVED** and seconded,  
 AND Resolved:

The Recreation Commission No. 10 meeting be adjourned at 4:11 p.m.

**Carried**

**Digitally Approved**

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E. Schmidt, Chair

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

That the Board approve the payment of the following grants from the Recreation Commission No. 10 – Portion of Area E – Procter/Harrop/Balfour/Queens Bay Service No. S279 2024 budget:

<b>ORGANIZATION</b>	<b>AMOUNT</b>
Kootenay Lake Family Network	\$ 1,000.00
Balfour Senior Citizens Assoc. BC Branch #120	\$ 871.00

Redfish Parent Advisory Committee (RPAC)	\$	1,000.00
Balfour Recreation Commission	\$	1,000.00
<b>TOTAL:</b>	<b>\$</b>	<b>3871.00</b>

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

***Future Recreation Commission No. 10 Meetings***

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1. *[List of Items]*



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

A Joint Resource Recovery Committee meeting was held on Wednesday, October 16, 2024  
 1:00 pm through a hybrid meeting model.

<b>ELECTED OFFICIALS</b>	Director G. Jackman	Electoral Area A	In-person
<b>PRESENT</b>	Director R. Tierney	Electoral Area B	In-person
	Director K. Vandenberghe	Electoral Area C	In-person
	Director A. Watson	Electoral Area D	In-person
	Director C. Graham	Electoral Area E	
	Director T. Newell	Electoral Area F	In-person
	Director H. Cunningham	Electoral Area G	In-person
	<b>Director W. Popoff</b>	<b>Electoral Area H (Chair)</b>	In-person
	Director A. Davidoff	Electoral Area I	
	Director H. Hanegraaf	Electoral Area J	
	Director T. Weatherhead	Electoral Area K	In-person
	Alt. Director B. Bogle	City of Castlegar	
	Director. A. DeBoon	Town of Creston	
	Director S. Hewat	Village of Kaslo	In-person
	Director T. Zeleznik	Village of Nakusp	
	Director K. Page	City of Nelson	In-person
	Alt. Director J. Fyke	Village of New Denver	
	Director D. Lockwood	Village of Salmo	In-person
	Director L. Main	Village of Silverton	
	Director E. Buller	Village of Slocan	
<b>STAFF PRESENT</b>	S. Horn	Corporate Administrative Officer	
	Y. Malloff	General Manager – Finance, ED, IT	
	A. Wilson	Resource Recovery Manager	
	A. Hamilton	Environmental Projects Lead	
	H. Bench	Resource Recovery Projects Advisor	
	N. Schilman	Environmental Technologist	
	A. Norimatsu	Resource Recovery Technician	
	L. Brown	Resource Recovery Operations Supervisor	
	M. Braithwaite	Purchasing Agent	
	E. Clark	Meeting Coordinator	

**1. ZOOM REMOTE MEETING INFO**

**Join by Meeting Link:**

<https://rdck-bcca.zoom.us/j/94912516710?pwd=q1P0nRbHDzk5d5kbNalkGo4IGWyyM0.1&from=addon>

**Meeting ID:** 949 1251 6710

**Passcode:** 384772

**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 Popoff called the meeting to order at 1:00 pm.

**2.1 Traditional Lands Acknowledgement Statement**

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

**2.2 Adoption of the Agenda**

**Moved** and seconded,  
And resolved:

The Agenda for the October 16, 2024 Joint Resource Recovery Committee meeting be adopted as circulated.

**Carried**

**2.3 Receipt of Minutes**

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

**3. PURCHASE OF LOADER FOR CENTRAL SUB-REGION**

**[Central Sub-Region]**

The October 11, 2024 Committee Report from Larry Brown, Resource Recovery Operations Supervisor seeking direction to purchase a new rubber tire wheel loader to be deployed within the Central Sub-region, has been received.



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

That the Board authorize staff to purchase a Hyundai HL940A loader from Woodland Equipment Inc. up to a total cost of \$265,790 (excluding taxes);

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

AND FURTHER, that the costs be paid from Service S187 Central Waste.

**Carried**

**4. NAKUSP LANDFILL HYDROGEOLOGY & HYDROLOGY CHARACTERIZATION REPORT**  
**[West Sub-Region]**

The September 27, 2024 Committee Report from Heidi Bench, Resource Recovery Projects Advisor presenting the findings of the Hydrogeology and Hydrology Characterization Report for the Nakusp Landfill, has been received for information.

*Direction to Staff – That staff bring back answers to the questions posed by Directors, that will be sent via email, in the form of a verbal report at the November 13, 2024 JRRC meeting.*

**5. NAKUSP CLOSURE PLAN – CONSULTING CONTRACT INSURANCE MODIFICATION**  
**[West Sub-Region]**

The October 2, 2024 Committee Report from Nathan Schilman, Environmental Technologist proposing an insurance modification for Sperling Hansen Associates Inc. for the Nakusp Closure Planning Project, has been received.

**DIRECTOR PRESENT** Alternate Director Fyke joined the meeting at 1:53 pm.

**DIRECTOR ABSENT** Director Cunningham left the meeting at 2:08 pm.

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

That the Board accept the insurance modification to the Professional Liability (Errors and Omissions) coverage for Sperling Hansen Associates Inc. for the Nakusp Landfill Closure Planning Project to reduce the in aggregate amount from \$10,000,000 to \$5,000,000.

**Carried**

**6. CRESTON LANDFILL & COMPOST FACILITY OPERATING CONTRACTS**  
**[East Sub-Region]**

The September 25, 2024 Committee Report from Nathan Schilman, Environmental Technologist regarding the Creston Landfill and Creston Compost operations and maintenance contracts, has been received.

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

That the Board direct Staff to issue a single Request for Proposal to combine the Creston Landfill and Creston Compost Facility operations contracts, with costs to be paid from Services S186 East Resource Recovery and A120 East Compost, respectively.

**Carried**

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

That the Board approve the RDCK enter into a Service Agreement with GFL Environmental Ltd. for the operations and maintenance of the Creston Landfill for a six (6) month term starting April 1, 2025, at a total cost of up to \$218,034 not including GST;

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

AND FURTHER, that the costs be paid from Service S186 East Sub-Region Resource Recovery Service.

**Carried**

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

That the Board approve the RDCK extend the Service Agreement with GFL Environmental Ltd. for the operations and maintenance of the Creston Compost Facility for a five (5) month and twenty (20) day term starting April 10, 2025, at a total cost of up to \$86,659 not including GST;

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

AND FURTHER, that the costs be paid from Service A119 East Compost.

**Carried**

**7. HB TAILINGS FACILITY ENVIRONMENTAL MONITORING AND ENGINEERING CONSULTING CONTRACTS & REGULATORY UPDATE**

**[Central Sub-Region]**

The September 17, 2024 Committee Report from Alayne Hamilton, Environmental Projects Lead outlining a regulatory update and proposing two direct award Consulting Service Agreements for environmental monitoring and engineering services for the HB Tailings Facility, has been received.

**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 SLR Consulting (Canada) Inc. for works associated with environmental support for the HB Tailings Facility for a three year term starting January 1, 2025, at a total cost of up to \$359,800 not including GST;

AND FURTHER, that the Consulting Services Agreement provide two optional one year extensions upon mutual agreement of both parties;

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

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

**Carried**

**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 SRK Consulting (Canada) Ltd. for works associated with engineering consulting for the HB Tailings Facility for a two year term starting November 17, 2024, at a total cost of up to \$513,021 not including GST;

AND FURTHER, that the Consulting Services Agreement provide three optional one year extensions upon mutual agreement of both parties;

AND FURTHER, that the Board accept an insurance deductible modification for Professional Errors and Omissions Liability insurance to increase the deductible from \$50,000 to \$500,000;

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

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

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

**Carried**

**8. LAKESIDE RECYCLING DEPOT LICENSE OF OCCUPATION**  
**[Central Sub-Region]**

Akane Norimatsu, Resource Recovery Technician will provide a verbal report regarding the Lakeside Recycling Depot License of Occupation.

The following has been received:

- Draft License of Occupation between City of Nelson and RDCK

**Moved** and seconded,  
**MOTION ONLY**

That the Board authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024 to December 31, 2025 at the fees of \$58,308.27 per year;

AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.

**Moved** and seconded,  
And resolved:

**AMENDMENT TO THE MOTION**

That the foregoing motion being:

That the Board authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024 to December 31, 2025 at the fees of \$58,308.27 per year;

AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.

Be amended to include that the Chair and Corporate Officer be authorized to sign the necessary documents, thus reading:

*That the Board authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024 to December 31, 2025 at the fees of \$58,308.27 per year;*

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

*AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.*

**Carried**

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

That the Board authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024 to December 31, 2025 at the fees of \$58,308.27 per year;

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

AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.

**Carried**

**9. SALMO RECYCLING DEPOT LICENSE OF OCCUPATION**

**[Central Sub-Region]**

Akane Norimatsu, Resource Recovery Technician will provide a verbal report regarding the Salmo Recycling Depot License of Occupation.

**Moved** and seconded,  
And resolved:

That the following motion BE REFERRED to the November 13, 2024 Joint Resource Recovery Committee meeting:

That the resolution 68/24 being:

*That the Board authorize the renewal of the Lease Contract with the Village of Salmo for the Salmo Recycling Depot for the term of July 1, 2020 to June 30, 2025 with proposed rental fees of \$566.80 (plus GST) per month; subject to renewal of insurance requirements;*

*AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.*

Be amended to read:

*That the Board authorize the renewal of the License of Occupation with the Village of Salmo for the Salmo Recycling Depot for the term of July 1, 2020 to June 30, 2025 with proposed rental fees of \$566.80 (plus GST) per month; subject to renewal of insurance requirements;*

*AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.*

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 2:43 pm.

**11. ADJOURNMENT**

**Moved** and seconded,  
And resolved:

The Joint Resource Recovery Committee meeting adjourned at 2:44 pm.

**Carried**

CERTIFIED CORRECT

Approved by

Director W. Popoff, Chair  
October 16, 2024  
Joint Resource Recovery Committee Meeting

**BOARD RESOLUTIONS AS ADOPTED AT THE OCTOBER 16, 2024 JOINT RESOURCE RECOVERY COMMITTEE MEETING**

---

**RECOMMENDATION #1**

That the Board authorize staff to purchase a Hyundai HL940A loader from Woodland Equipment Inc. up to a total cost of \$265,790 (excluding taxes);

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

AND FURTHER, that the costs be paid from Service S187 Central Waste.

**RECOMMENDATION #2**

That the Board accept the insurance modification to the Professional Liability (Errors and Omissions) coverage for Sperling Hansen Associates Inc. for the Nakusp Landfill Closure Planning Project to reduce the in aggregate amount from \$10,000,000 to \$5,000,000.

**RECOMMENDATION #3**

That the Board direct Staff to issue a single Request for Proposal to combine the Creston Landfill and Creston Compost Facility operations contracts, with costs to be paid from Services S186 East Resource Recovery and A120 East Compost, respectively.

**RECOMMENDATION #4**

That the Board approve the RDCK enter into a Service Agreement with GFL Environmental Ltd. for the operations and maintenance of the Creston Landfill for a six (6) month term starting April 1, 2025, at a total cost of up to \$218,034 not including GST;

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

AND FURTHER, that the costs be paid from Service S186 East Sub-Region Resource Recovery Service.

**RECOMMENDATION #5**

That the Board approve the RDCK extend the Service Agreement with GFL Environmental Ltd. for the operations and maintenance of the Creston Compost Facility for a five (5) month and twenty (20) day term starting April 10, 2025, at a total cost of up to \$86,659 not including GST;

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

AND FURTHER, that the costs be paid from Service A119 East Compost.

**RECOMMENDATION #6**

That the Board approve the RDCK enter into a Consulting Services Agreement with SLR Consulting (Canada) Inc. for works associated with environmental support for the HB Tailings Facility for a three year term starting January 1, 2025, at a total cost of up to \$359,800 not including GST;

AND FURTHER, that the Consulting Services Agreement provide two optional one year extensions upon mutual agreement of both parties;

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

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

**RECOMMENDATION #7**

That the Board approve the RDCK enter into a Consulting Services Agreement with SRK Consulting (Canada) Ltd. for works associated with engineering consulting for the HB Tailings Facility for a two year term starting November 17, 2024, at a total cost of up to \$513,021 not including GST;

AND FURTHER, that the Consulting Services Agreement provide three optional one year extensions upon mutual agreement of both parties;

AND FURTHER, that the Board accept an insurance deductible modification for Professional Errors and Omissions Liability insurance to increase the deductible from \$50,000 to \$500,000;

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

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

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

**RECOMMENDATION #8**

That the Board authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024 to December 31, 2025 at the fees of \$58,308.27 per year;

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

AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.





THE VILLAGE OF  
**N A K U S P**

**Village of Nakusp**

**RESOLUTION NO. R215/24**

*Recommendation(s):*

***THAT the following elected officials be appointed to the RDCK Rec 4 Commission until the end of their term in 2026:***

***Councillor Knooihuizen; and,***

***Councillor Hough as the alternate.***

Carried

---

Signature

## Angela Lund

---

**From:** Ash Alam <ash@newdenver.ca>  
**Sent:** September 16, 2024 3:00 PM  
**To:** Angela Lund  
**Cc:** Leonard Casley; Leonard Casley  
**Subject:** RE: COMMISSION/COMMITTEE: 2025 Request for Appointments

**Categories:** BOARD

You don't often get email from ash@newdenver.ca. [Learn why this is important](#)

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

---

Good afternoon, Angela,

I trust all is well.

Village of New Denver is keeping the commission/ committee appointments the same. Which will be the following.

Rosebery Parklands and trails Commission Village of New Denver appointing

Casey Law- [casey@newdenver.ca](mailto:casey@newdenver.ca) December 31, 2026 (250) 358-2316

(Alternate)

Danica Hammond- [danika@newdenver.ca](mailto:danika@newdenver.ca) December 31, 2026 (250) 258-2316

Recreation Commission No. 6 Village of New Denver appointing

Councillor Casey Law- [casey@newdenver.ca](mailto:casey@newdenver.ca) December 31, 2025 (250) 358-2316

(Alternate)

Councillor Colin Moss- [moss@newdenver.ca](mailto:moss@newdenver.ca) December 31, 2025 (250) 358-2316

We will update our community member appointments soon.

Thank you and have a wonderful day.

Cordially,

Md.Ashraf Alam, BBA,MBA,CMM,CLGM



LGA,ECLG,NACLAA I & II, PCAMP,MSGov,NP,CSM

**Chief Administrative Officer**

New Denver

PO BOX 40,115 Slocan Ave, New Denver, BC V0G 1S0

 [www.newdenver.ca](http://www.newdenver.ca)

 (250) 358-2316  (250) 358-7251



“The Village of New Denver- home of The Nikkei Internment Memorial Centre would like to acknowledge that the land on which we are standing is the tradi. onal, ancestral and unceded territories of the Sinixt and by ancestral ties the

Ktunaxa, Syilx and Secwepemc peoples, and is home to the Métis and many diverse Aboriginal persons whose historical relationship with the land continues today. We honour their connection to the land, Mountains and rivers and respect the importance of the environment to our strength as a community.”

« Le village de New Denver, siège du Nikkei Internment Memorial Center, tient à reconnaître que la terre sur laquelle nous nous trouvons est le territoire traditionnel, ancestral et non cédé des Sinixt et, par des liens ancestraux, des peuples Ktunaxa, Syilx et Secwepemc, et qu'elle est abrite les Métis et de nombreuses personnes autochtones diverses dont la relation historique avec la terre se poursuit aujourd'hui. Nous honorons leur lien avec la terre, les montagnes et les rivières et respectons l'importance de l'environnement pour notre force en tant que communauté. »

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---

**From:** Angela Lund <ALund@rdck.bc.ca>  
**Sent:** September 6, 2024 4:23 PM  
**To:** Leonard Casley <LCasley@rdck.bc.ca>  
**Cc:** cao <cao@newdenver.ca>  
**Subject:** COMMISSION/COMMITTEE: 2025 Request for Appointments

Hello,

Please find enclosed the request for the commission appointments for the Village of New Denver.

If you require advertising for the appointments in your area please let me know.

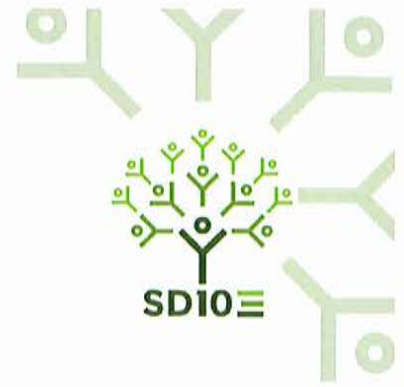
Have a great day.

**Angela Lund | Deputy Corporate Officer**

**Regional District of Central Kootenay**  
**Phone:** 250.352.8160 | **Fax:** 250.352.9300  
Follow us on [Facebook](#)

**rdck.ca**

Peter Dubinsky  
Superintendent of Schools



Regional District of Central Kootenay  
202 Lakeside Drive  
Nelson BC  
V1L 6B9

October 8, 2024

Dear Regional District of Central Kootenay Board of Directors,

This letter acknowledges that School District 10 Arrow Lakes has appointed Mitchell Hemphill, Principal of Lucerne Elementary Secondary, to be the district's representative to the Recreation Commission No. 6.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Dubinsky", is written over a large, light-colored oval shape.

Peter Dubinsky  
Superintendent





# Director's Report

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

**Report Date:** October 7, 2024

## Columbia Basin Regional Advisory Committee (CBRAC)

On the evening of September 17<sup>th</sup> I logged on to the Columbia River Treaty public presentation on the Agreement in Principle (AIP) for a renewed international treaty. I had listened to the presentation previously, but I was interested to hear the questions posed by the general public.

As reported previously, the agreement-in-principle (AIP) has been reached between Canada and the U.S. that creates a roadmap for modernizing the Columbia River Treaty. Look for the [AIP page](#) on the B.C. CRT website which contains a summary of the AIP and answers to frequently asked questions.

## Regional Connectivity Committee (RCC)

Regional District of East Kootenay (RDEK) staff have requested a meeting with Minister George Chow and senior staff at UBCM to discuss connectivity in rural communities. Director Popoff was able to attend that meeting while I had a concurrent meeting, so he should be able to provide details.

The most recent meeting I attended was held on August 29<sup>th</sup>. As noted in my previous report, the major fiber to home project for underserved households led by Columbia Basin Broadband Corporation is going through the final design and permitting process, options are still being reviewed to improve connectivity to households in the basin still deemed to be underserved.

The next RCC meeting is scheduled for December 4<sup>th</sup>.

## Union of BC Municipalities (UBCM)- 2024 Conference

On Monday I attended the pre-convention province wide Community to Community (C2C) event with Indigenous and local government leaders. I shifted focus in the afternoon to attend a discussion arranged by the Town of Creston with the Provincial Health Services Authority seeking data on the impacts of a lack of local long term care beds resulting in some of our senior residents requiring residential care being left in acute care hospital beds for extended periods of time. I ended the afternoon attending two panel sessions on changes in BC's resource sector where we first heard a detailed economic update on the forestry sector, then heard from a panel comprised of the Policy Program Manager for the BC First Nations Forestry Council, the Executive Director for the BC Community Forest Association and a local government rep with years of industry experience. The second panel was on supporting communities in transition, such as where forestry jobs have been lost due to mill closures, where the executive directors for three of the provinces economic trusts shared information on how to access funding for training and to spur new economic activity. I ended Monday at the evening informal

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discussion session with my electoral area director peers.

Tuesday morning I started with a 'clinic' session on solutions for rural residents who face financial and physical challenges to travel to Kelowna and/or Vancouver for specialized medical treatment or procedures. Following this was the annual electoral area Director forum which I could only partially attend due to conflicting meetings. I was able to take in discussions around proposals to update the Hospital Act along with the funding model for the portion of hospital facility improvements which are added to local property taxes as well as the discussion around opportunities for local groups to train and establish lines of communications to be involved in wildfire responses. Also that morning, along with a few of my colleagues, I attended a meeting with water and lands Minister Nathan Cullen to share our challenges resulting from extensive delays in approvals of water licenses. I raised examples, including how in electoral Area A alone we are seeing impacts from the 3 to 4-year delay in approving a lake water source license for the Riondel golf society, impacting the Riondel water system, and the nearly 5-year delay in approving a private application which has a direct impact on concluding land negotiations for the Sanca water system.

Also on Tuesday morning another group of us met with environment Minister George Heyman to continue our conversation around the inequity of access to recycling and hazardous waste product stewardship programs in rural areas. The Multi Materials BC (doing business as RecycleBC) business plan is up for its five-year review. This round, as before, the monopoly consortium is making proposals to change its model which will have negative impacts for the RDCK, one being a risk of our agreement to have 12 of our recycling depots eligible for "core depot" status (which maintains much of the costs with industry) potentially being rolled back to 7 core depots. Also that morning (and into the lunch break) we squeezed in a 30-minute meeting with Ministry of Agriculture deputy minister Peter Pokorny and his staff to discuss the viability of farming at various scales in the Kootenays. We asked for a review of how ALR regulation amendments may help residents enter small scale farming for viable sites and make a little more of the non-viable land available for housing. Out of that discussion I believe we talked one of the assistant deputy members to attend the agriculture forum in the Creston Valley later this fall.

Tuesday afternoon I took in the plenary session on public safety, mental health and addictions which opened with comments by Minister Mike Farnworth and continued with a panel of professionals involved in mental health and public safety. The last afternoon session I took in was on tools to implement the new housing legislation. Tuesday evening, I logged on to the Columbia River Treaty public presentation on the Agreement in Principle for a renewed international treaty.

I had signed up for the forestry sector breakfast on Wednesday morning. The panel, including Forestry Minister Bruce Ralston, shared their thoughts on the shifts in harvesting over the last decade and what they foresee as annual allowable cuts continue to decline and lumber markets remain soft. I was part of two more pre-arranged meetings that morning, including a discussion with Assistant Deputy Minister Mack from the lands and water ministry around adopting the provincial versus a local approach to riparian area protection. The next meeting was with Forestry Minister Bruce Ralston seeking information on next steps and supports for post wildfire recovery. Following the 2021 Boswell fire there was a proposal to selectively salvage burned and stressed (vulnerable to fir bark beetle infestation) timber but prior to what I thought would be a fulsome discussion a level of community pushback caused industry to withdraw the proposal, meaning replanting of a mixed deciduous/coniferous forest was also off the table. Post event conversations will be held around communities where large burns occurred this year, so we were looking for more information sharing and public sessions led by the Ministry.

I took time between those two meetings to have conversations at trade show booths about pre-fabricated modules used for multi-family housing projects, equipment to clean burn waste wood to provide power to the grid (the RDCK has large volumes of waste wood which needs to be addressed), the rep for the BC Farmers Market Association and the Fortis local government liaison about the progress of the east shore deep geothermal energy investigations. Wednesday afternoon I also attended the “cabinet town hall” on emergency preparedness. I had a few thoughts to share around dike maintenance and the risks we have from some aging water diversion structures along highways.

Thursday morning started with the ‘clinic’ on first nations property tax assessments and how they can work with the BC Assessment Authority. Next, I attended a portion of the ongoing UBCM business meeting (resolutions). Premier Eby gave an address and answered questions before the lunch break. After lunch I took in the workshop on electrification of transit in BC where we heard mainly about the plans for the lower mainland but also plans to begin rollout to interior communities including Nelson. Late afternoon I caught up on routine emails.

On Friday morning I attended the last session for our UBCM resolutions. Finally I listened to the federal Minister of Energy and Mines and heard speeches from the Leaders of the BC Conservative party and the BC Green party prior to heading home.



**Garry Jackman**

Director of Electoral Area A – Wynndel/  
East Shore Kootenay Lake

October 8, 2024

Innovating and Advancing Key Sectors funding program  
Economic Trust of the Southern Interior

Dear application review staff:

**RE: Kootenay Community Geothermal Project – Letter of Support**

As Director on the RDCK Board for Area A – Wynndel/East Shore Kootenay Lake, I support the continued development of the Kootenay Community Geothermal Project. The project proponents have completed several stages of technical evaluation of geothermal occurrences in the Kootenay Lake area with plans to complete final detailed field assessments (Phase Four) in 2024/25.

The area is recognized to have abnormally high geothermal heat flow. Kootenay Lake is situated in a geographic area where several positive geothermal indicators, such as deep-seated faults and surface thermal expressions, are located, supporting the view that further investigations in the area are warranted. One objective of this work is to derive a predictive approach to target low range geothermal resources (40-80C) in the Kootenay Lake area. This outcome could see the development of a geothermally heated facilities ranging from a commercial greenhouse allowing year-round food production, district heating for local school, health clinic and/or community hall or recreational amenities such as a spa and hot spring. Any of these results would provide a valuable stimulus to the economy as well as helping to meet greenhouse gas reduction targets. In addition, the methodology developed through this project could be applied to investigations of geothermal potential at other 'hot spots' with our region  
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  
Gina Medhurst – Chair, Area A Economic Development Commission  
Gord MacMahon, BSc, MA, PGeol. - Project Lead, Kootenay Geothermal Project  
Garry Sly, ED - South Kootenay Lake Community Services Society





**Garry Jackman**

Director of Electoral Area A – Wynndel/  
East Shore Kootenay Lake

October 8, 2024

Rural Economic Diversification and Infrastructure Program (REDIP)  
BC Ministry of Jobs, Economic Development and Innovation

Dear application review staff:

**RE: Kootenay Community Geothermal Project – Letter of Support**

As Director on the RDCK Board for Area A – Wynndel/East Shore Kootenay Lake, I support the continued development of the Kootenay Community Geothermal Project. The project proponents have completed several stages of technical evaluation of geothermal occurrences in the Kootenay Lake area with plans to complete final detailed field assessments (Phase Four) in 2024/25.

The area is recognized to have abnormally high geothermal heat flow. Kootenay Lake is situated in a geographic area where several positive geothermal indicators, such as deep-seated faults and surface thermal expressions, are located, supporting the view that further investigations in the area are warranted. One objective of this work is to derive a predictive approach to target low range geothermal resources (40-80C) in the Kootenay Lake area. This outcome could see the development of a geothermally heated facilities ranging from a commercial greenhouse allowing year-round food production, district heating for local school, health clinic and/or community hall or recreational amenities such as a spa and hot spring. Any of these results would provide a valuable stimulus to the economy as well as helping to meet greenhouse gas reduction targets. In addition, the methodology developed through this project could be applied to investigations of geothermal potential at other 'hot spots' with our region.

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  
Gina Medhurst – Chair, Area A Economic Development Commission  
Gord MacMahon, BSc, MA, PGeol. - Project Lead, Kootenay Geothermal Project  
Garry Sly, ED - South Kootenay Lake Community Services Society



**Aimee Watson**

RDCK Director of Electoral Area D

October 1, 2024

To Whom It May Concern,

I am writing as the Area D Director in the Regional District Central Kootenay, to express my strong support for Kaslo Jazz Etc Summer Music Festival and its significant contributions to the economic and cultural vitality of our community.

Kaslo Jazz has established itself as a premier event in our region, attracting music lovers and visitors from across the country and beyond. This annual gathering not only showcases talented musicians but also brings a considerable influx of tourism to Kaslo and Area D, benefiting local businesses and services. Hotels, restaurants, shops, and artisans experience heightened activity during the festival, which leads to increased revenue and job opportunities for residents.

Beyond its economic impact, the festival fosters a sense of community and cultural engagement. It provides a platform for local artists and musicians, promoting the unique artistic identity of our region. The festival also encourages community involvement, drawing together residents and visitors in a celebration of music and culture, which strengthens the social fabric of our town.

In addition, Kaslo Jazz has made efforts to operate sustainably and inclusively, reflecting our shared values in the RDCK. Their commitment to creating a welcoming and environmentally responsible event is commendable and aligns with our goals of promoting sustainable development in the region.

Kaslo Jazz is a vital asset to our community, contributing to both economic growth and cultural enrichment. We wholeheartedly recommend supporting this important event, which continues to elevate Kaslo and Area D, North Kootenay Lake region.

Thank you for considering this letter of recommendation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Aimee Watson".

Aimee Watson  
Area D Director



# Director's Report

Cheryl Graham – Area E

**Report Date:** October 2, 2024

## UBCM – Highlight Notes (Mon, Sep 16 – Wed, Sep 18)

### Emergency & Disaster Management Action (EDMA) – Session Notes

EDMA The enables VS EDMA The Iceberg

1. Multiple decision makers including Governments & First Nations, relationships and cooperation discussed
2. Priorities
3. Well rounded & tool kit

Local Authorities

What doesn't yet apply in the Act that is still forth coming

- Risk assessments
- 4 phase emergency management plans
- Business contingency plans
- Consultation with First Nations before using Emergency Powers

What does apply now

- Response & recovery powers

What is in effect:

- Definition of Emergency
- Increased length of State of Local Emergency
- General response & recovery powers
- Requirements to reach agreements with First Nations
- Creation of joint multi-jurisdictional organizations
- Liability protections

UBCM formed advisory committee

FUNDING

CAPACITY

SCOPE

GUIDANCE & RESOURCES

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Hazard = (vulnerability x exposure) / capacity

Interconnected hazards

- Triggered or cascading
- Amplified
- Compounding

Systemic Risks

Uncertainty (making decisions with less reliable information)

Disaster Risk Reduction

1. Avoid creating new risk
2. Reduce existing risk
3. Managing residual risk

### **Public Safety Mental Health & Addictions Session – Notes**

8<sup>th</sup> year of Public Health Emergency

#1 cause of deaths for many groups

10 x more than homicides

5 x more than suicides

Lack of resources, housing

Property crime /clean up costs

Lack of mandatory care

Treatment not available

Lack of drug trafficking enforcement

RCMP Meeting (Kaslo Detachment which services Balfour)

Currently 3 members, requesting a 4<sup>th</sup>

There is a formal process to apply which will will do

Housing can be a challenge for new members

Overall this was a positive meeting as there seemed to be a willingness to add a 4<sup>th</sup> member

### **MEETINGS WITH MINISTRIES AND STAFF - NOTES**

#### **Water, Land & Natural Resource Stewardship**

Delays on water licensing, they are aware of backlogs & looking for legislative changes

Concurrent delays to other applications, housing, etc.

Not much change in 3 years

Drought / quantity available

Poor application quality in some cases

#### **Resource Recovery**

EPR recycle BC is being subsidized by \$1M

Hazardous round up events are over run, if we don't clean up oil, it ends up in the garbage, no more auto shops will take it

Eco depot in Nelson is struggling to stay open

Major appliance returns work well  
ICI not equitable, no option  
A range of policy tools is needed

### **Ministry of Agriculture**

Asking for a review of ALR land that is not suitable for agriculture  
Other regions are making the same request as it's been a long time since a land review  
Rural vs urban issues  
Recommends taking this issue to local officials

### **Ministry of Water, Lands & Natural Resources (Staff)**

Request to learn more about RAPR  
RAPR uses 30 m benchmark  
Development Permits are the tool  
Backlog of complaints and applications  
Complaint based enforcement  
College reviews of QEP;s  
Accretions can have an impact  
Not imposed by Province, would have to be requested

Sadly, I had to bow out on attending Thursday and Friday sessions as I was not feeling well.



**Tom Newell**  
Director of Electoral Area F

File No. Spearhead

August 21, 2024

To Whom it May Concern:

**RE: Spearhead**

My name is Tom Newell and I am the Electoral Area F Director for the RDCK, the area in which the Spearhead business is located. I have been the director for 10 years now, and during these 10 years I have closely witnessed the workings of this company.

There are many self-evident strengths of this company as you will see upon review of this most recent initiative, and I would like to highlight a particular aspect that may not be as self-evident.

Spearhead, its ownership and workforce, is committed to be part of our community. They strive at each stage of development to ensure their immediate neighbourhood is consulted and all their actions are focused to ensure minimal environmental impact to the community. The management and ownership reach out to the local government (RDCK staff and director) to ensure each step in their growth plan is understood. They model the vision of "community".

On a regional level, the positive economic and innovation impact Spearhead has can not be overstated.

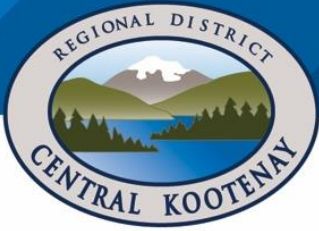
I support Spearhead's growth initiatives and look forward to their sharing with the community and the region as plans become more formalized.

Sincerely,

A handwritten signature in cursive script that reads "Tom Newell".

Tom Newell  
Area F Director

Cc: RDCK Board



# Director's Report

Walter Popoff – Area H

## Union of BC Municipalities (UBCM) 2024 Convention in Vancouver Sept 16 – 20

(participated in the following)

**Sunday Sept 15-** Travel to Vancouver UBCM 2024 Convention

**Monday Sept 16-** Morning session presentation on Emergency and Disaster Management Act and associated regulations. Panel discussion on the Act by the Regional District of Bulkley-Nechako, First Nations Emergency Services Society, and the District of Sooke. Principal, Logic League Consulting provided information on the impacts of EDMA in different Areas.

Afternoon session Senior VP and Chief Economist, BC Business Council provided, an overview of BC's resource sector trends and future outlook. Exec Director of Community Forest Association, Program Manager, BC First Nations Forestry Council, and District of Vanderhoof provided information and response on Resource Sector transition.

Evening session Electoral Area Directors' meet and greet. (networking)

**Tuesday Sept 17-** Morning Clinic on Human-Wildlife Conflict Prevention and Response. Minister of Environment meeting regarding RDCK's request to the Ministry to consider amendments to the Recycling Regulation to move the cost from residents to producers. The current unfairness of the program results in a tremendous cost of approx 1.7M/year that is paid by the residents in RDCK.

Electoral Directors Forum and Luncheon with discussion on Hospital Districts, Wildfire Response presentation by Provincial Ops Mgr. BC Wildfire Service, Ministry of Forests. Thompson Nicola Regional District discussion of Wildfire response. Discussion on Housing in Rural Areas and BC Transit addressing diverse needs of transit in Rural communities.

Meeting with IHA to address staffing issues and Health Care Facility closures effects on residents of Slokan, Silverton, New Denver, Nakusp, and Rural Areas H and K.

WKBHRD Exec. Meeting with Ministry of Health Staff regarding recruitment and retention of healthcare workers, mental health and addiction supports. Improve Transit in rural areas to access Health Services with a request for increased support for rural health care.

Evening UBCM Reception provided an opportunity for networking with convention delegates.

**Wednesday Sept 18** Morning Convention opening session and Annual Meeting.

SE-BC Regional Connectivity Committee meeting with Minister Chow of Citizens' Services. To provide the Minister information on our progress to get the Columbia Basin residents connected with high speed internet

**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)

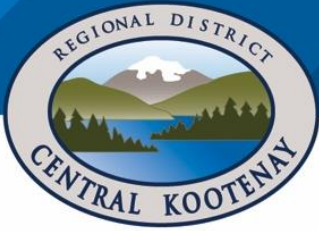
service via fibre to the home project and ask for the Ministry assistance in securing permits for the Point of Presence shelters in Highways Right of Way (which were refused in the West Kootenay Area).

Session on Special resolutions, UBCM Endorsed resolutions, and UBCM not endorsed resolutions moved as a block per UBCM policy on Resolutions. AKBLG Lunch. UBCM executive candidate speeches. Minister Kang of Municipal Affairs speech. Trade Show visiting different booths for information on improvement of services. BC Government reception networking with convention delegates and BC Government staff.

**Thursday Sept 19** Morning UBCM Resolutions session continues with No-Recommendation resolutions reviewed separately after the block resolutions. Premier Eby's speech to the Convention Delegates. Candidates' speeches and election of UBCM Executive. Workshop on Local Food Security. Did not attend UBCM Annual evening Banquet.

**Friday Sept 18** Morning report on resolutions received after deadline and continuation of NR resolutions. Speeches by leader of the opposition Party John Rustad and leader of the Green Party Sonia Fursteneau. Resolution session ended on NR-82 the remaining NR resolutions to be considered by UBCM Executive. Adjournment at 12 noon and travel home.





# Director's Report

Maria McFaddin – City of Castlegar

**Report Date:** October 10, 2024

## UBCM 2024 Highlights

### Hwy 3 Mayors and Chairs meeting – September 15

- Next meeting date Wednesday May 7, 1pm-4pm, Castlegar Council Chambers
- Minster meeting led by Chair Wilks
- The working relationship between MOTI is strong due to the hard work of the HWY committee and this is evident in these meetings

### September 16:

#### Housing:

- Housing market has stalled
- There has been 0% increase across BC
- This is largely due to the median house in Vancouver is 1.3 million compared to Calgary at \$500,000 and Edmonton at \$300,000
- It was not clear how this effects rural BC with a housing shortage but a slowing housing market
- Home builders are feeling that the changes that have come down are unsustainable to keep up with

### September 17:

#### Hope Air:

- National charity
- They provide flights, transportation, meals, accommodations
- Serve communities that are a 3 hour drive away from a major hospital
- Great resource for rural communities

#### Mid-size Community Forum

- Recreation project in Williams Lake around sustainability was very interesting around solar panels, and heat recovery
  - Great to hear from a community that has similar climate and what they have done
- Merit: used livestock for fire mitigation, they used goats but could use other animals

### September 18:

#### Cabinet Town Hall:

- School Act Facts:
  - Bussing is not apart of the school act
  - School Districts do not get funded nor do they have to provide bussing
- They are putting money towards mentorship programs for new teachers

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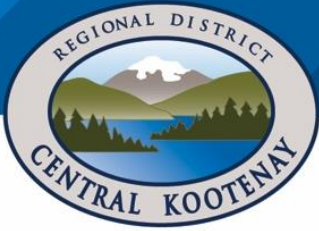
## September 19:

### Anticipating Emerging Challenges:

- Birth rate in BC is 1.33 which is why we need immigration
- Rate of population change:
  - BC 7.6%
  - Canada 1.3%
  - USA 0.4%
- Our population growth is due to immigration
- Immigration is targeted workers in essential sectors:
  - Agriculture, food processing, health care and technology

### **Minister Meetings:**

I attended 8 ministers meeting, with 4 of them being regional meetings with neighbouring municipalities.



# Director's Report

## Suzan Hewat – Village of Kaslo

**Report Date: October 7, 2024**

### Union Of British Columbia Municipalities (UBCM)

September 16 to 20

#### **What's Next for Housing.**

*Implementation of ambitious federal and provincial housing agendas over the past year has seen far reaching consequences for local planning and development. Even as local governments respond to significant legislative changes brought into effect to-date, further changes are on the horizon: policy development at all orders of government and across sectors continues to evolve in response to the crisis in affordability.*

Some of the messages shared by the speakers were the following.

The housing market has slowed dramatically with sales being flat for the past year, but still 30% over pre-pandemic levels.

Pricing is keeping sales activity low in BC.

Rental rates are also up, and it is predicted that prices will continue to rise.

There is a housing deficit in BC. We are building a lot of homes, but it still isn't enough.

With the decrease in interest rates, there could be an increase in home prices.

There are barriers to home supply in BC: development costs are 30% higher than other regions; trades may not be getting trained for the emerging technologies in home building requirements; zoning requirements.

Permitting should be streamlined.

More data is needed.

CMHC is no longer tracking data on rental markets.

The stats don't track the average value of homes, but tracks interest rates. When rates are down, housing goes up, when interest rates are up, housing goes down.

#### **Changing Climate, Rising Costs**

*As the impacts of climate change come into focus, many local governments are grappling with the costs of adaptation and disaster risk reduction. Unchecked, these impacts are likely to command an increasingly larger share of the limited resources available to maintain valued services, operate critical infrastructure, and advance community priorities.*

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There were examples provided by Princeton and Richmond about the climate events that occurred in those communities and the challenges that they continue to face. Princeton is looking at moving some of their residential areas since they were denied federal funding for dike improvements to prevent future flooding.

There was a speaker from MIABC, who said communities should be planning ahead for climate damage.

Natural asset management should be considered, and risk assessments should be done.

The province has a funding program for First Nations and local governments in BC to enhance their capacity to withstand natural and climate-driven hazards. Disaster Resilience and Innovation Funding (DRIF).

### **Bridging the Gap: Innovative Solutions for Rural Healthcare Access.**

The speakers included representatives from the Rural Health Network, Helicopters without Borders and Hope Air.

There were 2 real-life stories told by individuals whose lives were changed due to the assistance received from Hope Air. The service is 100% free and covers air and ground transportation, accommodation and meal support. They serve 196 communities.

### **Small Talk Forum**

There were presentations on the following topics.

LGMA Local Government Internship Program.

Marketing Your Community – Village of Ashcroft

Rossland Yards Project

Innovative Recreation Opportunities – District of Sparwood

Addressing Childcare in Small Communities

Economic Reconciliation

Fire Protection of Essential Business

**Village of Kaslo Meeting** with UBCM Program Staff to discuss the CRI Fire Smart Funding and Supports program. The primary discussion point was enquiring about the potential of extending funding to allow for small businesses for fire smarting activities.

**Municipal Finance Authority (MFA)** Semi Annual meeting

At the request of director Newell, I attended this meeting as alternate appointee.

**Forestry Resource Breakfast.** Dallas Smith, President, Nanwakolas Council was the moderator for the panel which included Hon. Bruce Ralston, Minister of Forests, Jennifer Gunter MRM, BC Community Forest Association and Michael Armstrong, RPF, CPA, CA, Vice President & Chief Forester, COFI.

**Meeting with E Division RCMP** Commanding Officer Dwayne McDonald and Inspector Paul Hayes. We were joined by MLA Anderson and Area E Director Cheryl Graham. We were meeting to request a 4<sup>th</sup> member to support the Kaslo RCMP Detachment.

**First Report of the Nominating Committee** for Table Officer positions was given.

Keynote Address was given by George Stroumboulopoulos.

UBCM Resolutions Session

Address by Premier Eby

**Candidate Speeches** – I stayed to listen to the speeches by the candidates for the Executive Positions.

### **Mental Health and Local Elected Leaders**

This was a very emotional session. The panelists shared their experiences as elected officials and their methods of coping with the challenges that politicians face. Participants were encouraged to leave their business cards if they wished to take part in follow up discussions with the presenters.

### **UBCM Resolutions Session**

Address by the Leader of the Conservative Party, John Rustad

Address by the Leader of the Green Party, Sonia Furstenau.

UBCM Resolutions Session

## **Federation Of Canadian Municipalities**

Due to a change in venue for the September Board meetings, they were scheduled for the same week as UBCM. I was able to participate in 2 of the virtual sessions while in Vancouver for UBCM.

Fortunately, the meetings were partially an orientation of new members. The meetings that I participated in were the following.

September 18: Green Municipal Fund – General Orientation and update for 2024/2025.

September 19: Municipal Finance, Infrastructure and Transportation Standing Committee Orientation.

October 1: Election Priorities and Readiness

FCM staff put on another virtual meeting for those directors who were unable to attend the in-person meetings in Ottawa.

We discussed the priorities for the upcoming Advocacy Days meetings which are scheduled for December 3<sup>rd</sup> to 6<sup>th</sup> in Ottawa.

## **Columbia Basin Trust September Board Meetings**

The Board meetings and AGM were held between September 25<sup>th</sup> and 28<sup>th</sup> at St Eugene's Mission near Cranbrook.

September 25<sup>th</sup>: Tour of St Eugene Interpretive Centre. This was a great opportunity to learn firsthand some of the history of the St Eugene Mission. We had only a couple of hours, but all who took the tour felt we could have spent a lot more time. Both of our guides were very knowledgeable and engaging.

September 26<sup>th</sup>: Headwaters Tour with stops at the headwaters of the Columbia River in Canal Flats and Columbia Lake Provincial Park.

A copy of the Trust Board Highlights from the September meetings has been provided.

These board highlights provide a general overview of discussion items and major decisions made at the Board of Directors meeting on **September 27/28, 2024**, which was held in ʔaᓄam/Cranbrook, BC. It excludes confidential information such as business negotiations, personnel issues and legal matters.

- The Trust held its Annual General Meeting on Thursday, September 26 both online and in person at the St. Eugene Resort in ʔaᓄam. During the event, highlights from the 2023/24 Annual Service Plan Report were shared, along with examples of key initiatives and projects that have positively impacted the region. Approximately 50 people attended in person, with an additional 80 participants joining virtually via Zoom and Facebook.

Read the Annual Service Plan Report at [ourtrust.org/annualreport](https://ourtrust.org/annualreport).

A recording of the AGM can be viewed at [ourtrust.org/agm](https://ourtrust.org/agm).

- The Board approved a draft Housing Development Plan which proposes an expanded role for the Trust in directly supporting affordable housing development, particularly in smaller, rural communities across the region. A final version of the Plan, outlining a three-year strategy, will be presented to the Board for approval in early 2025.
- The Trust's activities are guided by the renewed [Columbia Basin Management Plan](#) (CBMP). As part of moving forward with the implementation of the CBMP, the Board approved a revised approach for resident involvement in the advisory bodies that provide the Trust with community perspectives, subject matter expertise and strategic advice on specific issues/sectors to support our activities. New task force recommendations will be brought forward for Board decision in early 2025.
- The Board welcomed representatives from the Northwest Power & Conservation Council (Council), including the Vice-Chair, Executive Director, General Counsel and Staff, who provided an information session on the Council's activities. This session was part of the ongoing transboundary relationship between the Trust and the Council. Learn more about their work at [nwcouncil.org](https://nwcouncil.org).
- The Board welcomed Kathy Eichenberger, Executive Director, Columbia River Treaty Review Branch, who provided an information session on the Columbia River Treaty Agreement-in-Principle. Learn more at [engage.gov.bc.ca/columbiarivertreaty](https://engage.gov.bc.ca/columbiarivertreaty).
- The following is the 2024 meeting schedule for the Trust Board of Directors:
  - November 22/23 Creston
- The following is the 2025 meeting schedule for the Trust Board of Directors:
  - January 24/25 Castlegar
  - April 4/5 Kimberley
  - May 23/24 Valemount
  - July 25/26 TBD
  - September 19/20 Radium (AGM)
  - November 28/29 Nelson
- Board meeting minutes are posted to the Trust website after they have been approved by the Board at the following meeting. View minutes here: [ourtrust.org/publications](https://ourtrust.org/publications).



# Monthly Director's Report

October 2024

**Presented by:** Director McLaren-Caux





## Reporting from July 3<sup>rd</sup> to October 9<sup>th</sup>, 2024

**July 8<sup>th</sup>**, attended regular **Council Meeting**

**July 14<sup>th</sup>**, attended *Wildsight – Columbia River Field School* meeting

**July 30<sup>th</sup>**, attended special **Council Meeting**

**August 20<sup>th</sup>**, attended in-person meeting with *Ministry of Citizens' Services*

**August 26<sup>th</sup>**, attended regular **Council Meeting**

**September 10<sup>th</sup>**, attended online *Columbia River Treaty Info Session for Elected Officials*

**September 30<sup>th</sup>**, attended online Municipal World Masterclass *George Cuff: Good Governance: Why Is It So Difficult*



**wildsight**



For more details, please see appendix notes below.



**August 30<sup>th</sup>**, chaired **Advocacy Committee** meeting

**September 16<sup>th</sup>**, attended **board meeting** at *UBCM Conference*  
Met with staff from Ministry of Municipal Affairs re:  
*Responsible Conduct*

**October 9<sup>th</sup>**, chaired **Advocacy Committee** meeting

For more details, please see appendix notes below.



**July 11<sup>th</sup>**, met with *CAO Horn* virtually for a *regular check-in*

**July 18<sup>th</sup>**, attended in-person ***Board Meeting*** in Nelson

**August 15<sup>th</sup>**, attended in-person ***Board Meeting*** in Nelson

**September 12<sup>th</sup>**, attended in-person ***Board Meeting*** in Nelson

**September 25<sup>th</sup>**, attended in-person ***Housing Needs Report – Preliminary Findings Presentation*** in Nelson

For more details, please see appendix notes below.



**September 16<sup>th</sup>-21<sup>st</sup>**, attended in-person ***UBCM Convention*** in Vancouver

I had the privilege of attending UBCM again this year, representing the Village of Nakusp, the RDCK, and the AKBLG. There were several interesting sessions and workshops that were pertinent to our community. Luckily, four members of council were able to attend, so we were able to split up and cover more ground.

Some of the highlights include sessions on responsible conduct, housing, and how to react to and plan for climate change and its impacts on municipal infrastructure. We also had the opportunity to listen to the provincial party leaders as they ramped up for the provincial election in October.

For more details, please see appendix notes below.



*Reminder that CRTLGC committee topics are confidential, as they pertain to international treaty negotiations.*

**July 8<sup>th</sup>**, attended **online meeting**

**July 11<sup>th</sup>**, new ***Agreement in Principle*** released, see press release:

<https://news.gov.bc.ca/releases/2024EMLI0041-001094>

**July 17<sup>th</sup>**, attended **online meeting**

**September 9<sup>th</sup>**, attended **online meeting**

**October 7<sup>th</sup>**, attended **online meeting**

For more details, please see appendix notes below.





# Director's Report Appendix

Aidan McLaren-Caux – Village of Nakusp

**Report Date:** October 16<sup>th</sup>, 2024

*Reporting on activities from July 3<sup>rd</sup> to October 9<sup>th</sup>, 2024*

## Director's Activities

### Village Council

- July 8<sup>th</sup>, attended regular *Council Meeting*
- July 14<sup>th</sup>, attended *Wildsight – Columbia River Field School* presentation and discussion at the Nakusp Historical Archives
- Note about FireSmart and its success in Jasper, AB:  
<https://www.cbc.ca/news/canada/edmonton/with-the-flames-expected-to-flare-crews-make-critical-progress-in-fighting-jasper-wildfire-1.7278443>
- July 30<sup>th</sup>, special *Council Meeting*
- August 20<sup>th</sup>, attended *in-person meeting with Ministry of Citizens' Services* re: local concerns with ferry services reliability and connectivity at Shelter Bay terminal
- August 26<sup>th</sup>, attended regular *Council Meeting*
- September 10<sup>th</sup>, attended *Columbia River Treaty Info Session for Elected Officials*
- September 30<sup>th</sup>, attended online *Municipal World Masterclass – George Cuff: Good Governance: Why Is It So Difficult*

### Association of Kootenay & Boundary Local Governments (AKBLG)

- August 30<sup>th</sup>, chaired *Advocacy Committee* meeting
- September 16<sup>th</sup>, attended *board meeting* at UBCM
  - UBCM Minister meetings – Discussion (President)
    - Health
    - Emergency Management and Climate Readiness
    - Mental Health and Addictions
  - Advocacy discussion (follow up Aug 30 Committee meeting) – A. McLaren-Caux (Chair)
  - UBCM Luncheon – Discussion
  - Education Session – Discussion
  - 2025 Convention and AGM Planning
  - Website Development update - Executive Director
- Met with staff of *Ministry of Municipal Affairs at UBCM re: Responsible Conduct*
  - Advocated for increased role for area associations in delivering professional development content to elected officials; need for mandatory education for elected officials; support for UBCM working group discussion paper on responsible conduct
    - <https://www.ubcm.ca/policy-areas/working-group-responsible-conduct>
- October 9<sup>th</sup>, chaired *Advocacy Committee* meeting

## Regional District of Central Kootenay (RDCK) as municipal director

- July 11<sup>th</sup>, met with CAO Horn virtually for a *regular check-in*
- July 18<sup>th</sup>, attended in-person **Board Meeting** in Nelson
  - Agenda for the meeting can be found here:  
<https://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>
  - See Board Highlights for general information
- August 15<sup>th</sup>, attended in-person **Board Meeting** in Nelson
  - Agenda for the meeting can be found here:  
<https://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>
  - See Board Highlights for general information
- September 12<sup>th</sup>, attended in-person **Board Meeting** in Nelson
  - Agenda for the meeting can be found here:  
<https://www.rdck.ca/EN/main/government/meetings-agendas-minutes.html>
  - See Board Highlights for general information
- September 25, attended in-person **Housing Needs Report – Preliminary Findings Presentation** in Nelson
  - Contractors: *M’akola Development Services and Turner Drake & Partners Ltd.*
  - *Reminder: the Province has mandated that all local government complete housing needs assessments by January 2025 then again every five years*
  - Project Overview
    - Meet new requirements from the Province
      - Include current and anticipated need for the next 5 and 20 years
    - Provide recommendations: Current context and population growth
      - New report should show that there has indeed been quite a change in housing availability and affordability across the RDCK since the last housing needs report
    - Review Bill 44 Requirements
  - Preliminary Data Findings – Electoral Areas
    - From 2016-2021, rural areas grew 6% (1795 people), mostly led by increases in senior population
    - Anticipated growth: 23% from 2021-2041
    - Overall household income increased 23% (Owner-households by 20%, renter-households by 38%)
    - Gap between price of affordable homes for average household incomes and median affordable home price has been widening greatly since 2019 (~\$200k to over \$600k)—a significant barrier to entry for those not already in the housing market
    - Rental data is very limited; the City of Nelson has had a vacancy rate of under 1% for 10 years (for reference, a healthy rate is 3-5%)
      - Lack of vacancy in municipal areas ripple out into the rural areas
    - Core Housing Need (CHN)
      - <https://www.cmhc-schl.gc.ca/professionals/housing-markets-data-and-research/housing-research/core-housing-need>
      - Differing levels across the RDCK, from Area J at 4% to Area K at 13% to Area H at 26%
    - Province has added the need to Project Housing Demand
      - Extreme Core Housing Need

- Homelessness
    - Suppressed Households
    - Anticipated Growth
    - Vacancy
    - Demand Buffer
  - Questions and Discussion
    - Challenges around limited servicing and lack of zoning and land-use planning in rural areas
- September 16-21, attended in-person **UBCM Convention** in Vancouver
  - Provincial Staff Meetings for Nakusp Village Council
    - Ministry of Jobs, Economic Development and Innovation
      - Discussed the challenges of economic development in small, remote, and rural communities, the lack of consistent and grant-based funding, suggested different funding model (similar to the Building Communities Fund).
      - Possible benefits for small communities include, developing local human resources and infrastructure, potential for larger projects that span multiple years, streamlining grant applications and reporting.
    - Ministry of Housing
      - Discussed challenges in small, rural, and remote communities with lower rental rates and few or no large landlords/multi-family developments, little or no funding for affordable housing development.
      - Advocated for the Rental Protection Fund to reduce the number of units in small communities to be reduced from five to four to better reflect the housing inventory available.
  - **Strengthening Responsible Conduct**
    - Speakers: Allan Neilson, Paul Taylor, Candace Witkowskyj
    - UBCM Working Group released discussion paper on September 5<sup>th</sup>, **Potential for Change – Responsible Conduct Framework for Local Government Elected Officials**
      - Why the Discussion Paper and Why Now
        - Exigent topic of interest
        - Existing framework needs strengthening
        - Speaks to need, focus on mandatory codes of conduct, new models of administration and enforcement
        - Most jurisdictions across the country are facing similar discussions, exploring the effectiveness of evolving solutions
        - Lack of clarity around potential powers and scope for offices of integrity/ethics commissioners
      - Current Responsible Conduct Framework
        - Largely relies on local governments to select and apply tools as established in provincial legislation
        - BC provides a great deal of choice and latitude to individual local governments; need for procedural fairness across the board
      - Concerns with the Framework



- Growing concern around more prevalent and intractable incidents
- Consistent support at UBCM since 2016 (seven resolutions to this effect)
- Optional online course offered by UCBM; to-date, only 274 elected officials have taken the course
- Strong support for central office, new legislation and tools
- Perceived inability to manage egregious cases; inconsistency across the sector; too much reliance on staff; cost-sensitivity; fear of weaponized codes and sanctions
- Postings of LGMA job vacancies have increased over 250% over the past ten years; attraction and retention of senior staff has become increasingly difficult
- Mandatory Codes of Conduct
  - Codes are tools to help officials understand expected standards of conduct; set out fair processes for disputes and complaints; hold elected officials accountable for breaches
  - BC is the only province that does not mandate codes
  - Considerations around sanctions:
    - Scope of sanctions available
    - What to apply in each case
    - Responsibility for application
  - Councils and boards in BC are the organizations that must impose the sanctions on their own members
- Models for Administration and Enforcement
  - *Given that there is support for an independent body to investigate complaints and recommend sanctions*
  - Model 1 – Local Determination
    - Local governments determine whether to create a code and what it contains; appoint independent body to investigate complaints, resolve informally, and recommend sanctions if necessary
    - Education provided by LG with assistance
    - Funded by LGs
    - Closest to *status quo* in some areas
  - Model 2 – Provincial Requirements for Central Administration & Enforcement
    - Province-wide office, created by legislation, to administer and enforce codes
    - Receive complaints, report findings, recommend sanctions as necessary
    - Mandatory codes of conduct with a high degree of standardization
    - Funded by LGs through equitable cost-sharing model
    - Governed by a board of directors
    - Unprecedented (and untested) model (except for in Québec); potential for unintended consequences
  - Model 3 – Provincial Requirements for Local Administration & Enforcement
    - Province introduces legislation to address conduct

- LGs required to create and adapt codes with prescribed elements
  - LGs appoint third parties to investigate complaints and recommend sanctions
  - Funded by LGs, potential for cost-sharing
  - Similar to Manitoba and parts of Ontario
- Key Takeaways
  - *Discussion paper assesses each model against set of factors*
  - *Emerged from that assessment but also from stakeholder-input and research*
  - This is a country-wide issue
  - Idea of centralized, province-wide office had much support
  - Some cautionary statements about autonomy for LGs
  - Many of the tools necessary already exist but aren't always being used to their full extent
  - Legislated models require mandatory codes with standardized
  - Scope of sanctions is broad but not without limits
    - Courts have been clear that elected officials cannot be disqualified from office for code violations
  - Sanctions can be recommended by investigators but must be enforced by LG
  - Cannot assume that the Province will cover the cost
- Request for Input
  - Should the province be requested to develop legislation mandating codes of conduct modelled on established best practices?
  - Are legislated changes needed to support code of conduct administration and enforcement?
  - If changes are needed, what factors are most important to the success of a new approach to administration and enforcement?
- **Small Talk Forum**
  - The LGMA Local Government Internship Program
    - Possibility for Nakusp to apply for an intern through this program
  - Marketing Your Community
    - Village of Ashcroft – *Experience Ashcroft Pocket Guide*
      - Businesses struggling after COVID
      - Need to attract tourism and boost economy
      - How to promote the community without cost to businesses
      - Developed an eye-catching integrated guide (placed around the province) that would attract people to the community
      - Differentiated cover from others (not just the back of someone's head with a breathtaking view)
      - Mostly visual content, light on textual content; keep it clean and uncluttered, easy to find information
      - Offered free ad space to every licensed business in town
      - Celebrated local history, trains, art, Village amenities (e.g., parks and campgrounds), etc.; embrace what you have
      - Highlight adventure opportunities in and around the community
      - Paid for through COVID Restart Funding, NDIT, Village

- Created working group and held public hearings
- Rossland Yards Project – Affordable Housing and City Hall
  - 37 Workforce Housing units above (1,2, and 3-bedroom units available, with below market rents), and full city offices below, including some shared space
  - Whole project took four years from planning to occupancy
  - Managed by Lower Columbia Affordable Housing Society (LCAHS), an integral partner in getting this to completion
  - Community engagement and communications were key to this project being successful
  - Partnerships were crucial to making this project possible: CBT, FCM, BC Housing, City of Rossland, LCAHS
  - Important to communicate full cycle business case to the community and provide continuous updates
- Innovative Recreation Opportunities
- Addressing Child Care in Small Communities
- Economic Reconciliation
- Discussion Topic: Fire Protection of Essential Businesses
  - Importance of FireSmart program for communities
- **Service Focus at the Residential Tenancy Branch (RTB)**
  - *Executive Director from RTB*
  - Role of the RTB
    - Information
      - ~70 information officers that handle inquiries from the public
    - Dispute resolution
      - Provides hearings between landlords and tenants
      - Prioritize health and safety concerns
      - Receives about 20,000 applications per year (of approx. 675,000 tenancies across the province)
    - Compliance and Enforcement
      - Doubled in size in 2022 to 10 staff
      - Investigates repeat or serious contraventions, with voluntary compliance as the first goal
    - Guided by *Residential Tenant Act* and *Manufactured Home Park Tenant Act*
  - Current Context
    - 1.5mil renters in approx. 600,000 households
    - Low vacancy rates, insufficient supply and lack of access to affordable housing
    - RTB Wait Times: limited resources, increasing caseloads and legislated rules that focused on arbitration resulted in significant wait times for hearings and reduced satisfaction
  - Citizen-focused approach to change
    - Dec. 2022, budget was increased by \$15.6mil or 40%
      - Created 50 FTE positions
      - Doubled Compliance and Enforcement
      - Improved services accessibility and process efficiency
    - Revitalizing the RTB
      - Promote cultural shift towards dispute resolution away from arbitration

- Empower people to solve their own disputes
      - Increase accessibility and efficiency of dispute resolution services
    - 2024/25 Strategic Plan
      - Vision – *A better BC through successful tenancies.*
      - Mission – *We foster safe, secure, and sustainable tenancies by providing services that support landlord and tenant relationships. We are committed to being citizen focused, accessible, timely, fair and flexible.*
    - Four Pillars of Focus
      - Our People
      - Service Excellence
      - Culture of Innovation
      - Stakeholders & Public Education
    - Dispute Prevention
      - Ensuring accessible and timely information
      - User-focused website redevelopment and interpretation services
    - Compliance and Enforcement
      - 10 investigators
      - 386 complaints received in 2023
      - Collaborates with local governments to address problem properties
      - Education, early intervention, and warnings lead to voluntary compliance in 65-70% of cases
      - Facilitated, cooperative approach, diverting 468 disputes from arbitration between May and August 2024
  - Progress to date
    - Wait times for participatory hearings have been reduced by 64%
    - Average Direct Request decisions wait times down 80%
    - Decrease in participatory hearing wait times for participatory hearings related to unpaid rent and utilities down 73%
    - Oral decisions are not allowed
    - Guest policies and wellness checks in supportive housing
    - Enabling tenant protection bylaws at the municipal level
  - Looking Ahead
    - Enhanced public education
    - Renewed stakeholder relationship focus
    - Early resolution opportunities
- **Convention Opening Session**
    - Welcome from Chief Wayne Sparrow, Lieutenant Governor of BC, Janet Austin, and Vancouver Mayor, Ken Sim
  - **Keynote Address: George Strombouloulos**
    - The Power of Listening and Understanding Others
  - Address by *Minister of Municipal Affairs, Anne Kang*
  - **Cabinet Town Hall: Housing**
    - Minister Fleming
      - This is not just about housing but about complete communities, including transit
      - Housing strike force has expedited permitting by 80%
    - Minister Kahlon

- They are dealing with two decades of negligence when it comes to a lack of focus on housing
  - There is no silver bullet that will fix this
  - Focus on four pillars:
    - Speculation Tax
    - Regulations on Short-Term Rentals
    - Zoning Bylaw Changes
    - Investments and Partnerships
      - E.g., Rental Protection Fund, BC Builds
  - There will be a yearly call for funding
  - Making investments in pre-fabrication, partly to mitigate the cost of construction
  - Digitizing the building code to increase efficiency
- **Resolutions Session**
  - **Address by the Honourable David Eby, Premier of BC**
    - BC residents are under significant financial strain
    - Record population growth in BC
    - Challenges with mill closures and how to address long-term resiliency in communities
    - Need for investments in infrastructure and human resources
    - Specific examples of good work “done together”:
      - Housing
        - Using public land for affordable housing
        - Buying up rental properties to maintain rentals
        - Cracking down on STRs to preserve housing
        - 90% of municipalities have taken on zoning bylaw changes
        - Building more homes than other provinces
        - Rents are finally starting to come down
      - Stronger Communities
        - Access to clean and dependable water
        - Resource Benefit Alliance (RBA) in Terrace and other communities
        - Using provincial lands to help facilitate affordable housing and childcare builds
        - Advocating with federal government for DMAF funding
      - Emergency Services
        - 9-1-1: independent review of funding model for Next Generation 9-1-1
      - Health Care
        - Facing several and serious challenges
        - Investments in Surrey hospital and medical school
        - 250,000 people connected with a family doctor last year
        - Emergency Room closures: new incentive programs to maintain staffing levels in rural and remote communities
      - Toxic Drug Crisis
        - Expanding care for mental health issues and drug addiction
        - Supporting those in need while also keeping residents safe
        - Identifying highly secure sites within the province for acute care

- Additional resources for community policing and social supports necessary
  - **Shocking Realities: Trends in Electrifying Transportation**
    - Creating a Zero Emission Fleet
    - *Chad Berndt, Director, Electrification Program, BC Transit*
      - Three Phases:
        - Starting the Transition. 2023-27
        - Transition and Scale. 2028-32
        - 100% Electric. 2033-40
      - There is no roadmap for this transition, so it will take time and will have learnings along the way
      - Reasons for electrification:
        - Fueling and Facilities
        - Solution Scalability
        - In-house Expertise
        - Emissions and Pollution Reduction
        - Economic Investment & Cost Certainty
        - Transit Agency Network Effect
      - Massive Network of Agencies all working on Transition
      - By 2030, we expect 65% of energy worldwide to be renewable
      - What is holding back a faster transition?
        - Capital Costs & Funding
        - Building Charging Infrastructure
        - Technology Maturity and Standardization
        - Vehicle Production
        - Expertise & Training
        - Alternatives that limited and less scalable
      - Battery technology is improving rapidly
      - Interest in developing smaller vehicles for on-demand services
    - *Ralf Nielsen, Director, Enterprise Sustainability, Translink*
      - In Metro Vancouver, on-road transportation is the largest single source of carbon emissions
      - 65% of all passenger kms in 2023 were all-electric
      - Second largest electric trolley fleet in North America, moving 300-500k people per day
      - Very collaborative industry that shares knowledge
    - Lon LeClaire, General Manager of Engineering, City of Vancouver
      - History of transit and electrification in the city
- **Address by the Honourable Jonathan Wilkinson, Federal Minister of Energy and Natural Resources**
  - Housing challenges, partly due to federal and provincial underfunding of housing over the last few decades
  - Federal government has created National Housing Strategy (including Housing Accelerator Fund and infrastructure programs) to help address this challenge
  - Investments in public transit across the country
  - Climate change and economic opportunities, increasing investments in community resiliency and adaptation, critical minerals and processing

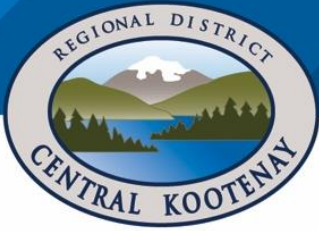
- **Address by John Rustad, Leader of the BC Conservative Party**
  - Some of the challenges we are facing:
    - Financial systems are broken, too large deficits
    - Crime is rampant, prolific violent offenders
    - 1 in 3 BCers is thinking of leaving this province
    - Drugs and addictions, mostly a male issues, over 12,000 deaths
      - Need for involuntary compassionate care
    - Health care system is broken
      - Too much administration, need more for care
  - Common Sense approach
    - Complete removal of Carbon Tax
    - Removal of Low Carbon Emission Standard
    - Climate change is real, but taxing people into poverty is not the answer
    - Need to use nuclear power to provide sufficient electricity
    - Remove Bill 44 and provincial oversight over local zoning
    - Push for bail reform and mandatory minimum sentences
    - Investment in courts and legal system
    - Better utilize the Mental Health Act to remove criminals from our streets
    - Haida law will apply under title and could override law
- **Address by Sonia Furstenuau, Leader of the BC Green Party**
  - Facing many crises:
    - Affordability
    - Health care
    - Housing
  - Real estate is becoming a commodity
  - Fossil fuel companies posting record profits
  - Budgets ballooning while services declining
  - Strong message of collaboration
  - Fear and division aren't helpful as political messages
  - This election shouldn't just be about two parties; we could have a truly representative legislature where everyone has to work together
  - Excitement about leading the world with clean technology, not look back to 20<sup>th</sup> Century solutions

#### RDCK Appointments

- **Central Kootenay Food Policy Council (CKFPC)**
  - <https://ckfoodpolicy.ca/>
- **Columbia River Treaty Local Governments Committee (CRTLGC)**
  - <https://www.crtlgc.ca/>
  - *Reminder that committee topics are confidential, as they pertain to international treaty negotiations. The Province of BC and the Government of Canada periodically release statements regarding the progress of the discussions between Canada and the United States.*
  - July 8<sup>th</sup>, attended *online meeting*
  - July 11<sup>th</sup>, new **Agreement in Principle** released
    - See press release: <https://news.gov.bc.ca/releases/2024EMLI0041-001094>
  - July 17<sup>th</sup>, attended *online meeting*

- September 9<sup>th</sup>, attended *online meeting*
- October 7<sup>th</sup>, attended *online meeting*
  
- ***Regional Innovation Chair in Regional Economic Development Regional Advisory Committee (RIC-RED-RAC)***
  - Next meeting in October.
  
- ***Economic Trust of the Southern Interior (ETSI-BC) – Regional Advisory Committee (RAC)***
  - Next meeting in October.





# Director's Report

## Director Lockwood – Village of Salmo

**Report Date:** October 17, 2024

### Union of BC Municipalities: September 16-20, 2024

**Highway 3 Mayors and Chairs meet September 15, to go over our top five priorities that we were presenting to Ministry of Transportation and Infrastructure. Chair Wilks congratulated Minister Fleming on his retirement and then presented**

**ETSI-BC Regional Advisory Committee:** Held June 14, 2024, by zoom

See attachment for the meeting summary and projects funded.

The RDCK met with Ministries and staff for seven meetings in total.

- Water Licensing delays and impacts on rural communities.
- Recycle BC and regulation amendments to serve rural communities.
- Agriculture Land Reserve: Increased supports for rural and remote health care.
- Increased supports for rural and remote health care (WKBRHD Executive Committee meeting).
- Provincial responsibility and regulation on waterfront properties and the riparian area.

I attended Tools to Implement New Housing Legislation.

What I heard: housing market has slowed, people are moving to other provinces because of housing costs not jobs, in most of BC it is more expensive for housing than Calgary or Edmonton, housing deficits persist, BC is building a lot of housing but is still not enough nor fast enough.

Increasing the amount of housing on land increases the value of the land which in turn does not help with the affordability of housing. Asking the developer to pay for all the development only increases housing cost. We have seven workers to every pensioner in BC, so the future planning has not been well thought out.

Canadian Homebuilders want to build more houses, but the rules and costs slows down production and frustrates many.

Councils/boards need to know the process to build a home, so they understand how hard the system is to navigate. Then hopefully these councils/boards will make the process easier. Municipalities can contribute land, give five-year tax exemptions, and speed up zoning changes that need to happen.

The LGMA has launched a 3-year Local Government Internship Program pilot. LGs with a population of 25,000 or less are eligible to apply to host an Intern for a 12-month internship. Applications are now open for hosts.

**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)

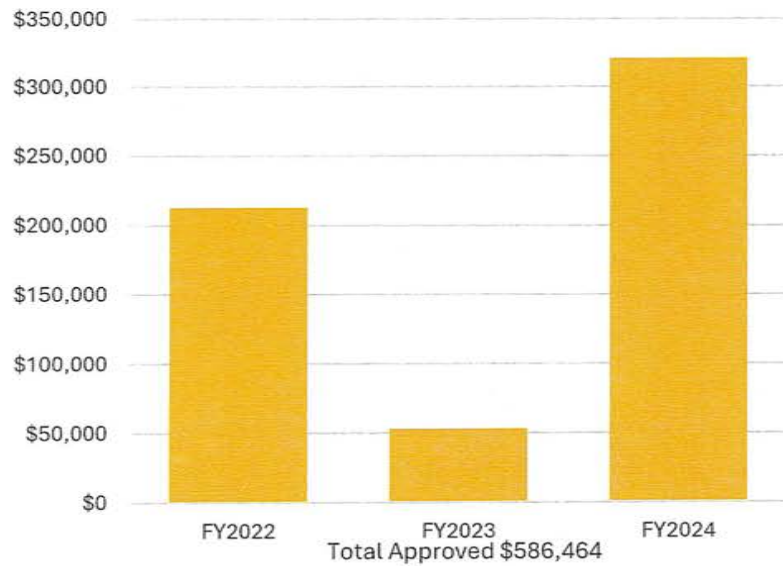
Communities in transition: global growth slowing, more interest rate cuts ahead, stronger growth expected in 2025, labour market unusually weak, but the government spending on capital investment, mining energy (LNG shipments), tourism, professional services, technology, and agriculture would be growth drivers. Some challenges and concerns would be weak/declining private sector in capital investment, land-based economy destabilized, financial strain households are facing.

Rural Health Care partners with Helicopters without borders. People that struggle getting to life saving medical appointments can be helped through HOPE AIR. It is a National Charity that was founded in 1986 and has expanded it's help area to any place the is more than a three-hour drive. Mark Rubinstein [mrubinstein@hopeair.ca](mailto:mrubinstein@hopeair.ca). Discussion that patience housing is needed around hospitals for out of towners.

Anticipating Emerging Challenges: Canada understands we need people to immigrate here to keep the economy going. From food production, technology, health care, and tourism to name a few. How to retain people in BC to fill jobs to keep sectors going without going backwards.

# Attachment 1: ETSI-BC FUNDING FY2022-24

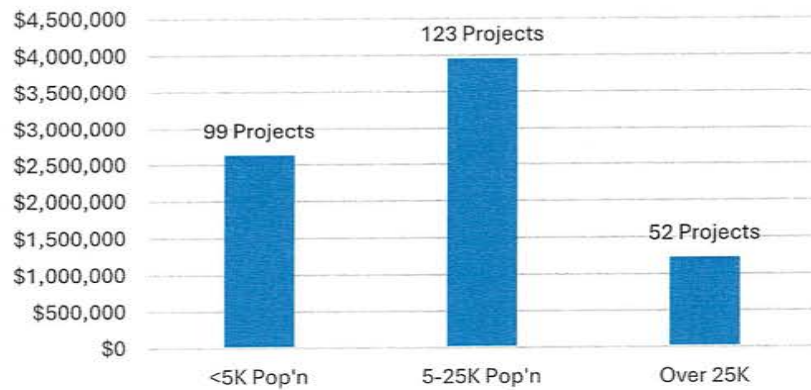
### ETSI-BC RDKB Funded Projects



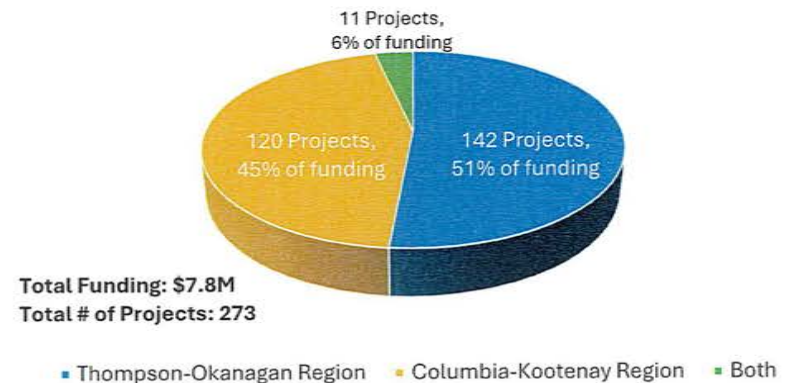
### ETSI-BC Funding by Regional District



### Projects Funded by Community Size



### ETSI-BC Funding by RAC Region 2021-2024



## Regional District of Kootenay Boundary Projects funded by ETSI-BC

Fiscal	Organization Name	Project Name	Funding Approved	Community
2022	Big White Mountain Chamber of Commerce	Business and Economic Development Strategic Analysis	\$7,500	Big White
2022	Boundary Community Ventures Association	Facilitating Meat Value-added production in the Boundary	\$50,000	Christina Lake
2022	Boundary Country Regional Chamber of Commerce	Boundary Community & Business Recovery Advisor	\$75,000	Grand Forks
2022	<i>Community Futures Greater Trail Cancelled</i>	<i>Business Facade Improvement</i>	<i>\$22,500</i>	<i>Trail</i>
2022	Lower Columbia Initiatives Corporation	West Kootenay Regional Supply Chain Resiliency	\$20,000	Trail
2022	Trail & District Chamber Commerce	Regional Recovery Project	\$37,500	Trail
2023	Boundary Country Chamber of Commerce	Recovery Advisor	\$16,014	Grand Forks
2023	CF Boundary Area	Grand Forks Sector Development Project	\$15,000	Grand Forks
2023	CF Greater Trail	Beyond the River Campaign	\$9,500	Trail
2023	Trail and District Chamber of Commerce	Lower Columbia Tourism Management Plan	\$12,500	Trail
2024	Big White Mountain Chamber of Commerce	Business Walk and Shop Local Program	\$5,750	Big White
2024	Boundary Country Regional Chamber of Commerce	Boundary Forest Impact Advisor	\$75,000	Grand Forks
2024	Boundary Country Regional Chamber of Commerce	Grand Forks Ambassador Program	\$15,000	Grand Forks
2024	Christina Gateway Community Development Association	Christina Lake on the Move	\$25,000	Christina Lake
2024	Greater Trail Community Skills Centre	EcoRenovate: Building a Sustainable Future Awareness Campaign	\$15,000	Trail
2024	Lower Columbia Community Development Team Society	Incredible Farmers' Market Expansion & Sustainability	\$30,000	Trail
2024	Lower Columbia Initiatives Corporation	West Kootenay Border Crossing Impact Assessment	\$15,000	Trail
2024	Lower Columbia Initiatives Corporation	Southern Interior Food Distribution Model Expansion and Implementation	\$35,000	Trail
2024	Next Gen Transit	Bus Operator Class 2 Driver Training	\$25,200	Trail
2024	Tourism Big White Society	Big White Mountain Community Shuttle	\$65,000	Kelowna
2024	Trails to The Boundary Society	Social Enterprise Opportunities for Rural Economic Development	\$15,000	Rock Creek
			<b>\$586,464</b>	



# Director's Report

## Director Leonard Casley – Village of New Denver

**Report Date:** October 16, 2024

### Union of British Columbia Municipalities (UBCM)

#### **MONDAY, SEPTEMBER 16**

**7:30 a.m.** – I handed out our healthcare flyer and business card to the BCTV crew stationed outside the main convention centre. This resulted in a lengthy BCTV television interview on the state of healthcare in rural and remote BC.

**09:50 – 10:20 a.m.** – New Denver Councillor Moss and I met with **Ministry of Forests** Executive Director Jennifer Reid and Assistant Deputy Forestry Minister Rob Schweitzer. We discussed turning fire guards over to the municipality, improved access to improve fire fighting efforts in the future, possible creation of our own community forest and creation of new fire guards where none presently exist. We also expressed our concern over private companies hired by insurance companies conflicting with BC Wildfire and community fire department fire fighting efforts going forward. This is definitely a Ministry of Forests concern as well.

**10:40-10:55 a.m.** – Myself, Councillor Moss, Sarrah Storey (Mayor of Fraser Lake), Gary Holman (Electoral Area Director Saltspring Regional District), Tom Zeleznik (Mayor of Nakusp), Dolly Edwards (Nakusp Councillor and Nakusp library board contact), and Cari-Lynn Gawletz (Grand Forks Library Director and Chair of the BC Library Directors Association) met with **Municipal Affairs Minister Kang** and her various deputy ministers and Marijke Edmondson (Executive Director of BC Public Libraries). Discussion centered around the increased importance of BC's public libraries to their communities and the continued underfunding of public libraries and the need to increase and provide sustained core funding that libraries can depend on year after year. Also discussed was the New Denver sponsored UBCM resolution to officially reinstate the 'grandfathered' Public Library Association model for BC's public libraries. Director Edmondson suggested we call her to further answer our inquiry about a possible existing Service Agreement between other libraries that we could use as a working template with Nakusp. She also suggested we discuss just what new services we could hope to expect under a service agreement with the Nakusp library.

**12:00 p.m.** – Myself and Councillor Moss had a lunch meeting with Green Party leader Sonia Furstenu and her assistants. We gave her our healthcare flyer plus business cards with the link to our public library PowerPoint file. Discussion was mostly about healthcare, particularly rural and remote BC healthcare and how many of our rural and remote healthcare opinions and suggestions are included in the Green Party's latest healthcare statement and position.

**2:00-4:00 p.m.** – I attended the Study Session 'Communities in Transition: Responding to Changes in BC's Resource Sector'. The panel members expressed concern about the 'winding down' of BC's large projects like the Site C dam, LNG pipelines, etc. essentially being an \$80 billion economic shock to BC's economy. The question was asked what will take their place?

**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)

BC's main growth driver now is the public sector. Public sector employment has surged 30% since 2019 while private sector growth has remained basically flat for 10 years.

Mining and energy are presently economic 'bright spots' for BC's export sector; residential building permits are at their lowest levels since 2017/2018; 94% of land in BC is crown land; Clean BC policies translate into economic costs (lower income) for all BC population; forest sector employment in BC has dropped by 50% from 1998 to 2021.

We need a redistribution of forest harvesting rights with smaller tenures. First Nations want to manage the land, not necessarily own it. Community forests are helping to keep their communities afloat by transferring forest tenures to communities.

Community forests are leaders in wildfire management and help to advance reconciliation with First Nations. I plan to visit the BC Community Forests booth in the tradeshow.

### **TUESDAY, SEPTEMBER 17**

**7:30 – 8:30 a.m.** – Councillor Moss and I attended the 'Rural and Remote Access to Healthcare' clinic hosted by the BC Rural Health Network. Panel members included Paul Adams (CAO of the BC Rural Health Network), representatives from Hope Air and Helicopters Without Borders, Jude Kornelsen (UBC Centre for Rural Health Research) A video presentation by Chris Unrau (lung transplant patient partner) was also shown.

Discussion involved problems and solutions regarding transfer and access to healthcare for rural and remote BC patients.

We need dedicated housing for transplant patients – eg. Cost per patient in Vancouver averages around \$4,000/day.

Helicopters Without Borders brings food into communities that have been struck by natural disasters. Oftimes there is 'panic buying' by people who can afford to do so. Store shelves are emptied and food has to be brought in.

Helicopters Without Borders also facilitates mobile clinics for rural and remote communities to save travel costs for residents. Eg. Dental clinics, optometry and audiology needs.

Hope Air is Canada's only national charity providing travel accommodations for healthcare. 'Where you live should not determine if you live'.

All transplants in BC happen in Vancouver. Financial assistance for oncology is limited to those with an income below \$150,000/year where for transplant patients it is \$30,000/year – a huge difference that needs to be addressed. Costs per transplant patient average \$44,000 and before transplant patients even apply to get on the waiting list they are told to have \$30,000 ready.

**9:00 a.m. – 12:00 p.m.** – We attended the '**Small Talk**' forum for smaller BC communities.

Sparwood Mayor spoke about their community ice skating loop and the need for communities to utilize under used spaces.



Next was 'Accessing Childcare In Small Communities'. Goal is \$10/day childcare and both the Federal and BC Provincial governments are committed to that. There are presently 16,000 \$10/day spaces now in BC but 4,000 families in BC can't find or afford child care.

Decentralized childcare isn't the answer and the need is for centrally planned provincial childcare. The public expects local government to help in childcare expansion and/or retention. Transportation to childcare is also an issue and the Provincial government should be funding local governments to aid local childcare initiatives. We had a very interesting online questionnaire for all present to participate in. Program name is Slido.com.

FIRST NATIONS ECONOMIC PRESENTATION: First Nations are the only demographic that will not relocate during challenging economic times. 'Harmonization of paths' will foster economic stability and viability for everyone. Nurturing a thriving middle class is part of economic reconciliation. Strategic partnerships should be aligned with community aspirations. Points from the Provincial 2018 First Nations Commitment document were highlighted.

FIRE PROTECTION OF ESSENTIAL BUSINESSES: Presented by Kaslo Village councillor. 'Learnings from Lytton' document was cited. Kaslo FireSmart initiatives very similar to our own.

**12:00** – Met with Cari Lynn Gawletz (Chair of the BC Library Directors' Association) and Marijke Edmondson (Executive Director BC Public Libraries). We spoke about a possible service agreement with the Nakusp Library and I asked Marijke about presenting at one of our library committee meetings. She agreed and said other BC Library staff attending would be a good idea.

I met with Sharon Gregson, the co-ordinator of the BC \$10/Day Childcare program. We spoke about our local program and need to achieve the \$10/Day status. Also discussed was the need for a shading system at our local daycare facility.

**02:00 – 2:30 p.m. – Ministry of Environment and Climate Change Strategy**

Myself, Councillor Moss, Tanya Gordon (Silverton Mayor) and Walter Popoff (RDCK Area H Director) met to discuss wildfire fighting access in our parks, combustible debris on forest floors in parks and the need for improved co-ordination between BC Parks and local communities in times of wildfires.

**02:40-03:10 p.m.** – Meeting with IHA CAO Susan Brown and Susan Dolinski, IHA VP Communications and Culture.

Present were myself, Councillor Moss, Tom Zelenski (Nakusp Mayor), Tanya Gordon (Silverton Mayor), Leah Main (Silverton Councillor), Jessica Lunn (Slocan Mayor).

Discussion centered around our 2 year reduction of 24/7 ER service because of lack of nursing staff. I asked questions about our present nursing compliment and positions needed. At that point the discussion seemed to focus on semantics – just whether the terms 'positions' or 'lines' were more appropriate. Councillor Moss asked Susan Brown if IHA is still committed to restoration of our 24/7 service and she replied in the affirmative. He also asked her if the current nursing job postings are sufficient to restore us to 24/7 if filled. Susan replied that she will get back to us on that issue. We said that it wasn't us asking but it's our communities that want to know and are counting on us to work with IHA to restore 24/7 ER services.

**03:20-03:50 p.m.** – Meeting with IHA CAO Susan Brown and Susan Dolinski, IHA VP Communications and Culture.

Present were Myself and New Denver Councillor Moss. Discussion included possible housing on present Health Centre property, FireSmarting efforts on Health Centre property and possible IHA funded new healthcare professional recruitment video. We agreed to send VP Dolinski photos of our FireSmart day at the Health Centre so IHA can include an article in their community newsletter. We also agreed to contact VP Dolinski to hopefully initiate the process of creating a new recruitment video for the Slocan Community Health Centre.

CAO Brown will make inquiries about working with us on possible housing initiative and the Village will contact BC Housing to see if there is any interest in helping out with said potential housing project.

### **WEDNESDAY, SEPTEMBER 18**

#### **10:30 a.m. – TRADESHOW:**

Talked to and took away an information package from the **Rental Protection Fund**. They may be willing to look at assisting the New Denver Housing Society in purchasing single unit low income housing. Will give the information to our local housing society.

Talked with the **McElhanney Group**. They specialize in helping small communities with OCPs and grant funding. Have business card to give to our CAO.

**StructureCraft** – an engineering firm that builds pedestrian bridges similar to what Council has discussed in the past, namely a bridge over Carpenter Creek. They are going to send us an email detailing what they need re: location of a possible bridge. They will work with us to come with a cost estimate of said bridge. Have business card with contact information.

**Green Municipal Fund** – A program of FCM. Could possibly fund tree planting on our main street or the campground. Have business card and information sheet.

**BC Community Forest Association** – Discussed possibilities for our own community forest. Presently all forest land for community forests is spoken for. They suggested that we help lobby the provincial government to release more land for community forests. Have business card and information package.

**TrafficLogix** – I spoke to them re: traffic calming solutions. Have information brochure.

Spoke with Kelly Vandenberghe, the Kootenay Central BC Conservative Party candidate. Discussed our rural and remote plus local healthcare concerns, ideas and solutions. Also discussed our sponsored UBCM BC library related resolutions and the need for increased and core annual budgeted funding for BC libraries.

Met with Nakusp Mayor and discussed extension of the present Nakusp airport and Village of New Denver support.

Voted for 3<sup>rd</sup> and 1<sup>st</sup> VPs at UBCM voting session.

### **THURSDAY, SEPTEMBER 19**

#### **07:00 – 07:45 a.m. – Measuring Social Impact of Public Libraries Clinic**

Myself and Councillor Moss attended. There are 71 libraries across the province. 'Project Outcome' is a free online service for libraries to collect information and data. It also provides a set of standardized surveys that can be customized by libraries to suit their needs.



We spoke to the two resolutions New Denver is sponsoring and asked all present to please vote 'yes' when they come up for voting. We also thanked Cari-Lynn Gawletz (Panel member) for attending and helping us at our meeting with Municipal Affairs Minister Kang. We remarked that every elected representative present at UBCM should speak with all the various party candidates they speak with to lobby for increased and budgeted core funding for BC libraries.

#### **09:00 – 09:30 a.m. – BC Hydro**

Present: Myself and Councillor Moss. Present for BC Hydro was Lanny Sawchuck (BC Hydro Director, Line Field Operations) and Mary Anne Coules (BC Hydro Southern Interior Community Relations).

Discussed was the need for better communication between fire crews on the ground in wildfire situations when it comes to de-energizing and grounding Hydro lines; thinning of rights away further back is part of the wildfire fighting solution; Hydro has more latitude to take out danger trees for substation lines vs. distribution lines. The BC Hydro 'Broad Impact Grant' could result in \$6-7,000 towards our local fire department. Mary Anne will contact the Village with particulars. She also said BC Hydro representatives would be willing to attend a local post wildfire debriefing session.

#### **TRADESHOW**

Met with Mark Rubinstein, CEO of **Hope Air**. We mainly discussed access to care in rural and remote BC and recent short term funding provided by the Provincial government to Hope Air. Also discussed was Hope Air's membership in the BC Rural Health Network and their gratitude to BCRHN for their promotional work done for Hope Air. We gave Mr. Rubinstein a few of our healthcare flyers.

Spoke with Cathy Peters, Educator for the '**Be Amazing**' program which sponsors the **Canadian Human Trafficking Hotline**. We discussed ways the Village of New Denver could possibly be of assistance and also spoke about BC rural and remote health issues. We gave Cathy some of our flyers and were in a photo taken with her. Mayor Casley and myself were displaying our flyers in the photo. We left a few flyers with Cathy that she said she would distribute.

Met with **BC Nurses' Union** representatives. (Joel French, Communications Officer). Discussion centered around remote and rural BC healthcare problems. We handed out flyers and had our picture taken with the Union representatives. Myself and Councillor Moss held up our flyers in the photo as well.

Spoke with **Lucinda Yeung (Assistant Deputy of Municipal Affairs)**. She was present at our meeting on Monday with the Municipal Affairs Minister and staff when we discussed library issues. Discussion focussed on needed and long overdue consistent funding for BC's libraries and the uncertainty of where BC's libraries will stand after the upcoming election.

**11:15 a.m. – 12:00 p.m.** – Attended the address by Premier Eby. He spoke mainly on public safety, housing and infrastructure spending.

UBCM is calling on the Province to commit to an annual transfer of a percentage of the Provincial Property Transfer Tax to support local efforts in subsidizing affordable housing supply and homelessness responses, and \$650 million annually to be delivered directly to communities for local infrastructure.

Participated throughout the day in the election of Table Officers and Executive positions.

**NOTE:** During the week we left many rural and remote BC healthcare flyers in spots where people gathered. Of times people were present and we ended up discussing our flyer points. Our flyers were very well received and we were left with the realization that healthcare is probably the number one election issue in the upcoming election. Everyone thought the fact our flyers were apolitical and weren't speaking for any party in particular was a great idea and that seemed to be appreciated. People were impressed by the healthcare questions our flyer posed.

We also distributed many of our Village of New Denver business cards with the QR link to our library PowerPoint file that highlights the two UBCM recommendations we sponsored (Increased and core sustainable funding for BC's public libraries – and – official reinstatement of the 1994 'grandfathered' Public Library Association operating model.



September 12, 2024

**RE: Invitation to Provide Feedback on Provincial Flood Policy Guidance**

Following unsuccessful efforts this summer to virtually engage on foundational flood policy guidance identified through engagement on the [B.C. Flood Strategy](#), the Ministry of Water, Land and Resource Stewardship (WLRs) invites you to provide feedback on the following:

- [Wise Practices for Advancing First Nations and Local Government Partnerships for Integrated Flood Management](#)
- [Design Guidelines for Nature-Based Solutions for B.C. Flood Infrastructure](#)
- [Integrated Flood Management Planning](#)
- [Economic Assessments and Decision-Making for Managed Retreat in British Columbia](#)

Written submission (up to 500 words) through our [Home - BC Flood Strategy \(gov.bc.ca\)](#) portal will be accepted until December 20th, 2024. The links above provide “backgrounders” to inform the policy guidance topics being contemplated.

Subsequent feedback received will reshape our efforts to scope and buildout these topics into provincial flood policy guidance. Future opportunities to engage on these topics will also be sought, however such efforts are subject to government direction.

Feedback is focused on First Nations, Indigenous Governing Bodies, Local Governments, Diking Authorities, Non-Profit Organizations, Professional Associations, Industry, Agriculture, Tourism, Academia, and others who are engaged on moving our provincial flood resilience forward.

We look forward to your feedback,

Warm Regards,

Kelly Sims, BA MPLAN  
Director, Flood Policy – Water Management Branch  
Water, Fisheries and Coast Division



Reference: 43304

October 2, 2024

**VIA EMAIL:** [awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca)

Aimee Watson, Board Chair  
Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive  
Nelson, British Columbia  
V1L 5R4

Dear Aimee Watson:

Thank you for your letter of September 17, 2024, to Premier Eby, regarding funding of the Columbia River Salmon Reintroduction Initiative (CRSRI): Bringing the Salmon Home. As the Deputy Minister of the Ministry of Water, Land and Resource Stewardship (WLRs), I have been asked to respond.

British Columbia (B.C.) has partnered in this Indigenous-led work since the signing of the initial Letter of Agreement in 2019. Provincial staff continued to support this work through participation at all levels of the working groups, including the Executive Working Group, the Technical Working Group, and a Funding Action Committee.

Since 2019, B.C. has provided annual funding to support CRSRI: Bringing the Salmon Home, totalling \$1.5M. In addition, B.C. and Fisheries and Oceans Canada recently allocated \$5.3M in funding to the B.C. Salmon Restoration and Innovation Fund (BCSRIF). More information is available here: <https://www.dfo-mpo.gc.ca/fisheries-peches/initiatives/fish-fund-bc-fonds-peche-cb/projects-projets-eng.html>.

While B.C., has not committed funding beyond the end of March 2025, WRLS remains deeply committed to working with CRSRI to find long-term funding solutions. WLRs is also engaged in planning processes that look beyond March 2025.

Page 1 of 2

Aimee Watson, Board Chair

Again, thank you for writing and sharing your concerns.

Sincerely,

A handwritten signature in black ink that reads "Lori Halls". The signature is written in a cursive, flowing style.

Lori Halls  
Deputy Minister

pc: Honourable David Eby, Premier of British Columbia

Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship



Reference: 43310

October 8, 2024

**VIA EMAIL:** [awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca)

Aimee Watson, Board Chair  
Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive  
Nelson, British Columbia  
V1L 5R4

Dear Aimee Watson:

On behalf of Minister Cullen, thank you for taking the time to meet with the Ministry of Water, Land and Resource Stewardship (WLRS), at this year's Union of British Columbia Municipalities Convention in Vancouver on September 17, 2024, regarding water licencing delays and related impacts.

I appreciate the frustration of the Regional District of Central Kootenay (RDCK) with water licencing delays. I have asked WLRS regional staff to connect with Regional District staff directly on this issue.

I am grateful we had the opportunity to meet about topics of mutual importance to provincial and local government.

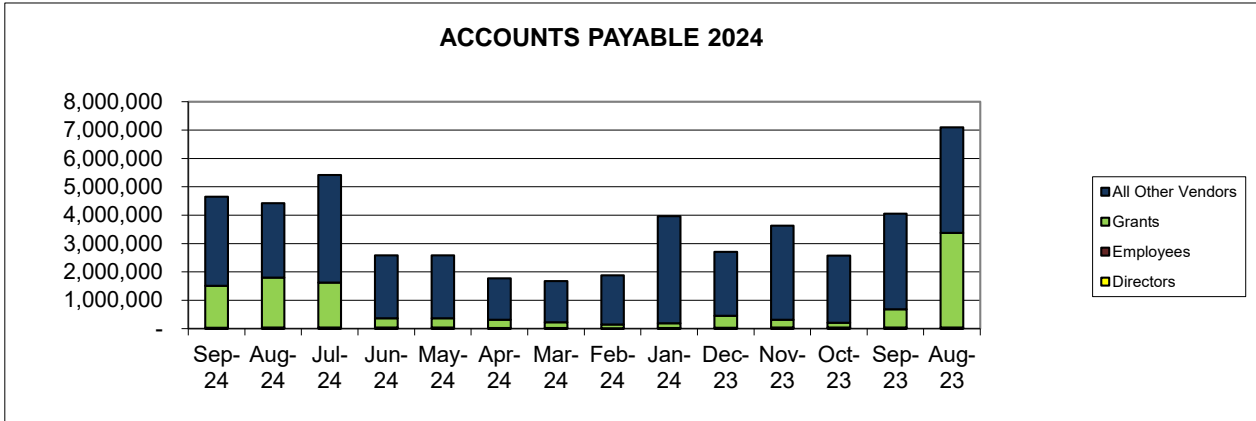
Sincerely,

A handwritten signature in cursive script that reads "Lori Halls".

Lori Halls  
Deputy Minister

pc: Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship

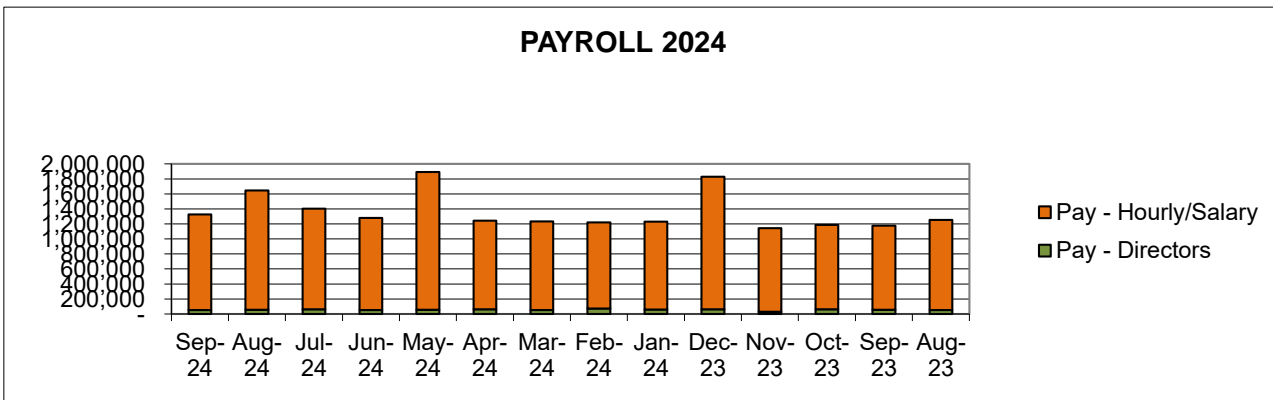
## Financial Expenditure Report for September 2024



	Number of Payments	Value	% of Total
	1,093	\$4,649,320	
<b>Top 80% of payments by value</b>	68	3,718,906	80%
<b>Remaining 20% of payments by value</b>	1,025	930,414	20%
<b>Total</b>		<b>\$4,649,320</b>	<b>100%</b>

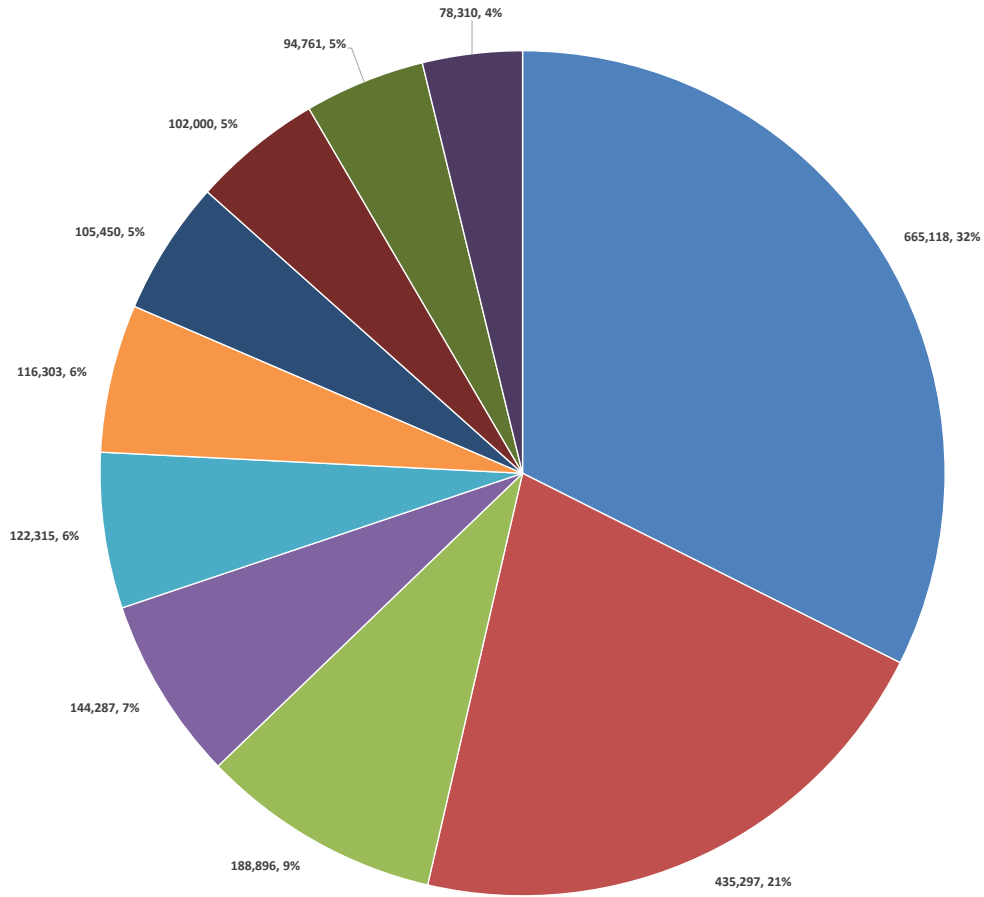
	Number of Payments	Value	% of Total
	1,093	\$4,649,320	
<b>Payments to Directors</b>	19	2,162	0.0%
<b>Payments to Employees</b>	114	30,742	0.7%
<b>Subtotal</b>		<b>32,904</b>	<b>0.7%</b>
<b>Discretionary and Community Development Grants</b>	72	1,476,461	31.8%
<b>Other Vendors</b>	888	3,139,956	67.5%
<b>Subtotal</b>		<b>4,616,416</b>	<b>99.3%</b>
<b>Total</b>		<b>\$4,649,320</b>	<b>100%</b>

Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	960	88%	133	12%



	Number of Payments	Value	% of Total
		\$1,324,663	100%
<b>Directors</b>		52,215	3.9%
<b>Hourly/Salary</b>		1,272,449	96.1%

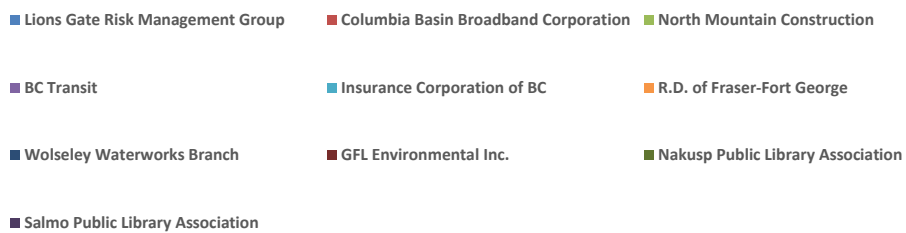
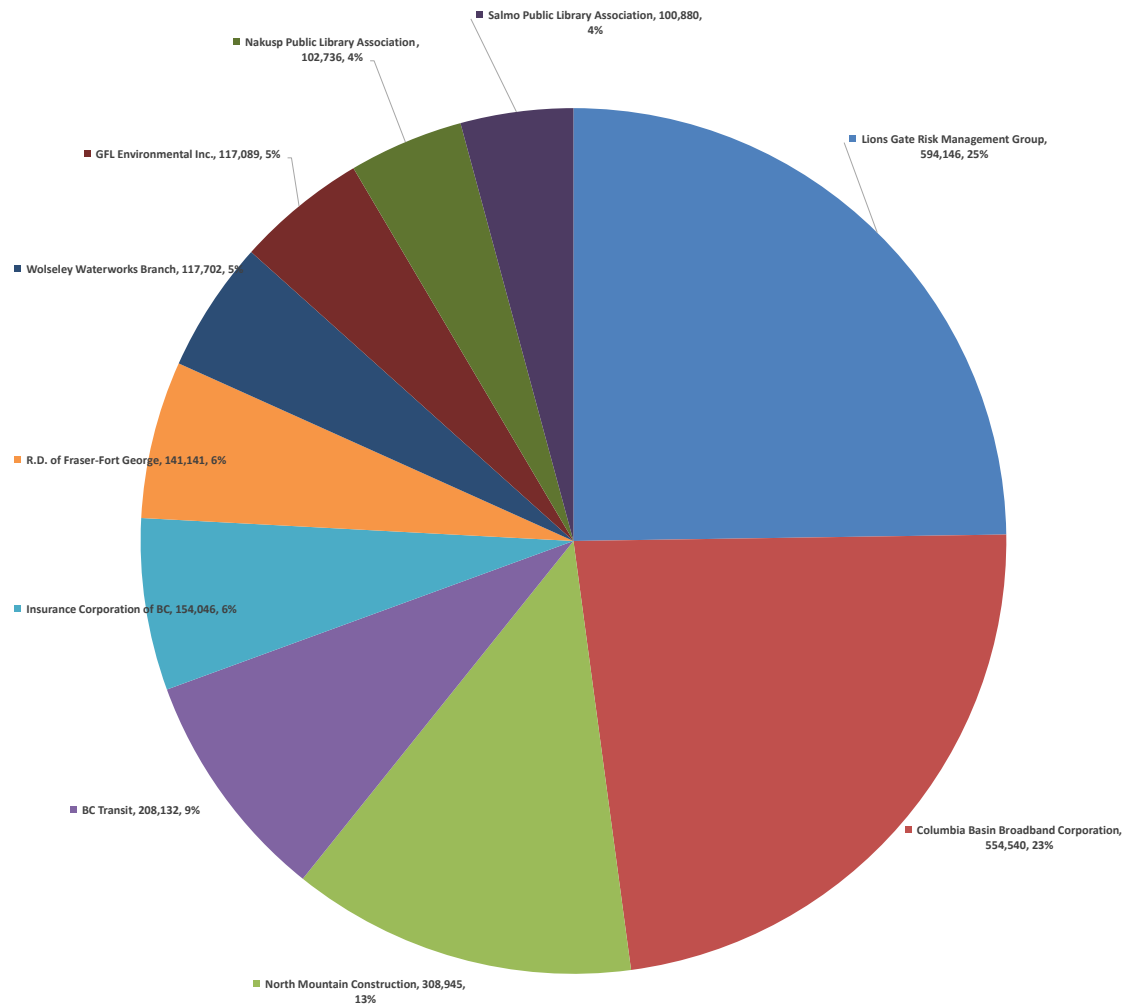
## Top 10 Services by Amount Spent



- Emergency Consolidated Services
- 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
- Emergency Communications 911
- Water Utility-Area B (Arrow Creek)
- Water Utility-Area B (Erickson)
- Recreation Facility-Nelson and Areas F and Defined E
- Economic Development-Area A
- Rural Administration
- Transit-Kootenay Lake West



## Top 10 Vendors by Value



**Accounts Payable Top 80% of Payments for September 2024**

Top 80% of payments by value	Number of Payments		Value
	68	\$	
			<b>3,718,906</b>
Arrow & Slocan Lakes Community Services (ASLCS)	1	\$	18,900.00
Arrow Lakes Aggregates	2	\$	43,323.66
Associated Engineering	1	\$	10,351.71
Associated Fire Safety Equipment	1	\$	9,313.50
BC Transit	4	\$	208,131.97
Bi Purewater	1	\$	99,117.90
Brogan Fire & Safety	1	\$	10,870.65
Burton Community Association	1	\$	17,191.00
Castlegar Festivals Society	1	\$	17,061.82
Castlegar Friends of Parks and Trails Society (2001)	1	\$	45,000.00
Central Kootenay Garbage Club Inc.	1	\$	9,817.50
Columbia Basin Broadband Corporation	1	\$	554,540.00
Crawford Bay & District Hall & Parks Association	1	\$	37,281.00
Creston Valley Minor Hockey Association	1	\$	18,000.00
Fauquier Community Club Society	1	\$	31,500.00
FortisBC - Electricity	2	\$	27,331.98
Fortisbc - Natural Gas	1	\$	9,212.44
FPIInnovations	1	\$	12,206.25
Freemotion Fitness Inc.	2	\$	20,284.00
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	68,214.71
GFL Environmental Inc.	5	\$	117,089.34
Halo Software LLC	1	\$	11,025.00
Healthy Community Society of the North Slocan Valley	1	\$	22,340.00
Heritage Roofing & Sheet Metal Ltd.	1	\$	100,213.35
Insight Canada Inc.	1	\$	15,063.58
Insurance Corporation of BC	1	\$	154,046.00
Izu-Shi Friendship Society	1	\$	16,209.50
Kaslo Infonet Society	2	\$	96,390.00
Lions Gate Risk Management Group	2	\$	594,146.20
Lister Community Association	1	\$	21,550.00
Morrow Bioscience Ltd	1	\$	13,763.40
Nakusp & District Museum Society	1	\$	18,170.00
Nakusp Public Library Association	1	\$	102,736.00
NDB Construction Ltd.	1	\$	40,672.04
Nelson Cycling Club	1	\$	22,876.80
Nelson Hydro	1	\$	26,861.43
Nelson Search & Rescue	1	\$	33,754.00
Nelson, City Of	1	\$	12,500.00
North Mountain Construction	1	\$	308,945.07
Pass Creek Exhibition Society	1	\$	19,285.71
R.D. of Fraser-Fort George	1	\$	141,141.41
Riondel Reading Centre	1	\$	20,000.00
Robson Recreation Society	1	\$	45,000.00
Royal Canadian Legion #1-020 Nakusp	1	\$	18,000.00
Salmo & District Chamber of Commerce	1	\$	12,240.00
Salmo Museum Society	1	\$	20,468.00
Salmo Public Library Association	1	\$	100,880.00
Salmo Valley Youth & Community Centre	1	\$	64,260.00
Tetra Tech Canada Inc.	1	\$	9,549.75
Total Power Limited	1	\$	52,488.80
West Creston Community Hall Society	1	\$	21,550.00
Wild West Drilling Inc	1	\$	19,538.53
Wolseley Waterworks Branch	1	\$	117,702.41
Wynndel Community Centre	1	\$	21,550.00
Yahk-Kingsgate Recreation Society	2	\$	39,250.00

## Accounts Payable Bottom 20% of Payments for September 2024

Remaining 20% of payments by value	Number of Payments		Value
	1,025	\$	
			<b>930,414</b>
1400142 BC Ltd.	1	\$	1,553.31
1426051 BC Ltd DBA: Simon's Garage Door Services	1	\$	6,995.10
5 Star Services and Products Inc.	2	\$	792.59
A&A Painting Ltd.	1	\$	199.50
A&G Supply Ltd	1	\$	2,771.51
A-3 Plumbing Heating & Gas Fitting Ltd	1	\$	1,896.64
Ab Firetech Ltd	1	\$	2,644.60
Able Plastics Ltd	1	\$	788.48
Accent Carpet Care	1	\$	241.79
ACE Courier Services	7	\$	301.20
Acklands-Grainger Inc	3	\$	662.19
Agilyx Solutions Limited	1	\$	1,072.32
Air Liquide Canada Inc	5	\$	302.41
Alberta Fire Chiefs Association	1	\$	874.06
ALS Canada Ltd.	1	\$	2,803.05
Aluma Systems Inc.	1	\$	2,169.16
Andex Equipment Rentals	2	\$	338.31
Andrew Sheret Ltd	16	\$	7,122.58
Arrow & Slocan Lakes Community Services (ASLCS)	1	\$	900.00
Arrow Lakes District Arts Council Society	1	\$	2,500.00
Arrow Mountain Carwash & Mini Storage Ltd	2	\$	6,300.00
Arrow Park Community Association	1	\$	1,574.00
Associated Engineering	1	\$	7,567.07
Associated Fire Safety Equipment	8	\$	17,555.65
Atomic Crayon	1	\$	1,581.83
Authorized Security Ltd.	1	\$	252.00
B&L Security Patrol (1981) Ltd	1	\$	2,156.70
B.C. Scale Co. Ltd.	4	\$	14,895.04
Balanced Plumbing & Heating Ltd.	1	\$	1,145.39
Balfour Senior Citizens Association Branch #120	3	\$	3,999.00
Barnhouse, Greg	2	\$	616.81
BC Hydro & Power Authority	2	\$	2,195.08
BC Transit	1	\$	3,432.97
BDO Canada LLP	1	\$	5,617.50
Beaudet, Philippe	1	\$	1,659.21
Beerens, Kurt	2	\$	924.60
Bench, Heidi	1	\$	1,099.99
Benko, Kelly	1	\$	25.00
Bergeron, Genevieve	1	\$	495.58
BGC Engineering Inc.	1	\$	134.40
Bi Purewater	2	\$	5,481.23
Bibby-Fox, Garry	1	\$	6,189.75
Bill's Heavy Duty Enterprises (2004) Ltd.	7	\$	7,274.27
Black Press Group Ltd	2	\$	2,564.10
Bluebell Publishing	1	\$	168.00
Boswell, Dorian DBA: DBoz Consulting	1	\$	1,386.00
BrandSource Vance Home Furnishings	1	\$	2,127.68
Brault Roofing (BC) Inc.	1	\$	4,143.30
Breath Love Enterprises Ltd. O/A Mountain Valley Station	1	\$	1,275.77
Brenton Industries Ltd	1	\$	3,634.68
Briggs, Nathan	1	\$	104.30
Briscoe, Ian	1	\$	265.00
Brogan Fire & Safety	6	\$	6,763.79
Buckler, Brandon LJ	2	\$	197.40
Burgess, Morgan	1	\$	117.60
Burton Community Association	4	\$	5,432.31
Burton Community Learning Centre	1	\$	925.90
Burton Seniors Society	1	\$	6,109.43
C.A. Fischer Lumber Co. Ltd.	14	\$	1,164.44
Calvert-Smith, Corrina	1	\$	220.00
Canadian Dewatering LP	1	\$	5,191.83
Canadian Linen & Uniform	4	\$	391.86
Canadian Red Cross	4	\$	2,022.80
Canadian Safety Supplies	1	\$	1,093.91

Remaining 20% of payments by value	Number of Payments		Value
	1,025	\$	
CanGas Propane Inc.	3	\$	712.77
Canoe - Kai Tire Castlegar	2	\$	4,747.18
Carvello Law Corporation	4	\$	16,549.60
Case Grypma Mechanical LTD	2	\$	388.50
Castlegar Home Hardware	3	\$	398.61
Castlegar Muffler LTd	1	\$	136.48
Castlegar Sculpturewalk Society	1	\$	2,699.50
Castlegar, City Of	1	\$	262.50
CDW Canada Corp	4	\$	5,445.44
Christian, Peg	1	\$	176.40
Christie, Laura	1	\$	25.00
Christine Ross Architect	1	\$	1,372.88
Cintas Canada Ltd Location 889	1	\$	153.05
City Glass and Windshield Shop Ltd.	1	\$	727.31
Civic Auto Repair	1	\$	186.51
Clarke, Ryan	5	\$	1,379.80
Classic Glass & Trim	2	\$	1,621.25
Cleartech Industries Inc	9	\$	20,485.01
CMJ Equipment	1	\$	1,202.25
College Of The Rockies	1	\$	5,840.75
Columbia Basin Broadband Corporation	1	\$	5,000.80
Columbia Basin Trust	2	\$	3,000.00
Columbia Wireless Inc	5	\$	408.80
Comfort Welding Ltd	6	\$	1,898.92
Community Futures of Central Kootenay	1	\$	210.00
Coral Canada Wide Ltd.	1	\$	455.96
Cover Architectural Collaborative Inc.	1	\$	1,862.70
Cowan's Office Supplies	12	\$	1,763.86
Cranbrook Water Conditioning Ltd.	3	\$	202.78
Crawford Bay Store	5	\$	338.70
Crawford Truck & Equipment	1	\$	462.63
Creston Valley Jr Hockey Society	1	\$	563.86
Creston Valley Minor Hockey Association	2	\$	3,000.00
Creston, Town Of	2	\$	1,692.78
Creston, Town of	2	\$	1,692.90
Cunningham, Hans	2	\$	91.00
Cupe Local 2262	2	\$	4,857.98
Cupe Local 748	2	\$	1,398.82
Dafco Filtration Group	1	\$	3,133.77
Daley, Kimberlee	1	\$	31.36
Dave's Plumbing Ltd	3	\$	8,920.50
Davidson, Gregory	1	\$	3,300.00
DB Perks & Associates Ltd	6	\$	6,103.35
DeBoon, Arnold Frank	1	\$	206.53
DHC Communications Inc	3	\$	3,813.98
Dig'em Excavating	1	\$	2,268.00
Ditson, Dauna	1	\$	22.56
Dominion Govlaw LLP	2	\$	2,231.99
Doran, Andrew	2	\$	503.20
Dreher, Marla	1	\$	182.00
Dye, Cindy	1	\$	750.00
Dye, Shane	2	\$	919.97
Dynamo Enterprises	1	\$	819.00
East Shore Internet Society	2	\$	129.92
East Shore Trail and Bike Association	1	\$	620.00
Edgewood Volunteer Fire Department	2	\$	7,500.00
Emco Corporation	2	\$	3,522.44
Evoke Buildings Engineering Inc.	3	\$	12,273.10
Expresslane Deliveries	1	\$	377.50
Federated Co-Operatives Ltd	5	\$	4,247.57
Fergie, Barbara	2	\$	169.26
Fluent Information Management Systems Inc	2	\$	7,560.00
Focus Right Contracting	1	\$	735.00
FortisBC - Electricity	31	\$	18,289.13
Fortisbc - Natural Gas	2	\$	7,301.95
Foster, Noah	1	\$	102.20
Four Star Communications Inc	1	\$	146.74
Fraser Valley Building Supplies Inc.	16	\$	2,160.83
Froehlich, Clifford	3	\$	1,404.35

Remaining 20% of payments by value	Number of Payments		Value
	1,025	\$	
Gescan	1	\$	845.60
GFL Environmental Inc.	6	\$	12,058.20
Gibbons, Donald	3	\$	1,241.80
Gilbert Parts Depot	6	\$	383.08
Gilbert, Ryan	1	\$	101.40
Global Industrial Canada	1	\$	192.52
Goat Mountain Kids Society	1	\$	7,470.00
Gorrissen, Willy J	1	\$	131.30
Graham Marine Construction	1	\$	471.45
Graham, Cheryl Elaine	1	\$	46.47
Gray Creek Hall Society	1	\$	30.00
Gray's Contracting	1	\$	562.28
Greene, Gregory	5	\$	2,641.45
Groenhuysen, Rene	1	\$	100.80
Guest Automation Inc.	1	\$	871.50
Guille, Pam	1	\$	1,365.00
Guillevin International Inc	2	\$	1,177.21
Gwil Industries Inc.	2	\$	3,320.63
Habitat Systems Inc.	1	\$	1,976.45
Haire, Marjorie	1	\$	137.95
Hanegraaf, Henny (Henrica)	2	\$	121.96
Harrison, Jerold	1	\$	409.50
Health Arts Society	1	\$	1,080.22
Heritage Roofing & Sheet Metal Ltd.	1	\$	367.50
Herman, Maria	1	\$	135.00
Hewat, Suzan	1	\$	98.00
Hewgill, Mathew	1	\$	250.00
Higgins, Stephen	1	\$	248.30
HinterLand Surveying & Geomatics Inc	1	\$	8,699.75
Hi-Pro Sporting Goods Ltd	1	\$	1,576.47
Hitchon, William DBA: 5th Gear	3	\$	7,150.00
Hi-Way 9 Express Ltd	2	\$	220.47
Holoboff, Dave	1	\$	634.00
Hootsuite Inc.	1	\$	3,146.50
Hopkyns, John (Chris)	1	\$	63.00
Hufty's Leasing Ltd	1	\$	547.66
Hume Hotel	4	\$	400.33
Hywood Truck & Equipment Ltd	5	\$	5,370.01
I.T. Blueprint Solutions Consulting Inc.	1	\$	3,969.23
Imada, Sharon	1	\$	60.00
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,039.06
Infosat Communications	1	\$	228.50
Inland Allcare	26	\$	11,779.64
Insurance Corporation of BC	1	\$	96.00
Interior Health Authority - Environmental Health	1	\$	147.00
Iron Mountain	1	\$	1,068.87
J.J.H. Enterprises dba: Practicar	3	\$	7,796.89
Jackman, Garry	1	\$	101.22
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	11	\$	897.38
JB's Mobile Locksmith	1	\$	158.00
Jeff Ainge & Associates Inc.	1	\$	588.00
Jennifer Wickwire	2	\$	725.00
Johnny's Grocery & Gas Sales	1	\$	41.00
Justice Institute Of Bc	1	\$	1,311.46
Kanigan, Dayna	1	\$	123.20
Kaslo Building Maintenance	1	\$	609.00
Kaslo Building Supplies	2	\$	200.57
Kaslo Front Street Market	2	\$	60.36
Kaslo Infonet Society	2	\$	237.00
Kaslo, Village Of	1	\$	66.46
Kathy Gordon's Cleaning Services	6	\$	970.50
KBRH Health Foundation	2	\$	4,546.52
Kel Print	1	\$	163.81
Kelly, Patrick	1	\$	49.00
Kelly's Maintenance and Services	1	\$	3,062.48
Kilburn, Jackie	1	\$	2,460.00
Kinakin, Bob	1	\$	300.00
Knudsen, Leroy B	1	\$	117.60

Remaining 20% of payments by value	Number of Payments		Value
	1,025	\$	
Kokanee Chalets	1	\$	2,100.00
Kokanee Fire & Safety Ltd.	1	\$	1,088.91
Kokanee Ford Sales Ltd.	1	\$	373.79
Kone Inc	1	\$	1,637.65
Kootenay Carshare Cooperative	1	\$	2,141.77
Kootenay Columbia Discovery Society	1	\$	939.29
Kootenay Duct Cleaners	1	\$	6,300.00
Kootenay Family Place	2	\$	13,563.76
Kootenay Glass & Mirror Ltd	1	\$	3.75
Kootenay Ground Maintenance Ltd.	1	\$	1,211.66
Kootenay Industrial Supply Ltd	9	\$	852.56
Kootenay Native Plant Society	1	\$	4,999.36
Kootenay Valley Water & Spas	6	\$	170.05
L.D. Mann & Associates Ltd. dba: Lorne D. Mann, Notary Pul	2	\$	346.50
Lakeland Fire & Safety	2	\$	3,678.63
Lardeau Valley Community Club	1	\$	4,500.00
Laurie, Michelle	1	\$	217.35
Lavoie, Denis	1	\$	112.10
Lay, Jessie	2	\$	457.80
Levine, Jesse	1	\$	210.00
Lidstone & Company	2	\$	2,766.40
Lifesaving Society (Burnaby)	4	\$	1,868.25
Lillies, Rebecca	2	\$	535.50
Lister Community Cemetery	1	\$	3,500.00
Living Lakes Canada	2	\$	3,514.96
Lockwood, Diana LD	1	\$	58.62
Lo-Cost Propane	2	\$	954.90
Loran, Max	1	\$	96.60
Lordco Parts Ltd	9	\$	1,721.43
Lorencz, Cal	2	\$	373.70
Mad Dog Electrical and Construction	1	\$	99.75
Maglio, Benjamin	3	\$	97.12
Maher, Phill	1	\$	667.60
Main, Leah	1	\$	135.80
Malekow, Pamela	2	\$	163.10
Mallard's Source for Sports	1	\$	212.02
Marshall Smith, Paris	1	\$	155.00
Marshall, Charity	4	\$	369.60
Martech Electrical Systems Ltd	3	\$	2,774.82
Martech Motor Winding Ltd	1	\$	1,905.94
Mathes, Loren	1	\$	80.45
Mayday Electric Ltd	1	\$	105.00
McFaddin, Maria June	1	\$	68.70
McLaren-Caux, Aiden(Kenneth)	1	\$	205.10
Mearl's Machine Works Ltd	1	\$	850.75
Medhurst, Cory	1	\$	335.20
Mequipco Ltd.	1	\$	212.26
Michaud, Shawn T	1	\$	149.99
Michaux, Gordon	1	\$	303.05
Minister of Finance	5	\$	16,433.48
Minister Of Finance - Product Distribution Centre	6	\$	2,245.20
Mitchell Supply Ltd	6	\$	459.85
Morissette, Taila	1	\$	353.40
Morrison, Erin	5	\$	585.14
Mountain Transport Institute ltd	1	\$	350.00
Moustache, Roland	1	\$	210.00
Nakusp Home Hardware	1	\$	94.02
Nanaimo, City of	20	\$	4,678.81
Nasmyth Morrow & Bogusz (In Trust)	5	\$	3,199.10
Navigata Communications Ltd. dba ThinkTel	1	\$	22.19
Nawalkowski, Samantha	1	\$	15.56
NDB Construction Ltd.	1	\$	695.31
Nedham, Suzanne	1	\$	24.80
Nelson Building Centre Ltd	30	\$	2,692.58
Nelson Electric Tramway Society	1	\$	9,000.00
Nelson Farmers Supply Ltd	25	\$	3,562.94
Nelson Ford Sales (2003) Inc.	1	\$	346.54
Nelson Hydro	14	\$	5,638.87
Nelson Road Kings	1	\$	1,500.00

Remaining 20% of payments by value	Number of Payments		Value
	1,025	\$	
Nelson Toyota	4	\$	2,552.17
Nelson, City Of	3	\$	3,435.49
Nevco Scoreboard Company, ULC	1	\$	51.52
New Denver, Village Of	1	\$	3,227.18
Nexgen Municipal Inc.	1	\$	4,170.50
North Mountain Construction	1	\$	843.63
North Shore Fire Social Club	1	\$	6,000.00
Nurndy-Forfire Emergency Graphics Ltd.	1	\$	802.45
Okanagan Office Systems	2	\$	232.59
Orkin Canada Corporation	2	\$	342.69
Oso Negro	2	\$	110.30
Overland West Freight Lines Ltd	3	\$	4,590.84
Pacific Sprinklers dba: DIG Garden Centre	3	\$	535.41
Passmore Laboratory Ltd	4	\$	1,050.00
Patterson, Greg	1	\$	17.50
Patterson, Tristen	1	\$	100.00
Pennywise	1	\$	121.39
Pipe, Nicolai	3	\$	490.00
Pipeology Home Solutions	1	\$	1,306.79
Pitney Bowes	2	\$	161.76
Plaumann, Jonas	1	\$	973.54
PNT Contracting	1	\$	2,070.60
Polka Dot Dragon Arts Society	1	\$	1,000.00
Popoff, Walter A	2	\$	86.80
Prestige Lakeside Resort	3	\$	828.00
Procter General Store	1	\$	151.65
Profire Emergency Equipment Inc	1	\$	78.77
Purolator Inc	2	\$	334.77
Pyramid Building Supplies	4	\$	376.26
Raven Moon Mechanical	1	\$	1,029.00
Regional District of East Kootenay	1	\$	343.90
Reliance Office Services Ltd	1	\$	2,520.00
Rescue Canada Resource Group Inc	1	\$	1,500.00
Ricalton, Ryan	1	\$	410.20
Riondel Cable Society	3	\$	120.00
Rivenwell, Quinn	1	\$	187.00
Riverside Farm	6	\$	10,031.37
Roadpost Inc. T46274	2	\$	934.09
Robot Spider Clothing and Screenworks	2	\$	1,376.13
Robson Fire & Rescue Society	1	\$	1,287.28
Rocky Mountain Agencies	6	\$	17,461.95
Rocky Mountain Phoenix	8	\$	12,096.56
Roenspiess, Ethan (Kai)	1	\$	34.30
Rose, Cameron	2	\$	217.14
Roth IAMS	1	\$	989.73
Roxburgh, Lukus	1	\$	350.00
Royal Canadian Legion #1-020 Nakusp	1	\$	1,800.00
Royal Canadian Legion #203 Edgewood	1	\$	4,877.00
Royal Canadian Legion Branch #74	1	\$	5,827.50
Sabir, Chris	1	\$	210.00
Salmo & District Golf Club	1	\$	7,033.79
Salmo Valley Youth & Community Centre	1	\$	866.67
Schmidt, Julie	1	\$	35.48
Scot Norsemen Enterprises Inc.	1	\$	1,294.59
Scott, Jennifer	4	\$	1,299.83
Selkirk Security Services Ltd	1	\$	63.01
SFJ Inc.	1	\$	4,631.77
Shasheen Machine Ltd	1	\$	1,232.00
Shaw Cable	23	\$	3,669.91
Shorter, Greg	4	\$	2,193.41
Silverton Building Supplies Ltd	3	\$	41.62
Siminoff, Steven	1	\$	14.00
Sk Electronics Ltd	12	\$	1,847.87
Skyway Hardware	2	\$	94.04
Slocan Park Community Hall Society	2	\$	1,305.11
Slocan River Streamkeepers Society	1	\$	5,000.00
Slocan, Village of	2	\$	855.00
SLR Consulting (Canada) Ltd.	3	\$	4,384.71
SMP (Sullivan Motor Products Ltd.)	2	\$	5,258.08

Remaining 20% of payments by value	Number of Payments		Value
	1,025	\$	
Spearhead Timberworks	1	\$	2,541.69
Speedpro Signs	1	\$	214.13
Stafford Welding	4	\$	2,236.50
Steer Environmental Associates Ltd.	1	\$	3,526.55
Sterling Backcheck Canada Corp.	1	\$	372.71
Stewart Mcdannold Stuart	2	\$	1,688.96
Sun Life Assurance Company of Canada	2	\$	1,219.37
Sundry Vendor	38	\$	58,179.96
Sunset Custom Blinds & Spas Ltd.	1	\$	1,915.99
Taghum Community Hall Society	1	\$	502.90
Taghum Shell (1997)	3	\$	268.51
Technical Safety BC	1	\$	81.00
Telus Communications Inc	5	\$	8,170.51
Telus Communications Inc. Mascon by Telus	4	\$	291.20
Telus Mobility	1	\$	8,347.63
Tenaquip Industrial Distribution	1	\$	551.28
The ATACC Group Ltd.	1	\$	9,133.33
The Corporation of the Village of Silverton	2	\$	3,037.94
Thiele, Dustin	3	\$	1,070.00
ThinkTel	1	\$	326.73
Thomson, Lisa	1	\$	86.10
Thor Mechanical Ltd.	1	\$	256.21
Tierney, Roger Bruce	2	\$	376.88
Tip-it Waste Solutions Kootenay	5	\$	10,152.45
Tratech Mechanical Ltd	1	\$	3,315.90
Trican Filtration Group Inc.	1	\$	4,639.17
Trowalex Equipment Rentals And Sales	5	\$	2,227.63
Troy Life & Fire Safety Ltd	1	\$	3,795.75
Tu-Dor Lock & Safe Ltd	5	\$	400.12
Twin Rivers Controls Ltd	2	\$	10,321.26
Uline Canada Corporation	3	\$	1,029.79
United Rentals Of Canada	1	\$	63.88
Valhalla Refrigeration Ltd	1	\$	6,149.21
Valkyr Machinery Services	3	\$	3,454.94
Vallen Canada Inc	1	\$	510.98
Van Houtte Coffee Services	2	\$	290.52
Van Kam Freightways Ltd	3	\$	1,493.87
Vandenberghe, Kelly	2	\$	357.42
Vanderzwaag, Bob	1	\$	236.60
Vissers Sales Corp	1	\$	630.54
Vousden, Jodi	1	\$	883.00
Waste Management	3	\$	3,854.56
Watt Consulting Group	1	\$	4,895.63
Weatherhead, Teresa A	1	\$	207.90
Wells Fargo Equipment	3	\$	2,700.68
Wesco Distribution-Canada Inc	8	\$	1,259.19
Western Water Associates Ltd.	1	\$	1,502.86
WEX Canada Ltd.	1	\$	4,196.14
WFR Wholesale Fire & Rescue Ltd	7	\$	5,904.78
Wilkinson, James	3	\$	1,255.10
Winlaw Mini-Mart	1	\$	404.96
Wolseley Waterworks Branch	1	\$	1,205.57
Wood Wyant Inc	3	\$	4,751.58
Xplore Inc.	1	\$	122.64
Yellow Pages Group	1	\$	1.56
Ymir Volunteer Fire Social Fund	1	\$	4,000.00
Young Anderson Barristers & Solicitors	1	\$	51.52
Zap Welding	1	\$	254.10
Zimich, Robert	2	\$	1,154.00



## Employees and Directors September 2024

Directors	Number of Payments		Value
	19		2,162
Cunningham, Hans	2	\$	91.00
DeBoon, Arnold Frank	1	\$	206.53
Graham, Cheryl Elaine	1	\$	46.47
Hanegraaf, Henny (Henrica)	2	\$	121.96
Hewat, Suzan	1	\$	98.00
Jackman, Garry	1	\$	101.22
Lockwood, Diana LD	1	\$	58.62
Main, Leah	1	\$	135.80
McFaddin, Maria June	1	\$	68.70
McLaren-Caux, Aiden(Kenneth)	1	\$	205.10
Popoff, Walter A	2	\$	86.80
Tierney, Roger Bruce	2	\$	376.88
Vandenbergh, Kelly	2	\$	357.42
Weatherhead, Teresa A	1	\$	207.90

Employees	Number of Payments		Value
	114	\$	30,742
Barnhouse, Greg	2	\$	616.81
Beaudet, Philippe	1	\$	1,659.21
Beerens, Kurt	2	\$	924.60
Bench, Heidi	1	\$	1,099.99
Benko, Kelly	1	\$	25.00
Bergeron, Genevieve	1	\$	495.58
Briggs, Nathan	1	\$	104.30
Briscoe, Ian	1	\$	265.00
Buckler, Brandon LJ	2	\$	197.40
Burgess, Morgan	1	\$	117.60
Christie, Laura	1	\$	25.00
Clarke, Ryan	5	\$	1,379.80
Daley, Kimberlee	1	\$	31.36
Ditson, Dauna	1	\$	22.56
Doran, Andrew	2	\$	503.20
Dreher, Marla	1	\$	182.00
Dye, Shane	2	\$	919.97
Fergie, Barbara	2	\$	169.26
Foster, Noah	1	\$	102.20
Froehlich, Clifford	3	\$	1,404.35
Gibbons, Donald	3	\$	1,241.80
Gilbert, Ryan	1	\$	101.40
Gorrissen, Willy J	1	\$	131.30
Greene, Gregory	5	\$	2,641.45
Groenhuysen, Rene	1	\$	100.80
Haire, Marjorie	1	\$	137.95
Harrison, Jerold	1	\$	409.50
Herman, Maria	1	\$	135.00
Higgins, Stephen	1	\$	248.30
Holoboff, Dave	1	\$	634.00
Hopkyns, John (Chris)	1	\$	63.00
Imada, Sharon	1	\$	60.00
Kanigan, Dayna	1	\$	123.20
Kelly, Patrick	1	\$	49.00
Kinakin, Bob	1	\$	300.00
Knudsen, Leroy B	1	\$	117.60
Lavoie, Denis	1	\$	112.10
Levine, Jesse	1	\$	210.00
Lillies, Rebecca	2	\$	535.50
Loran, Max	1	\$	96.60
Lorencz, Cal	2	\$	373.70
Maglio, Benjamin	3	\$	97.12
Maier, Phil	1	\$	667.60
Malekow, Pamela	2	\$	163.10
Marshall Smith, Paris	1	\$	155.00
Marshall, Charity	4	\$	369.60
Mathes, Loren	1	\$	80.45
Medhurst, Cory	1	\$	335.20
Michaud, Shawn T	1	\$	149.99
Michaux, Gordon	1	\$	303.05
Morissette, Taila	1	\$	353.40
Morrison, Erin	5	\$	585.14
Moustache, Roland	1	\$	210.00
Nawalkowski, Samantha	1	\$	15.56
Nedham, Suzanne	1	\$	24.80
Patterson, Greg	1	\$	17.50

Employees	Number of Payments		Value
	114	\$	
Pipe, Nicolai	3	\$	490.00
Plaumann, Jonas	1	\$	973.54
Ricalton, Ryan	1	\$	410.20
Rivenwell, Quinn	1	\$	187.00
Roenspiess, Ethan (Kai)	1	\$	34.30
Rose, Cameron	2	\$	217.14
Roxburgh, Lukus	1	\$	350.00
Sabir, Chris	1	\$	210.00
Schmidt, Julie	1	\$	35.48
Scott, Jennifer	4	\$	1,299.83
Shorter, Greg	4	\$	2,193.41
Siminoff, Steven	1	\$	14.00
Thomson, Lisa	1	\$	86.10
Vanderzwaag, Bob	1	\$	236.60
Wilkinson, James	3	\$	1,255.10
Zimich, Robert	2	\$	1,154.00

**Accounts Payable for September 2024 Breakdown by Type of Payment**

All Other Vendors	Number of Payments		Value	
	888	\$		3,139,956
1400142 BC Ltd.	1	\$		1,553.31
1426051 BC Ltd DBA: Simon's Garage Door Services	1	\$		6,995.10
5 Star Services and Products Inc.	2	\$		792.59
A&A Painting Ltd.	1	\$		199.50
A&G Supply Ltd	1	\$		2,771.51
A-3 Plumbing Heating & Gas Fitting Ltd	1	\$		1,896.64
Ab Firetech Ltd	1	\$		2,644.60
Able Plastics Ltd	1	\$		788.48
Accent Carpet Care	1	\$		241.79
ACE Courier Services	7	\$		301.20
Acklands-Grainger Inc	3	\$		662.19
Agilyx Solutions Limited	1	\$		1,072.32
Air Liquide Canada Inc	5	\$		302.41
Alberta Fire Chiefs Association	1	\$		874.06
ALS Canada Ltd.	1	\$		2,803.05
Aluma Systems Inc.	1	\$		2,169.16
Andex Equipment Rentals	2	\$		338.31
Andrew Sheret Ltd	16	\$		7,122.58
Arrow Lakes Aggregates	2	\$		43,323.66
Arrow Mountain Carwash & Mini Storage Ltd	2	\$		6,300.00
Associated Engineering	2	\$		17,918.78
Associated Fire Safety Equipment	9	\$		26,869.15
Atomic Crayon	1	\$		1,581.83
Authorized Security Ltd.	1	\$		252.00
B&L Security Patrol (1981) Ltd	1	\$		2,156.70
B.C. Scale Co. Ltd.	4	\$		14,895.04
Balanced Plumbing & Heating Ltd.	1	\$		1,145.39
BC Hydro & Power Authority	2	\$		2,195.08
BC Transit	5	\$		211,564.94
BDO Canada LLP	1	\$		5,617.50
BGC Engineering Inc.	1	\$		134.40
Bi Purewater	3	\$		104,599.13
Bibby-Fox, Garry	1	\$		6,189.75
Bill's Heavy Duty Enterprises (2004) Ltd.	7	\$		7,274.27
Black Press Group Ltd	2	\$		2,564.10
Bluebell Publishing	1	\$		168.00
Boswell, Dorian DBA: DBoz Consulting	1	\$		1,386.00
BrandSource Vance Home Furnishings	1	\$		2,127.68
Braut Roofing (BC) Inc.	1	\$		4,143.30
Breath Love Enterprises Ltd. O/A Mountain Valley Station	1	\$		1,275.77
Brenton Industries Ltd	1	\$		3,634.68
Brogan Fire & Safety	7	\$		17,634.44
C.A. Fischer Lumber Co. Ltd.	14	\$		1,164.44
Calvert-Smith, Corrina	1	\$		220.00
Canadian Dewatering LP	1	\$		5,191.83
Canadian Linen & Uniform	4	\$		391.86
Canadian Red Cross	4	\$		2,022.80
Canadian Safety Supplies	1	\$		1,093.91
CanGas Propane Inc.	3	\$		712.77
Canoe - Kal Tire Castlegar	2	\$		4,747.18
Carvello Law Corporation	4	\$		16,549.60
Case Grypma Mechanical LTD	2	\$		388.50
Castlegar Home Hardware	3	\$		398.61
Castlegar Muffler LTD	1	\$		136.48
Castlegar, City Of	1	\$		262.50
CDW Canada Corp	4	\$		5,445.44
Central Kootenay Garbage Club Inc.	1	\$		9,817.50
Christian, Peg	1	\$		176.40
Christine Ross Architect	1	\$		1,372.88
Cintas Canada Ltd Location 889	1	\$		153.05
City Glass and Windshield Shop Ltd.	1	\$		727.31
Civic Auto Repair	1	\$		186.51
Classic Glass & Trim	2	\$		1,621.25
Cleartech Industries Inc	9	\$		20,485.01
CMJ Equipment	1	\$		1,202.25
College Of The Rockies	1	\$		5,840.75
Columbia Basin Broadband Corporation	1	\$		5,000.80
Columbia Wireless Inc	5	\$		408.80
Comfort Welding Ltd	6	\$		1,898.92
Community Futures of Central Kootenay	1	\$		210.00
Coral Canada Wide Ltd.	1	\$		455.96
Cover Architectural Collaborative Inc.	1	\$		1,862.70
Cowan's Office Supplies	12	\$		1,763.86
Cranbrook Water Conditioning Ltd.	3	\$		202.78
Crawford Bay Store	5	\$		338.70
Crawford Truck & Equipment	1	\$		462.63
Creston, Town Of	2	\$		1,692.78
Cupe Local 2262	2	\$		4,857.98
Cupe Local 748	2	\$		1,398.82
Dafco Filtration Group	1	\$		3,133.77
Dave's Plumbing Ltd	3	\$		8,920.50
Davidson, Gregory	1	\$		3,300.00
DB Perks & Associates Ltd	6	\$		6,103.35
DHC Communications Inc	3	\$		3,813.98
Dig'em Excavating	1	\$		2,268.00
Dominion Govlaw LLP	2	\$		2,231.99
Dye, Cindy	1	\$		750.00
Dynamo Enterprises	1	\$		819.00
East Shore Internet Society	2	\$		129.92
East Shore Trail and Bike Association	1	\$		620.00

All Other Vendors	Number of Payments		Value
	888	\$	
			<b>3,139,956</b>
Emco Corporation	2	\$	3,522.44
Evoke Buildings Engineering Inc.	3	\$	12,273.10
Expresslane Deliveries	1	\$	377.50
Federated Co-Operatives Ltd	5	\$	4,247.57
Fluent Information Management Systems Inc	2	\$	7,560.00
Focus Right Contracting	1	\$	735.00
FortisBC - Electricity	33	\$	45,621.11
Fortisbc - Natural Gas	3	\$	16,514.39
Four Star Communications Inc	1	\$	146.74
FPInnovations	1	\$	12,206.25
Fraser Valley Building Supplies Inc.	16	\$	2,160.83
Freemotion Fitness Inc.	2	\$	20,284.00
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	68,214.71
Gescan	1	\$	845.60
GFL Environmental Inc.	11	\$	129,147.54
Gilbert Parts Depot	6	\$	383.08
Global Industrial Canada	1	\$	192.52
Graham Marine Construction	1	\$	471.45
Gray Creek Hall Society	1	\$	30.00
Gray's Contracting	1	\$	562.28
Guest Automation Inc.	1	\$	871.50
Guille, Pam	1	\$	1,365.00
Guillevin International Inc	2	\$	1,177.21
Gwil Industries Inc.	2	\$	3,320.63
Habitat Systems Inc.	1	\$	1,976.45
Halo Software LLC	1	\$	11,025.00
Heritage Roofing & Sheet Metal Ltd.	2	\$	100,580.85
Hewgill, Mathew	1	\$	250.00
HinterLand Surveying & Geomatics Inc	1	\$	8,699.75
Hi-Pro Sporting Goods Ltd	1	\$	1,576.47
Hitchon, William DBA: 5th Gear	3	\$	7,150.00
Hi-Way 9 Express Ltd	2	\$	220.47
Hootsuite Inc.	1	\$	3,146.50
Huft's Leasing Ltd	1	\$	547.66
Hume Hotel	4	\$	400.33
Hywood Truck & Equipment Ltd	5	\$	5,370.01
I.T. Blueprint Solutions Consulting Inc.	1	\$	3,969.23
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	1,039.06
Infosat Communications	1	\$	228.50
Inland Allcare	26	\$	11,779.64
Insight Canada Inc.	1	\$	15,063.58
Insurance Corporation of BC	2	\$	154,142.00
Interior Health Authority - Environmental Health	1	\$	147.00
Iron Mountain	1	\$	1,068.87
J.J.H. Enterprises dba: Practicar	3	\$	7,796.89
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	11	\$	897.38
JB's Mobile Locksmith	1	\$	158.00
Jeff Ainge & Associates Inc.	1	\$	588.00
Jennifer Wickwire	2	\$	725.00
Johnny's Grocery & Gas Sales	1	\$	41.00
Justice Institute Of Bc	1	\$	1,311.46
Kaslo Building Maintenance	1	\$	609.00
Kaslo Building Supplies	2	\$	200.57
Kaslo Front Street Market	2	\$	60.36
Kaslo Infonet Society	4	\$	96,627.00
Kaslo, Village Of	1	\$	66.46
Kathy Gordon's Cleaning Services	6	\$	970.50
Kel Print	1	\$	163.81
Kelly's Maintenance and Services	1	\$	3,062.48
Kilburn, Jackie	1	\$	2,460.00
Kokanee Chalets	1	\$	2,100.00
Kokanee Fire & Safety Ltd.	1	\$	1,088.91
Kokanee Ford Sales Ltd.	1	\$	373.79
Kone Inc	1	\$	1,637.65
Kootenay Carshare Cooperative	1	\$	2,141.77
Kootenay Duct Cleaners	1	\$	6,300.00
Kootenay Glass & Mirror Ltd	1	\$	3.75
Kootenay Ground Maintenance Ltd.	1	\$	1,211.66
Kootenay Industrial Supply Ltd	9	\$	852.56
Kootenay Valley Water & Spas	6	\$	170.05
L.D. Mann & Associates Ltd. dba: Lorne D. Mann, Notary Public	2	\$	346.50
Lakeland Fire & Safety	2	\$	3,678.63
Laurie, Michelle	1	\$	217.35
Lay, Jessie	2	\$	457.80
Lidstone & Company	2	\$	2,766.40
Lifesaving Society (Burnaby)	4	\$	1,868.25
Lions Gate Risk Management Group	2	\$	594,146.20
Lo-Cost Propane	2	\$	954.90
Lordco Parts Ltd	9	\$	1,721.43
Mad Dog Electrical and Construction	1	\$	99.75
Mallard's Source for Sports	1	\$	212.02
Martech Electrical Systems Ltd	3	\$	2,774.82
Martech Motor Winding Ltd	1	\$	1,905.94
Mayday Electric Ltd	1	\$	105.00
Meari's Machine Works Ltd	1	\$	850.75
Mequipco Ltd.	1	\$	212.26
Minister of Finance	5	\$	16,433.48
Minister Of Finance - Product Distribution Centre	6	\$	2,245.20
Mitchell Supply Ltd	6	\$	459.85
Morrow Bioscience Ltd	1	\$	13,763.40
Mountain Transport Institute Ltd	1	\$	350.00
Nakusp Home Hardware	1	\$	94.02
Nanaimo, City of	20	\$	4,678.81
Nasmyth Morrow & Bogusz (In Trust)	5	\$	3,199.10

All Other Vendors	Number of Payments		Value
	888	\$	
			<b>3,139,956</b>
Navigata Communications Ltd. dba ThinkTel	1	\$	22.19
NDB Construction Ltd.	2	\$	41,367.35
Nelson Building Centre Ltd	30	\$	2,692.58
Nelson Farmers Supply Ltd	25	\$	3,562.94
Nelson Ford Sales (2003) Inc.	1	\$	346.54
Nelson Hydro	15	\$	32,500.30
Nelson Toyota	4	\$	2,552.17
Nelson, City Of	4	\$	15,935.49
Nevco Scoreboard Company, ULC	1	\$	51.52
New Denver, Village Of	1	\$	3,227.18
Nexgen Municipal Inc.	1	\$	4,170.50
North Mountain Construction	2	\$	309,788.70
North Shore Fire Social Club	1	\$	6,000.00
Nurndy-Forfire Emergency Graphics Ltd.	1	\$	802.45
Okanagan Office Systems	2	\$	232.59
Orkin Canada Corporation	2	\$	342.69
Oso Negro	2	\$	110.30
Overland West Freight Lines Ltd	3	\$	4,590.84
Pacific Sprinklers dba: DIG Garden Centre	3	\$	535.41
Passmore Laboratory Ltd	4	\$	1,050.00
Patterson, Tristen	1	\$	100.00
Pennywise	1	\$	121.39
Pipeology Home Solutions	1	\$	1,306.79
Pitney Bowes	2	\$	161.76
PNT Contracting	1	\$	2,070.60
Prestige Lakeside Resort	3	\$	828.00
Procter General Store	1	\$	151.65
Profire Emergency Equipment Inc	1	\$	78.77
Purolator Inc	2	\$	334.77
Pyramid Building Supplies	4	\$	376.26
R.D. of Fraser-Fort George	1	\$	141,141.41
Raven Moon Mechanical	1	\$	1,029.00
Regional District of East Kootenay	1	\$	343.90
Reliance Office Services Ltd	1	\$	2,520.00
Rescue Canada Resource Group Inc	1	\$	1,500.00
Riondel Cable Society	3	\$	120.00
Riverside Farm	6	\$	10,031.37
Roadpost Inc. T46274	2	\$	934.09
Robot Spider Clothing and Screenworks	2	\$	1,376.13
Rocky Mountain Agencies	6	\$	17,461.95
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Roth IAMS	1	\$	989.73
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Telus Mobility	1	\$	8,347.63
Tenaquip Industrial Distribution	1	\$	551.28
Tetra Tech Canada Inc.	1	\$	9,549.75
The ATACC Group Ltd.	1	\$	9,133.33
The Corporation of the Village of Silverton	2	\$	3,037.94
Thiele, Dustin	3	\$	1,070.00
ThinkTel	1	\$	326.73
Thor Mechanical Ltd.	1	\$	256.21
Tip-it Waste Solutions Kootenay	5	\$	10,152.45
Total Power Limited	1	\$	52,488.80
Tratech Mechanical Ltd	1	\$	3,315.90
Trican Filtration Group Inc.	1	\$	4,639.17
Trowelex Equipment Rentals And Sales	5	\$	2,227.63
Troy Life & Fire Safety Ltd	1	\$	3,795.75
Tu-Dor Lock & Safe Ltd	5	\$	400.12
Twin Rivers Controls Ltd	2	\$	10,321.26
Uline Canada Corporation	3	\$	1,029.79
United Rentals Of Canada	1	\$	63.88
Valhalla Refrigeration Ltd	1	\$	6,149.21
Valkyr Machinery Services	3	\$	3,454.94
Vallen Canada Inc	1	\$	510.98
Van Houtte Coffee Services	2	\$	290.52
Van Kam Freightways Ltd	3	\$	1,493.87
Vissers Sales Corp	1	\$	630.54
Vousden, Jodi	1	\$	883.00
Waste Management	3	\$	3,854.56
Watt Consulting Group	1	\$	4,895.63

All Other Vendors	Number of Payments		Value
	888	\$	
Wells Fargo Equipment	3	\$	2,700.68
Wesco Distribution-Canada Inc	8	\$	1,259.19
Western Water Associates Ltd.	1	\$	1,502.86
WEX Canada Ltd.	1	\$	4,196.14
WFR Wholesale Fire & Rescue Ltd	7	\$	5,904.78
Wild West Drilling Inc	1	\$	19,538.53
Winlaw Mini-Mart	1	\$	404.96
Wolseley Waterworks Branch	2	\$	118,907.98
Wood Wyant Inc	3	\$	4,751.58
Xplore Inc.	1	\$	122.64
Yellow Pages Group	1	\$	1.56
Ymir Volunteer Fire Social Fund	1	\$	4,000.00
Young Anderson Barristers & Solicitors	1	\$	51.52
Zap Welding	1	\$	254.10

**Sundry Payments for September 2024 Breakdown by Description of Payment**

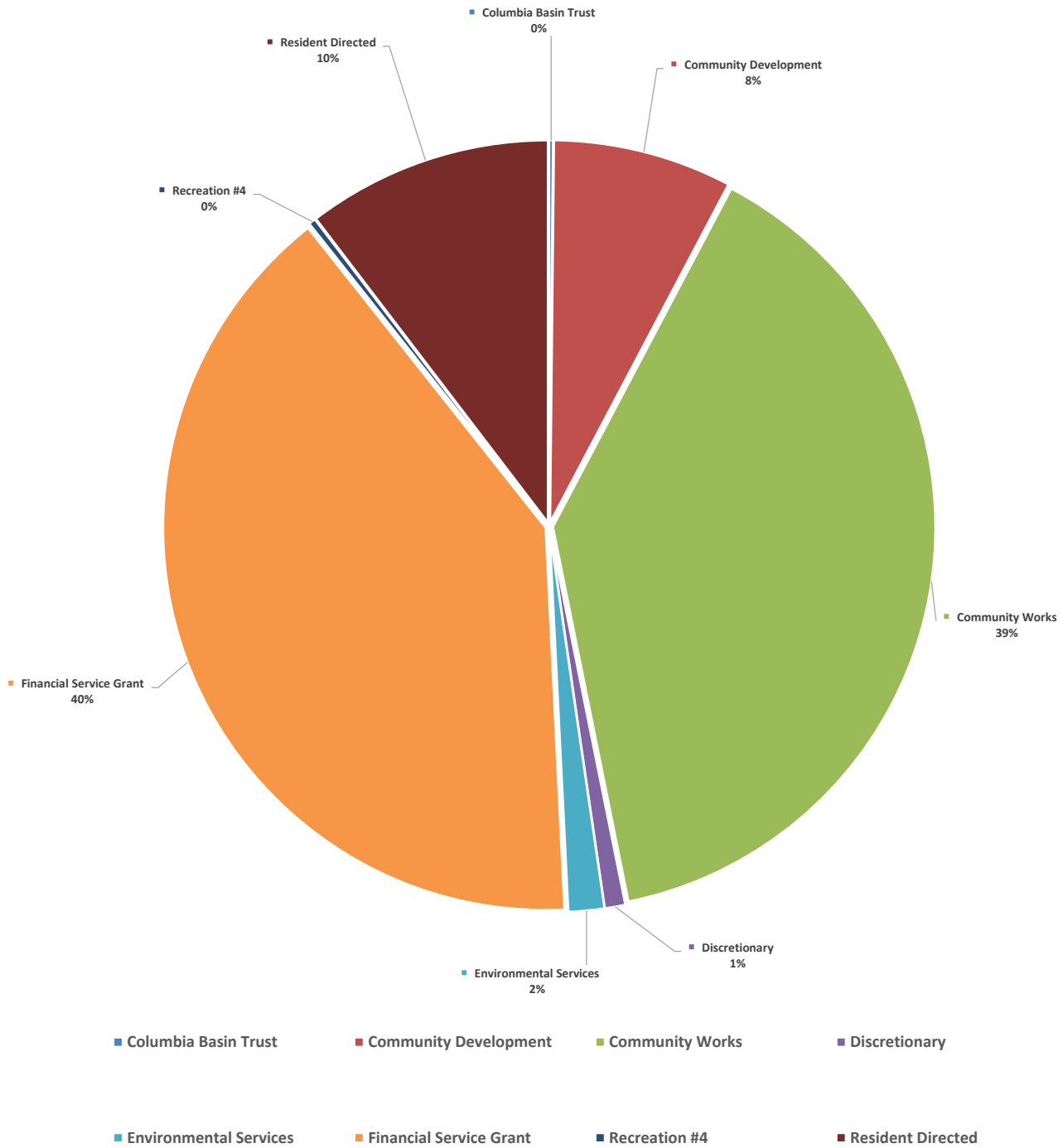
<b>Sundry</b>	<b>Description of Payment</b>	<b>\$</b>	<b>Value</b>	<b>58,180</b>
Sundry Vendor	ENV-Woodstove Exchange Program	\$	600.00	
Sundry Vendor	CDCC-Rec Refund Request	\$	1,552.70	
Sundry Vendor	CDRD-Rec Refund Request	\$	300.00	
Sundry Vendor	NDCC-Rec Refund Request	\$	289.15	
Sundry Vendor	CDCC-Rec Refund Request	\$	95.42	
Sundry Vendor	NAK-Reimburse Charge Made in Error	\$	223.85	
Sundry Vendor	NDCC-Rec Refund Request	\$	71.27	
Sundry Vendor	CDRD-Rec Refund Request	\$	171.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	941.37	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	764.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	4,978.09	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	534.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	NDCC-Rec Refund Request	\$	347.00	
Sundry Vendor	RDCK-Penalty Reversal-Water Acct#10193	\$	1,651.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,671.72	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	891.43	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	5,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	960.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	512.19	
Sundry Vendor	RDCK-Reimburse Amount Charged in Error-Balfour Tra	\$	9.07	
Sundry Vendor	RDCK-50% Refund on Cancelled BP#28505	\$	1,000.25	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,454.24	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,066.79	
Sundry Vendor	CDRD-Rec Refund Request	\$	300.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,112.35	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	733.05	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,345.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,712.43	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,532.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,104.53	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,360.88	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,000.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	783.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	1,044.00	
Sundry Vendor	FIR-FireSmart Rebate Program	\$	2,068.18	

**Accounts Payable for September 2024 Breakdown by Type of Payment**

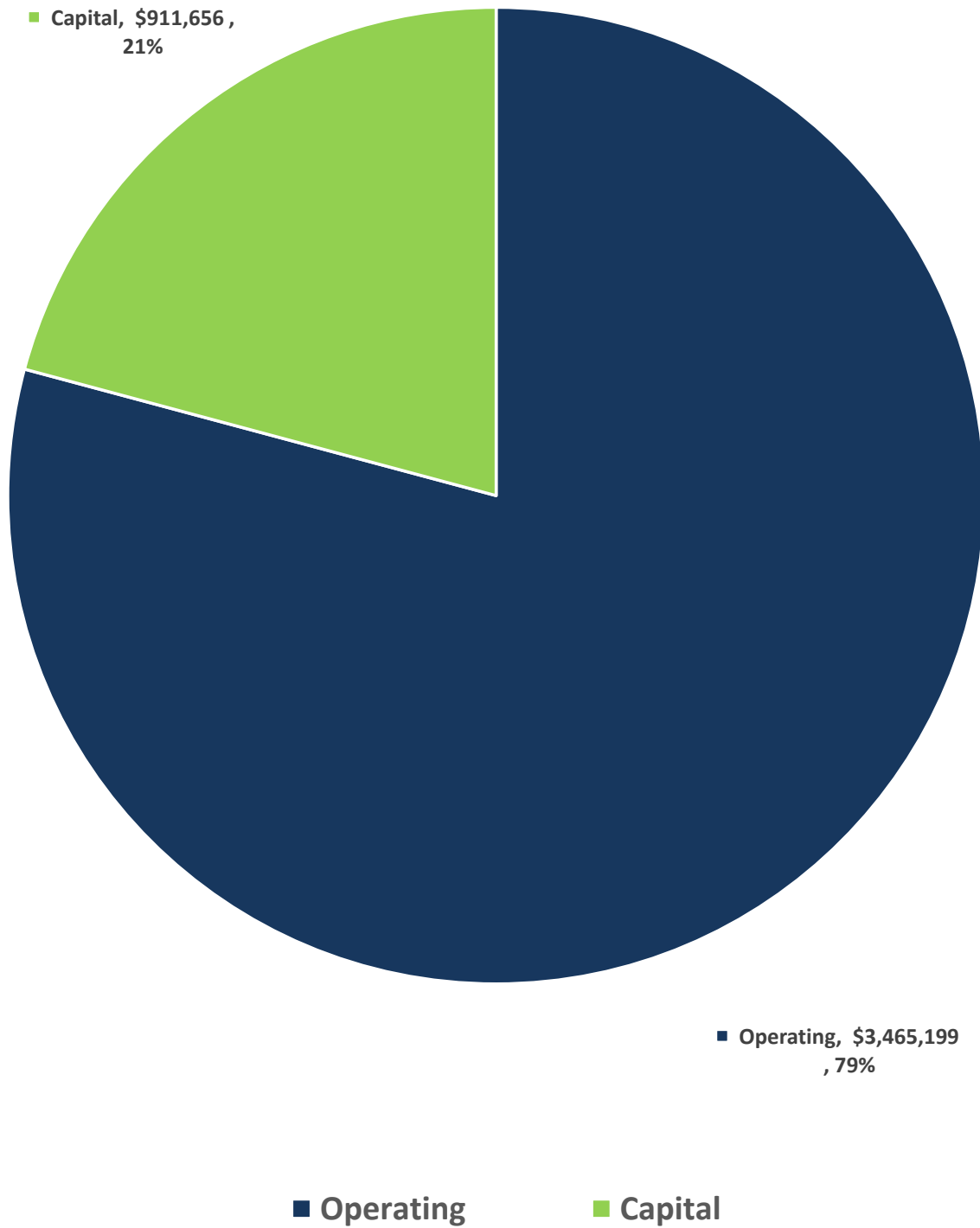
Discretionary, Community Development, and Other Grants	Number of Payments		\$	1,476,461
	72			
Arrow & Slocan Lakes Community Services (ASLCS)	2		\$	19,800.00
Arrow Lakes District Arts Council Society	1		\$	2,500.00
Arrow Park Community Association	1		\$	1,574.00
Balfour Senior Citizens Association Branch #120	3		\$	3,999.00
Burton Community Association	5		\$	22,623.31
Burton Community Learning Centre	1		\$	925.90
Burton Seniors Society	1		\$	6,109.43
Castlegar Festivals Society	1		\$	17,061.82
Castlegar Friends of Parks and Trails Society (2001)	1		\$	45,000.00
Castlegar Sculpturewalk Society	1		\$	2,699.50
Columbia Basin Broadband Corporation	1		\$	554,540.00
Columbia Basin Trust	2		\$	3,000.00
Crawford Bay & District Hall & Parks Association	1		\$	37,281.00
Creston Valley Jr Hockey Society	1		\$	563.86
Creston Valley Minor Hockey Association	3		\$	21,000.00
Creston, Town of	2		\$	1,692.90
Edgewood Volunteer Fire Department	2		\$	7,500.00
Fauquier Community Club Society	1		\$	31,500.00
Goat Mountain Kids Society	1		\$	7,470.00
Health Arts Society	1		\$	1,080.22
Healthy Community Society of the North Slocan Valley	1		\$	22,340.00
Izu-Shi Friendship Society	1		\$	16,209.50
KBRH Health Foundation	2		\$	4,546.52
Kootenay Columbia Discovery Society	1		\$	939.29
Kootenay Family Place	2		\$	13,563.76
Kootenay Native Plant Society	1		\$	4,999.36
Lardeau Valley Community Club	1		\$	4,500.00
Lister Community Association	1		\$	21,550.00
Lister Community Cemetery	1		\$	3,500.00
Living Lakes Canada	2		\$	3,514.96
Nakusp & District Museum Society	1		\$	18,170.00
Nakusp Public Library Association	1		\$	102,736.00
Nelson Cycling Club	1		\$	22,876.80
Nelson Electric Tramway Society	1		\$	9,000.00
Nelson Road Kings	1		\$	1,500.00
Nelson Search & Rescue	1		\$	33,754.00
Pass Creek Exhibition Society	1		\$	19,285.71
Polka Dot Dragon Arts Society	1		\$	1,000.00
Riondel Reading Centre	1		\$	20,000.00
Robson Fire & Rescue Society	1		\$	1,287.28
Robson Recreation Society	1		\$	45,000.00
Royal Canadian Legion #1-020 Nakusp	2		\$	19,800.00
Royal Canadian Legion #203 Edgewood	1		\$	4,877.00
Salmo & District Chamber of Commerce	1		\$	12,240.00
Salmo & District Golf Club	1		\$	7,033.79
Salmo Museum Society	1		\$	20,468.00
Salmo Public Library Association	1		\$	100,880.00
Salmo Valley Youth & Community Centre	1		\$	64,260.00
Slocan River Streamkeepers Society	1		\$	5,000.00
Slocan, Village of	2		\$	855.00
Taghum Community Hall Society	1		\$	502.90
West Creston Community Hall Society	1		\$	21,550.00
Wynndel Community Centre	1		\$	21,550.00
Yahk-Kingsgate Recreation Society	2		\$	39,250.00



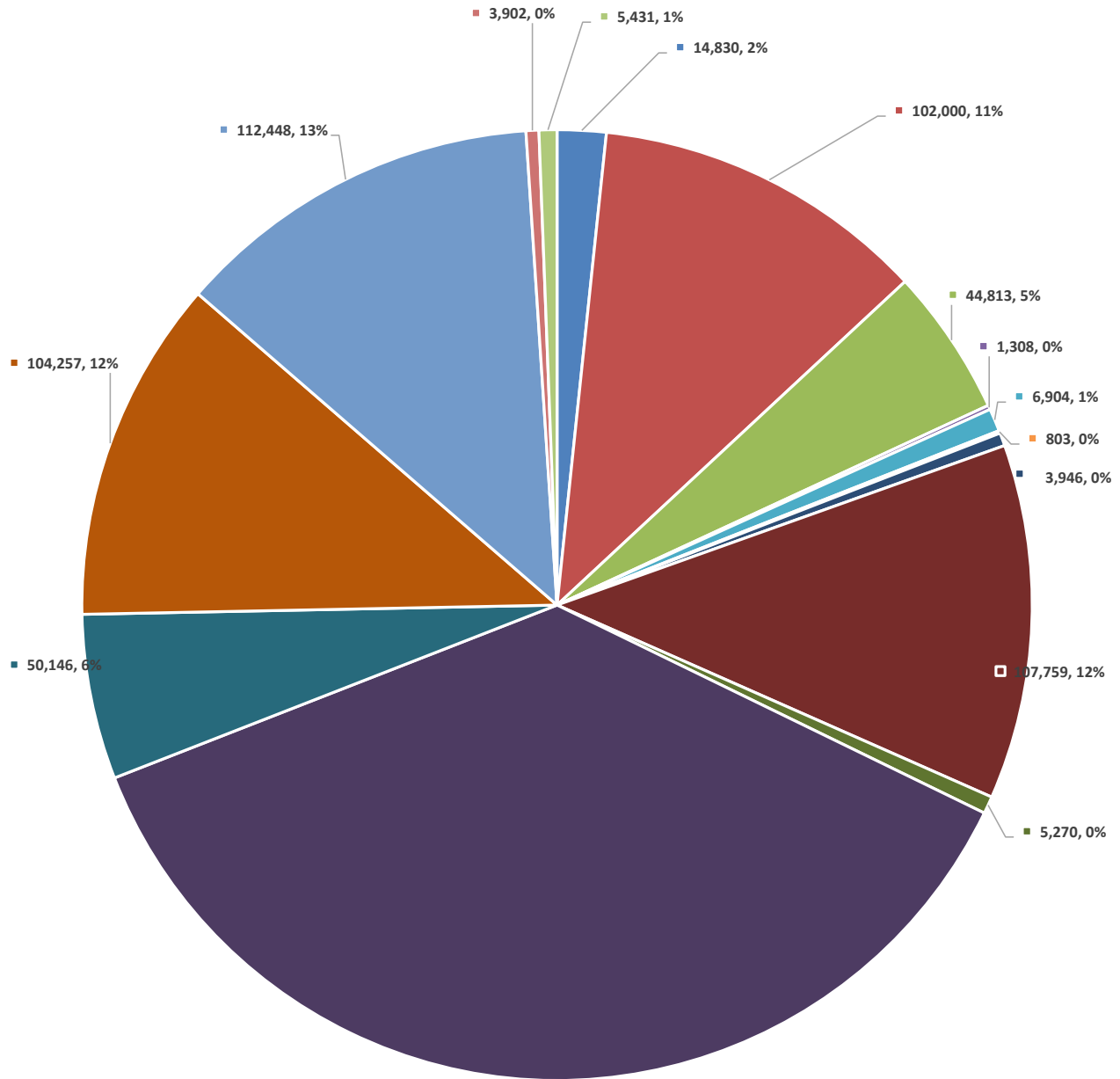
# Grants by Type



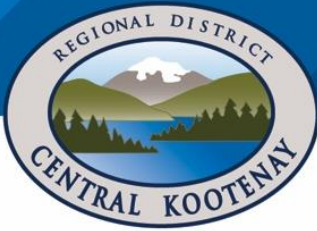
## September 2024 Capital VS Operating Expenditures



# September 2024 Capital by Service



- Arena (Castlegar Complex)-Castlegar and Areas I and J
- Economic Development-Area A
- Fire Protection-Area J (Ootischenia)
- Fire Response - West Creston
- General Administration
- Recreation Commission No.7-Salmo and Area G
- Recreation Facility-Area A (Riondel)
- Recreation Facility-Creston and Areas B, C and Area A
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slokan and Area H, I, J, and K
- Water Utility-Area A (Riondel)
- Water Utility-Area B (Arrow Creek)
- Water Utility-Area B (Erickson)
- Water Utility-Area B (Lister)
- Water Utility-Area E (Balfour)



# Board Report

**Date of Report:** September 17, 2024  
**Date & Type of Meeting:** October 17, 2024 – Board Meeting  
**Author:** Angela Lund, Deputy Corporate Officer  
**Subject:** Procedure Bylaw – Directors’ Survey Results  
**File:** 08/3200/10/RDC/2898  
**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 Procedure Bylaw No. 2898, 2024 (Bylaw No. 2898), provide the results of the Directors’ survey and seek Board direction.

## SECTION 2: BACKGROUND/ANALYSIS

Staff prepared the *RDCK Procedure Bylaw No. 2576, 2019 – Repeal Board report* that was addressed at the August 15, 2024 Board meeting. Staff was directed to prepare a survey for the items that required Board direction and to bring the results back to the October 17, 2024 Board meeting:

Staff sent the Directors a survey (Attachment C) and have received responses from fifteen (15) Directors.

Staff has consolidated the results and the following has been considered for Bylaw No. 2898:

QUESTIONS	DIRECTORS’ RESPONSE
<b>1. Part 1: Introductions Section 2 Definitions</b>	
1. Should the Procedure Bylaw have a definition for an “Advisory” or “Advisory Committee”? Yes or No?	5 Directors said YES. 9 Directors said NO. 1 Director no answer.
<b>2. Part 3: Meetings - ADDITION: Attendance of Directors at Board Meetings</b>	
1. Should Bylaw 2898 include language that limits Directors ability to participate in Board meetings by electronic means to a specified number of meetings per year?	10 Directors said YES. 5 Directors said NO.
2. Should Bylaw 2898 include language that limits Directors ability to participate in Board meeting by electronic means if they are traveling?	10 Directors said YES. 4 Directors said NO. 1 Director no answer.

<p>3. Should language be included in the Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021?</p> <p><b>NOTE:</b> The amendments to Bylaw No. 2710 would address the financial penalties in accordance with the contravention of Bylaw No. 2898 – Attendance of Directors at Board Meetings and the remote meeting limitations.</p>	<p>9 Directors said YES - limit Directors ability to participate remotely.</p> <p>9 Directors said YES - limit Directors ability to participate remotely during travel.</p> <p>4 Directors said NO to Both.</p> <p>1 Director no answer.</p>
<p><b>3. Part 5: Meeting Procedures for the Board Section 23 Order of Business</b></p>	
<p>1. Should Bylaw 2898 include “Provincial Administration” in the Order of Business for the Board agenda?</p>	<p>1 Directors said YES. 13 Directors said NO. 1 Director no answer.</p>
<p><b>4. Part 5: Meeting Procedures for the Board Section 24 Minutes</b></p>	
<p>1. Should Bylaw 2898 include language that indicates that all Committee and Commission minutes be received three (3) days prior to the Board meeting?</p>	<p>2 Directors said YES. 13 Directors said NO.</p>
<p><b>5. Part 6: Delegations &amp; Presentations Section 27 General provisions</b></p>	
<p>1. Should Bylaw 2898 include language that delegation requests must align with the Board’s work and strategic priorities, and be a registered organization?</p>	<p>1 Directors said YES. 13 Directors said NO. 1 Director NO for alignment but YES to being a registered organization.</p>
<p>2. If no, should the language be included in the “Receiving Delegations at Board Meetings Policy No. 100-01-18”?</p> <p><b>CURRENT LANGUAGE IN POLICY:</b> “Delegations should present either on matters within normal RDCK jurisdiction or on matters outside of RDCK normal jurisdiction but considered to be timely and relevant to RDCK residents.”</p>	<p>7 Directors said YES. 7 Directors said NO. 1 Director no answer.</p>
<p><b>6. Additional Comments</b></p>	

<p>1. Do you have any further comments regarding the RDCK Procedure Bylaw No. 2898, 2024?</p>	<ul style="list-style-type: none"> <li>• Concerns that only remote participation may affect the Director’s role.</li> <li>• The LGA has provisions for Directors who do not attend Board meetings.</li> <li>• It is time to revisiting remote meeting standards determined during COVID.</li> <li>• The RDCK is a progressive organization that adopted the remote meeting option, pre-COVID, to accommodate directors and others who required the same for personal safety (winter roads), medical reasons and to avoid unnecessary childcare, travel and accommodation expenses and that option should remain as a progressive accessibility and inclusion option.</li> <li>• Director’s personal travel can be booked outside of Board week, unless an emergency/conference.</li> <li>• Agrees with the general idea of acknowledging provincial requests but would like to look at different options.</li> <li>• Some provincial items are seen best from a local lens.</li> <li>• To have all Committee and Commission minutes be received three (3) days prior to the Board meeting will increase costs because meetings will be held for two weeks instead of one.</li> <li>• Most delegations are in some way related to the work the Board is doing.</li> <li>• The Board could benefit from hearing comments from the public on specific agenda items prior to debate – some municipalities have this built in to their council meetings.</li> <li>• Do not agree that Section 22 Order of Business <i>“Directors’ motion be a notice of motion unless a 2/3 majority vote accepts the item as a late item.”</i></li> <li>• Suggestion to allot up to 20 minutes for public time.</li> </ul>
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The results of the Directors’ survey have been addressed in the redline version of Bylaw No. 2898 (highlighted in yellow - see Attachment A), except for “Part 3: Meetings - ADDITION: Attendance of Directors at Board Meetings” and “Additional Comments”. The survey results have identified that a majority of Directors prefer to include language regarding Directors attendance at the Board meeting in Bylaw No. 2898. Staff is requesting Board direction to include the language in Bylaw No. 2898, and to further evaluate the implementation of the provisions, which may include seeking a legal opinion. Staff will also require Board direction to include any of the “Additional Comments” in Bylaw No. 2898.

The Executive Committee requested that “Correspondence” and “Communications” (Part 5: Meeting Procedures for the Board Section 22 Order of Business) be added to the Part 1: Introductions Section 2 Definitions, and a process for putting forward a recommendation for “Correspondence” be added to Bylaw No. 2898 (see Attachment A and B).

Staff has presented the Board with two opportunities to provide feedback and streamline RDCK meeting processes. If the Board does not provide further direction regarding the provision of Bylaw No. 2898, staff is requesting to move forward with two readings of Bylaw No. 2898, 2024 (Attachment B) and provide public notice.

Depending on the final language of the adopted version of Bylaw No. 2898 staff will review the recommendations to address the “Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021” and “Receiving Delegations at Board Meetings Policy No. 100-01-18” and take action as directed.

### SECTION 3: DETAILED ANALYSIS

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

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

None.

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

Procedure bylaws are governed by Section 225 of the *Local Government Act* (LGA), Sections 94.2 of the *Community Charter* and RDCK Public Notice Bylaw No. 2966, 2024.

#### 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 Work plan 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 94.2 and RDCK Public Notice Bylaw No. 2966, 2024.

#### 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:

The Board supports Bylaw No. 2898 as presented (Attachment B) and requires no further provisions.

*“That the Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024 be read a FIRST, and SECOND 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 (2) of the Local Government Act.”*

### Pros

- The RDCK Procedure Bylaw incorporates the amendments directed by the Board;
- New options for streamlining meetings and clarifying procedures;
- Straight forward bylaw (without multiple amendments) for the public to read; and
- Public notice provided in accordance Section 225 (2) of the LGA.

### Cons

- Staff time will be needed to meet the requirements from the LGA Section 225 (2); and
- Costs for public notice advertising in multiple newspapers.

### Option 2:

The Board directs staff to include the language, as per the Directors’ Survey, to add Part 3: Meetings - ADDITION: Attendance of Directors at Board Meetings, and to further evaluate the implementation of the provisions, which may include seeking a legal opinion.

1. *That the Board direct staff to include the following language in the Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024 - Part 3: Meetings – ADDITION: Attendance of Directors at Board Meetings:*

- (1) *Directors may participate electronically for a maximum of two consecutive Board meetings, and/or a maximum total of six Board meetings in any calendar year. These limits do not apply in an emergency. The Executive Committee is authorized to approve a Director’s request for a reasonable accommodation to increase the maximum limits.*
- (2) *Directors may participate electronically for a maximum of two consecutive Board meetings while traveling in any calendar year. The Executive Committee is authorized to approve a Director’s request for a reasonable accommodation to increase the maximum limits.*

*AND FURTHER, that staff evaluate the implementation of the provisions and seek a legal opinion if necessary.*

### Pros

- Provisions are aligned with Board direction;
- Provisions apply uniformly to all Directors and are consistent; and
- More opportunities for personal collaboration.

### Cons

- Restricting Directors from choosing whether to attend a meeting in-person or remotely;
- Procedure Bylaw No. 2576, 2019 remains in place until further items are considered by the Board; and



- Staff time will be needed to prepare content for further direction.

**Option 3:**

*That the Board provide further input to staff by October 30, 2024 to incorporate into the RDCK Procedure Bylaw No. 2898, 2024 for three readings at the November 14, 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 prepare content for further direction.

**Option 4:**

Status quo. Do not adopt the new procedure bylaw and continue to use Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019.

*“That no further action be taken with the Regional District of Central Kootenay Procedure Bylaw No. 2898, 2024.”*

**Pros**

- No more staff time required; and
- No cost for the public notice advertising.

**Cons**

- Continued use of Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019 and amendments with no changes to streamline meetings or procedures.

**SECTION 5: RECOMMENDATIONS**

Staff is seeking Board direction.

Respectfully submitted,  
Angela Lund, Deputy Corporate Officer

**CONCURRENCE**

Mike Morrison – Corporate Officer	Approved
Stuart Horn – Chief Administrative Officer	Approved

**ATTACHMENTS:**

**Attachment A** - Redlined version of the RDCK Procedure Bylaw No. 2898, 2024

**Attachment B** - RDCK Procedure Bylaw No. 2898, 2024

**Attachment C** – Directors’ Survey Template



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Procedure Bylaw No. 2898, 2024**

# RDCK PROCEDURE BYLAW NO. 2898

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## 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

---

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.

**Communication** means the receipt of a written letter, email or other message.

**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.

**Correspondence** means the receipt of written Communications that requests action from the Board.

**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, t~~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
- 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) Correspondence items will be added to the agenda without a recommendation. Directors can put forward a motion at the Meeting or email staff requesting a motion be added to the next month's agenda under Directors' Motions.
- (4) 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.
- (5) 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 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this day of , 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer





**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Procedure Bylaw No. 2898, 2024**

# RDCK PROCEDURE BYLAW NO. 2898

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## 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

---

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.

**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, in accordance with 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.

**Communication** means the receipt of a written letter, email or other message.

**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.

**Correspondence** means the receipt of written Communications that requests action from the Board.

**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) In accordance with Section 225 [*Procedure Bylaw*] of the Act this Bylaw may not be amended or repealed and substituted unless the Board first gives notice as per Section 94 of the Charter describing the proposed changes in general terms.
- (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 Section 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 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 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.

### **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 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) The Meeting Coordinator shall provide the Closed Meeting agenda through the meeting software to the Directors and will only print a paper copy (on 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.
- (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 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 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 Section 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 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 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 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 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
  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 and is to be included on all Meetings agendas.
- (3) Correspondence items will be added to the agenda without a recommendation. Directors can put forward a motion at the Meeting or email staff requesting a motion be added to the next month's agenda under Directors' Motions.
- (4) As close to the hour of 11:30 a.m. as possible, 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.
- (5) 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.

## **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 for which a public hearing will be held or 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 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) 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.

## 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 “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 Section 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 Section 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 **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, 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.

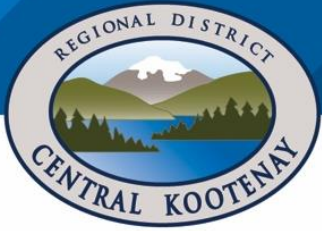
READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.  
READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.  
READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.  
ADOPTED this day of , 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



# RDCK Procedure Bylaw No. 2898, 2024

## Directors' Survey

**Report Date:** August 29, 2024

### 1. Part 1: Introductions Section 2 Definitions

***“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.”***

**DIRECTOR REQUEST:** The Advisory Committee definition in Bylaw 2898 should remove the word “Committee” and replace “Board” with “Staff”. That an advisory meeting be considered an informal meeting to attract community volunteers to participate.

**STAFF RESPONSE:** The current model for RDCK Advisory Committees was introduced through establishing Water System Community Advisory Committees (WSCACs). RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023 (attached) is clear that advisory bodies are intended to be less formal mechanisms for gathering community input into RDCK services, and that the RDCK procedures bylaw does not apply. This simplified and less formal approach facilitates greater community participation and retains decision-making authority with elected officials. While staff intends that the WSCAC bylaw be the starting point for any future advisory bodies created by the RDCK, that would be at the Board’s discretion. Staff have confirmed with the Ministry of Municipal Affairs that a Board can create any advisory body that it deems desirable, and that is neither a Standing or Select Committee or a Commission as defined in the Local Government Act

Staff recommends that mentions of “Advisory” or “Advisory Committee” are not included within the Procedure Bylaw. For simplicity, the Procedures Bylaw should only reference governance bodies to which the rules of procedure will apply.

Note that the Community Sustainable Living Advisory Committee (CSLAC) meets all the criteria for and operates as a Standing Committee of the RDCK Board. Staff are currently drafting a Committee Bylaw to replace the Terms of Reference and will recommend that “Advisory” be removed from the title of the Committee to better distinguish between a formal Standing Committee and our informal advisory bodies.

**QUESTION:**

Should the Procedure Bylaw have a definition for an “Advisory” or “Advisory Committee”?

YES

NO

### 2. Part 3: Meetings - ADDITION: Attendance of Directors at Meetings

**DIRECTOR REQUEST:** Introduce language that limits Directors ability to participate in Board meetings by electronic means to a specified number of meetings per year.



**STAFF RESPONSE:** The province’s guidance document on Procedure Bylaws indicates it is possible to place limits on the number of total and consecutive meetings an elected official can participate remotely. The *Local Government Act* (LGA) deems remote participation to be “present” at a meeting. Staff has not found any examples from other regional district that include this provision in their Procedure Bylaw.

**QUESTIONS:**

1. Should Bylaw 2898 include language that limits Directors ability to participate in Board meetings by electronic means to a specified number of meetings per year?

YES       NO

**LANGUAGE:**

*Members may participate electronically for a maximum of two consecutive Board meetings, and/or a maximum total of six Board meetings in any calendar year. These limits do not apply in an emergency. The Executive Committee is authorized to approve a Director’s request for a reasonable accommodation to increase the maximum limits.*

2. Should Bylaw 2898 include language that limits Directors ability to participate in Board meeting by electronic means if they are traveling?

YES       NO

**LANGUAGE:**

*Members may participate electronically for a maximum of two consecutive Board meetings while traveling in any calendar year. The Executive Committee is authorized to approve a Director’s request for a reasonable accommodation to increase the maximum limits.*

3. Should language be included in the Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021?

- Yes, limit Directors ability to participate remotely  
 Yes, limit Directors ability to participate remotely during travel  
 No to both

### 3. Part 5: Meeting Procedures for the Board Section 22 Order of Business

**DIRECTOR REQUEST:** Add a new section to the Board agenda called “Provincial Administration”.

**STAFF RESPONSE:** The Procedure Bylaw may not be the best place to show how much work is being transferred from the Province.

**QUESTION:**

Should Bylaw 2898 include “Provincial Administration” in the Order of Business for the Board agenda?

YES       NO

#### 4. Part 5: Meeting Procedures for the Board Section 23 Minutes

**DIRECTOR REQUEST:** Request that all Committee and Commission minutes be received three (3) days prior to Board meeting.

**STAFF RESPONSE:** Staff would require direction from the Board to change the schedule for the meetings held the week of the Board meeting and to review any additional costs.

**QUESTION:**

Should Bylaw 2898 include language that indicates that all Committee and Commission minutes be received three (3) days prior to the Board meeting?

YES       NO

#### 5. Part 6: Delegations & Presentations Section 26 General provisions

**DIRECTOR REQUEST:** Language that includes “that delegation requests must align with the Board’s work and strategic priorities, and be a registered organization”.

**STAFF RESPONSE:** This is a decision of the Board. Local government legislation does not include specific requirements for public delegations to appear at a board meeting. The Board may want to consider how this may be perceived if a delegations request is declined. If the Board is in favour of the request, staff recommends it be included in the “Receiving Delegations at Board Meetings Policy No. 100-01-18” instead of the Procedure Bylaw.

**QUESTION:**

Should Bylaw 2898 include language that delegation requests must align with the Board’s work and strategic priorities, and be a registered organization?

YES       NO

If no, should the language be included in the “Receiving Delegations at Board Meetings Policy No. 100-01-18”?

YES       NO

## 6. Additional Comments

**QUESTION:**

Do you have any further comments regarding the RDCK Procedure Bylaw No. 2898, 2024?



# Assent Vote Results (Official)

September 16, 2024

## West Creston Fire Loan Authorization and Service Establishment Bylaw Amendment Assent Vote

VOTING STATION		YES	NO	SPOILED/ REJECTED	TOTAL
	Mail-In Ballots	4	7	0	11
	Creston and District Community Complex	86	140	1	227
(VOTER TURNOUT: 52%) 457 on the Voters List		<b>90</b>	<b>147</b>	<b>1</b>	<b>238</b>

Pursuant to Section 145(8) *Local Government Act*

This determination of official election results was made by the Chief Election Officer at 3:00 p.m. on September 16, 2024 and is based on the ballot accounts as amended or prepared by the Chief Election Officer.

  
 \_\_\_\_\_  
 Tom Dool, Chief Election Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2912

A Bylaw to amend West Creston Fire Protection Area Service Establishment Bylaw No. 2408, 2014 by increasing the maximum annual requisition limit.

WHEREAS the Board of the Regional District of Central Kootenay has established a service by adopting West Creston Fire Protection Area Service Establishment Bylaw No. 2408, 2014;

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to amend Bylaw No. 2408 to increase the maximum annual requisition for the service;

AND WHEREAS pursuant to the Local Government Act, participating area approval has been given by elector assent.

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 the following substituted therefore:

The maximum amount of money that may be requisitioned annually for the service shall not exceed the greater of \$393,831 or \$2.5519/\$1,000 of net taxable value of land and improvements within the service area.

2 This Bylaw may be cited as "West Creston Fire Protection Area Service Establishment Amendment Bylaw No. 2912, 2024."

READ A FIRST TIME this 21st day of March, 2024.

READ A SECOND TIME this 21st day of March, 2024.

READ A THIRD TIME this 21st day of March, 2024.

I hereby certify that this is a true and correct copy of the "West Creston Fire Protection Area Service Establishment Amendment Bylaw No. 2912, 2024" as read a third time by the Regional District of Central Kootenay Board on the 21st day of March, 2024.

[Signature]
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this day of , 2024.

ASSENT RECEIVED as per the *Local Government Act – Elector Assent* this       day of       , 2024.

ADOPTED by this       day of       , 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2916

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A bylaw to authorize the borrowing of the estimated cost of Two Million One Hundred Fifty One Thousand Nine Hundred Dollars (\$2,151,900) for the construction of the West Creston Fire Hall, the replacement of the water tender and the purchase of a frontline fire engine for the West Creston Fire Department.

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WHEREAS the Regional Board of the Regional District of Central Kootenay has established West Creston Fire Protection Area Service Establishment Bylaw No. 2408, 2014, a service to provide fire protection within the West Creston Fire Protection Service Area;

AND WHEREAS it is deemed desirable and expedient to replace the water tender and purchase a frontline fire engine for the West Creston Volunteer Fire Department to meet the requirements of the National Fire Protection Association and the Fire Underwriters Survey, and to complete construction of the West Creston Fire Hall;

AND WHEREAS the estimated cost of the construction of the West Creston Fire Hall, the replacement of the water tender and purchase of the frontline fire engine including expenses incidental thereto is the sum of Two Million One Hundred Fifty One Thousand Nine Hundred Dollars (\$2,151,900), of which the sum of \$2,151,900 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 (20) years;

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

- 1 The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the West Creston Fire Hall, the replacement of the water tender and purchase of the frontline fire engine, serving the West Creston Fire Protection 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 One Hundred Fifty One Thousand Nine Hundred Dollars (\$2,151,900).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the West Creston Fire Hall, the replacement of the water tender and purchase of the frontline fire engine.
- 2 The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
- 3 This bylaw may be cited as **“West Creston Fire Protection Service Loan Authorization (Fire Hall, Water**

**Tender & Frontline Fire Engine) Bylaw No. 2916, 2024".**

READ A FIRST TIME this 21<sup>st</sup> day of March , 2024.

READ A SECOND TIME this 21<sup>st</sup> day of March , 2024.

READ A THIRD TIME this 21<sup>st</sup> day of March , 2024.

I hereby certify that this is a true and correct copy of the **"West Creston Fire Protection Service Loan Authorization (Fire Hall, Water Tender & Frontline Fire Engine) Bylaw No. 2916, 2024"** as read a third time by the Regional District of Central Kootenay Board on the 21<sup>st</sup> day of March , 2024.



\_\_\_\_\_  
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_ , 2024.

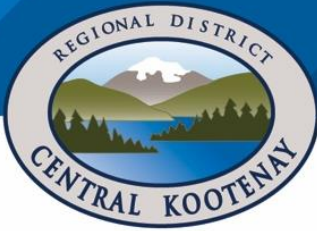
RECEIVED the approval of the electors this \_\_\_\_\_ day of \_\_\_\_\_ , 2024.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ , 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer





# Board Report

**Date of Report:** September 20, 2024  
**Date & Type of Meeting:** October 17, 2024  
**Author:** Tom Dool, Research Analyst  
**Subject:** Permissive Tax Exemption Bylaw 2963, 2024  
**File:** 3200/10  
**Electoral Area/Municipality:** All Rural Electoral Areas

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide the Board consideration regarding Permissive Tax Exemption Bylaw 2963, 2024.

Staff recommend that **Permissive Tax Exemption Bylaw No. 2963, 2024** be given three readings and be adopted.

## SECTION 2: BACKGROUND/ANALYSIS

### Background

At the April 20, 2023 General Open Board Meeting the Board passed resolution 270/23

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

This policy provides the Board with a consistent and equitable approach to the evaluation of applicants for the issuance of permissive tax exemptions. The Regional District Permissive Tax Exemption Policy was implemented for the preparation of Permissive Tax Exemption Bylaw No. 2963, 2024, a bylaw to exempt specified properties and improvements from the 2025 tax roll.

The timeline for the Permissive Tax Exemption process is as follows:

1. First Public Notice of Application – Advertised no later than June 1st
2. Applications Available – No later than June 1st
3. Second Public Notice of Application – Advertised no later than July 1st
4. Applications Due – No later than August 1st
5. Permissive Tax Exemption Approval – October Board Meeting
6. Submission of Permissive Tax Exemption Bylaw to the Province – by October 31<sup>st</sup>

To qualify for a property tax exemption applicants must ensure that:

- Properties and improvements qualify for an exemption under the provisions of the Local Government Act Section 391.
- Properties, improvements, and proposed uses are compliant with Regional District bylaws, policies, and regulation.
- The proposed use of the property or improvements are aligned with the values of the community and the Regional District.
- The principal use of the property or improvements does not result in competition with for-profit business.

To ensure an equitable evaluation of applicants an evaluation matrix was developed and applied to the application process. The matrix focus on 4 key areas

1. Land and Improvement Eligibility. This is an evaluation of the lease/ownership arrangement. The property must be owned or leased by the applicant and the proposed use must be allowed for within the Local Government Act.
2. Applicant Eligibility. This is an evaluation of the organization or individual making application. The applicant must be in compliance with the Society Act, a School Board, or a Local Authority.
3. Regulatory Eligibility. This is an evaluation of compliance with local regulations such as land use planning or building regulations.
4. Taxation Considerations. This is an evaluation of the assessed value of the property and improvements and value of the exemption granted by the Regional District.

### **Analysis**

Staff reviewed 14 applications for permissive tax exemption. The Regional District has confirmed the eligibility of all 14 applicants based on the process and criteria specified in the Regional District Permissive Tax Exemption Policy. Organizations currently included in Permissive Tax Exemption Bylaw 2921, 2023 are as follows

#### **Area A**

Riondel Golf Club Society  
 Boswell Historical Society  
 South Kootenay Lake Art Connect

#### **Area B**

Creston Golf Club

#### **Area E**

Balfour & District Business and Historic Assoc.  
 Balfour Recreation Commission  
 Granite Point Golf and Recreation Society

#### **Area G**

Salmo Golf Course  
 Beaver Valley Water Supply

**Area H**

Valley View Golf Course  
Slocan Lake Golf Course

**Area J**

Castlegar and District Golf Course

**Area K**

Nakusp Centennial Golf Course  
Fauquier and District Golf Course

It should be noted that these are the same applicants as applied in 2024.

**SECTION 3: DETAILED ANALYSIS****3.1 Financial Considerations – Cost and Resource Allocations:**

**Included in Financial Plan:**  Yes  No      **Financial Plan Amendment:**  Yes  No  
**Debt Bylaw Required:**  Yes  No      **Public/Gov't Approvals Required:**  Yes  No

This analysis of exempted taxation applies BC Assessments 10% conversion rate for non-profit and recreational land and improvements to the assessed value of land and improvements proposed for exemption. The rate applied to the converted value of land and improvements is an aggregate of rates for services received by the entire Rural Electoral Area in question. The annual 5-year financial plan uses a similar analysis to describe to residence the tax implications of “core services” in their Rural Electoral Area.

**Figure 1. Taxation Implications of Proposed Exemptions**

Applicants	Electoral Area	Rec/Non Profit Rate/\$1000	Actual Value of Land & Improvements	Taxation
Riondel Golf Course	A	\$ 1.286	\$ 3,145,000.00	\$ 2,445.57
Boswell Historical Society	A	\$ 1.286	\$ 150,000.00	\$ 116.64
South Kootenay Lake Art Connect	A	\$ 1.286	\$ 160,400.00	\$ 124.73
Creston Golf Course	B	\$ 2.575	\$ 1,905,000.00	\$ 739.81
Balfour Golf Course	E	\$ 1.208	\$ 1,349,900.00	\$ 1,117.47
Nelson Golf and Recreation Society	E	\$ 1.208	\$ 69,200.00	\$ 57.28
Balfour Business and Historical Assoc	E	\$ 1.208	\$ 190,500.00	\$ 157.70
Salmo & District Golf Course	G	\$ 1.643	\$ 776,200.00	\$ 472.43
Beaver Valley Water Supply	G	\$ 1.643	\$ 292,000.00	\$ 177.72
Valley View Golf Course	H	\$ 0.803	\$ 1,321,300.00	\$ 1,645.45
Slocan Lake Golf Course	H	\$ 0.803	\$ 1,097,100.00	\$ 1,366.25
Castlegar and District Golf Course	J	\$ 1.657	\$ 2,581,000.00	\$ 1,557.63
Nakusp Golf Course	K	\$ 0.724	\$ 1,391,500.00	\$ 1,921.96
Fauquier Golf Course	K	\$ 0.724	\$ 2,152,000.00	\$ 2,972.38
<b>Total</b>			<b>\$ 16,581,100.00</b>	<b>\$ 14,873.02</b>

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

Local Government Act Section 391 authorizes the Regional District to issue a permissive taxation, by bylaw, for those properties that meet the requirements of the Local Government Act and the criteria specified by the Regional District.

In accordance with Section 228 of the Local Government Act the Board may choose to give 3 readings and adopt the bylaw at the same open Board meeting.

### **3.3 Environmental Considerations**

None at this time.

### **3.4 Social Considerations:**

A review of the financial statements and AGM minutes submitted by applicants suggest that the applicants are providing well-used and appreciated recreational opportunities in their communities.

The Beaver Valley Water System site belonging to the Regional District of Kootenay Boundary is a critical piece of community infrastructure.

### **3.5 Economic Considerations:**

The remainder of services, with the exception of the Beaver Valley Water System site, which is critical infrastructure, provide amenities that create an economic benefit in the communities within which they reside.

### **3.6 Communication Considerations:**

None at this time.

### **3.7 Staffing/Departmental Work plan Considerations:**

None at this time.

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

The issuing permissive tax exemptions to eligible organizations in the community that provide services aligned with Regional District values demonstrates the Boards commitment to strengthening its relationships with community partners.

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

### **Option 1. That the Board adopt Permissive Tax Exemption Bylaw No. 2963, 2024**

#### Advantages

- Granting permissive exemptions to the organizations included in the bylaw facilitates the provision of services by the organizations receiving those exemptions. These services have been reviewed and are deemed to be aligned with the values of the Regional District.

#### Disadvantages

- An estimated loss of \$14,873 in taxation revenue.

### **Option 2. That the Board not adopt Permissive Tax Exemption Bylaw No. 2963, 2024**

Advantages

- An estimated increase of \$14,873 in taxation revenue.

Disadvantages

- The organizations applying for these exemptions may require them to continue to provide services.

**SECTION 5: RECOMMENDATIONS**

That **Permissive Tax Exemption Bylaw No. 2963, 2024** be read a FIRST, SECOND, and THIRD time by content.

That **Permissive Tax Exemption Bylaw No. 2963, 2024** be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,  
Tom Dool, Research Analyst

**CONCURRENCE**

Corporate Officer – Mike Morrison

Approved

Chief Administrative Officer – Stuart Horn

Approved

**ATTACHMENTS:**

Attachment A – Permissive Tax Exemption Bylaw No. 2963, 2024

Attachment B – Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2963

---

A Bylaw to provide for the exemption from taxation of certain lands used principally for community recreation, public worship, agricultural and horticultural societies, and services provided by local authorities within Regional District of Central Kootenay.

---

WHEREAS the *Local Government Act* authorizes a regional district, by bylaw, to exempt property from taxation;

AND WHEREAS the *Local Government Act* authorizes a regional district Board to exempt from taxation land or improvements or both owned or held by or held in trust by the owner for a registered society or a local authority and used principally for community recreation, public worship, agricultural and horticultural societies;

AND WHEREAS the *Local Government Act* authorizes a regional district Board to exempt from taxation land or improvements owned or held by a municipality, another regional district or local authority for local government purposes;

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

**1** The following described properties shall be exempt from taxation imposed under the *Local Government Act* to the extent indicated herein:

(1) Land and Improvements occupied by the Balfour Recreation Commission, locally known as the **Balfour Golf Course**, and legally described as follows:

Roll Number 707-00833.975  
602 Queens Bay Road Balfour, BC  
Lot A District Lot 184, Kootenay Land District Plan NEP83597 Except Plan EPP113093  
P.I.D. #027-029-760

Roll Number 707-07798.110  
220 Edward Street Balfour, BC  
Lot 2, District Lot 4961, Kootenay Land District, Plan 7334 except Plan EPP68103  
P.I.D. #011-179-236

Roll Number 707-07796.510  
602 Queens Bay Road Balfour, BC  
District Lot 4961, Kootenay District except parts included in Plans 2528 and 7334  
P.I.D #012-926-965

- (2) Land and Improvements occupied by the Salmo and District Golf Club, locally known as the **Salmo and District Golf Course** and legally described as follows:

Roll Number 707-01349.500  
1346 Airport Road Salmo, BC  
Block 31, District Lot 273, Kootenay Land District, except part in Plan 2861 & R151 &  
Block 32, District Lot 273, Kootenay Land District, except Plan R151 &  
Lot 1, Plan NEP61804, District Lot 273, Kootenay Land District &  
Lot A, Plan NEP61803, District Lot 273, Kootenay Land District  
P.I.D. #016-683-536, #016-683-552, #024-195-944, #024-195-936

- (3) Land and Improvements occupied by the Valley View Golf Club, locally known as the **Valley View Golf Course**, and legally described as follows:

Roll Number 707-20316.110  
6937 Highway 6 Winlaw, BC  
Lot 7, 8 & 9, Plan 2887, District Lot 383, Kootenay Land District &  
Lot 103, Plan 958, District Lot 383, Kootenay Land District  
P.I.D. #015-216-420, #006-270-867, #006-270-891 & #015-976-327

- (4) Land and Improvements occupied by the Castlegar Golf Club, locally known as the **Castlegar & District Golf Course** and legally described as follows:

Roll Number 709-07595-325  
1602 Aaron Road Castlegar, BC  
Lot A, Plan 5069, District Lot 4598, Kootenay Land District, except Plan 15837  
P.I.D. #010-364-498

- (5) Land and Improvements occupied by the Nakusp Centennial Golf Club, known locally as the **Nakusp Centennial Golf Course** and legally described as follows:

Roll Number 710-01655.000  
649 Highway 6 Nakusp, BC  
Lot 1, Plan 5565, District Lot 398, Kootenay Land District  
P.I.D. #007-740-085

- (6) Land and Improvements occupied by the Fauquier and District Golf Club, known locally as the **Fauquier & District Golf Course** and legally described as follows:

Roll Number 710-02953.100  
8034 Highway 6 Fauquier, BC  
Lot 1, Plan NEP22479, District Lots 2591 & 9156, Kootenay Land District  
P.I.D. #023-287-705

- (7) Land and Improvements occupied by the Slocan Lake Golf Club, locally known as the **Slocan Lake Golf Course** and legally described as follows:

Roll Number 710-01993.500  
101 Golf Course Road New Denver, BC

Parcel A, District Lot 2106, Kootenay Land District (Explanatory Plan 34338I) &  
Parcel A, District Lot 2108, Kootenay Land District, (Explanatory Plan 34338I) &  
Parcel 1, District Lot 6529, Kootenay Land District (Reference Plan 95815I) of Parcel B,  
(see 14647I)  
P.I.D. #'s 013-752-332, #013-752-359, #013-752-413

- (8) Land and Improvements occupied by the Creston Golf Club, locally known as the **Creston Golf Course** and legally described as follows:

Roll Number 786-06716.000  
1800 Mallory Road Creston, BC  
District Lot 15874, Kootenay Land District &  
District Lot 16402, Kootenay Land District  
P.I.D. #014-837-897, #014-889-323

- (9) Land and Improvements occupied by the Riondel Golf Club Society, locally known as the **Riondel Golf Course** and legally described as those portions of the following properties used exclusively for golf course purposes:

Roll Number 786-04694-000  
1298 Galena Bay Wharf Road Riondel BC  
Sublot 25, Plan X31, District Lot 4595, Kootenay Land District, except (1) Parcel A  
Reference Plan 23516A and (2) parts included in Plans 5803 and 8655.  
P.I.D. #016-717-325

Roll Number 786-04825.045  
1298 Galena Bay Wharf Road Riondel BC  
Lot 2 Plan 3045, District Lot 4595, Kootenay Land District except Plan 5461, 14087 and  
NEP21303.  
P.I.D. #008-022-313

- (10) Land and Improvements occupied by the Nelson Golf & Recreation Society, locally known as **Granite Point Golf Course** and legally described as follows:

Roll Number 707-02008.125  
1123 West Richards Street Nelson BC  
Lot A, Plan NEP67974, District Lot 304, Kootenay Land District  
P.I.D. #024-934-399

- (11) Land and Improvements occupied by the Regional District of Kootenay Boundary, locally known as the **Beaver Valley Water Supply System** water filtration and treatment plant, water intake structure and weir on Kelly creek.

Roll Number 707-05544.000  
999 Wildwood Road Salmo BC  
Lot 1, Plan 17591, District Lot 1236, Kootenay Land District  
P.I.D. #008-229-741



- (12) Land and Improvements occupied by the Boswell Historical Society, known locally as **The Heart** and legally described as follows.

Roll Number 21-786-05506.000  
12676 Highway 3A, Boswell, BC  
Lot 1, Plan NEP4803, DL 5027, LD26  
P.I.D. #014-787-806

- (13) Land and Improvements occupied by the Balfour & District Business and Historic Association, locally known as the **St. Michaels and All Angels Performance Centre** and legally described as follows.

Roll Number 00806.100  
8551 Busk Road, Balfour, BC  
Lot 12, Block 2, Plan NEP380, District Lot 184, Kootenay Land District & Lot 13, Block 2  
Plan NEP 380, District Lot 184, Kootenay Land District  
P.I.D. #024-722-081

- (14) Land and Improvements occupied by the South Kootenay Lake ArtConnect Society, locally known as the **Harrison ArtConnect** and legally described as follows.

Roll Number 21.786.01300000  
16074 Crawford Creek Road, Crawford Bay, BC  
Lot C, Plan NEP1253, District Lot 196, Kootenay Land District Assigned No 1.  
P.I.D. #015-873-633

**2** The tax exemption established by this Bylaw shall be for the taxation year 2025.

**3** This Bylaw may be cited as **“Permissive Tax Exemption Bylaw No. 2963, 2024.”**

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



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REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

**Chapter:** 100 – Board and Governance

**Section:** 01- Board

**Subject:** Permissive Tax Exemption

**Board Resolution:** 270/23

**Established Date:** April 20, 2023

**Revised**

**Date:**

## **POLICY:**

### **PURPOSE:**

This policy provides the Board with a consistent and equitable approach to evaluation of applicants for the issuance of permissive tax exemptions.

The Regional District Permissive Tax Exemption Policy provides clarity regarding the roles and responsibilities of those participating in the permissive tax exemption process. This policy provides a timeline for the application and evaluation of tax exemptions to ensure proposals receive adequate consideration. A set of evaluation criteria are included in this policy to ensure an equitable approach is applied to the evaluation of proposals.

### **SCOPE:**

This policy applies to property tax exemptions as specified in Section 391 of the *Local Government Act*.

This policy does not apply to:

- a) statutory tax exemptions applied by the Provincial Government;
- b) heritage exemptions specified in Section 392 of the *Local Government Act*;
- c) riparian exemptions specified in Section 394 of the *Local Government Act*; or
- d) partnership agreement exemptions specified in Section 396 of the *Local Government Act*.

### **DEFINITIONS:**

**Board** means the Board of the Regional District of Central Kootenay

**Corporate Officer** means the Corporate Officer of the Regional District of Central Kootenay

**Bylaw** means a Regional District Bylaw XXXX, 2023 exempting specified properties from both parcel and valuation taxes for a specified period of time based on the criteria and process described in this policy.

**Recreation** means an activity of leisure. Recreational activities are done for enjoyment, amusement, or pleasure. Application of this term is broad, inclusive and may expressed in many ways.



**Service Organization** means a registered society in British Columbia required to comply with the Societies Act and their own constitution and bylaws.

## **ROLES AND RESPONSIBILITIES:**

### **The Board**

- Approval of staff recommendations regarding revisions, additions, or deletion to this policy.
- Approval of staff recommendations regarding amendment to the Permissive Tax Exemption Bylaw.
- Engagement with organizations in the community regarding application for property tax exemptions.

### **The Corporate Officer**

- Notify the public of the opportunity and requirements for property tax exemption application.
- Establish property tax exemption application and approval schedule.
- Establish a property tax exemption application and approval process.
- Establish property tax exemption application criteria.
- Prepare the Permissive Tax Exemption Bylaw for Board Consideration.

### **Applicants**

- The timely submission of completed application forms to the Corporate Officer.
- Understanding the qualifications required for submission.

## **POLICY:**

### **ELIGIBLE LAND USES AND INTERESTS**

To qualify for a property tax exemption the applicant must ensure that

- All properties and improvements must qualify for an exemption under the provisions of the *Local Government Act* Section 391.
- Properties, improvements, and proposed uses must be compliant with Regional District bylaws, policies, and regulation.
- The proposed use of the property or improvements must be aligned with the values of the community and the Regional District.
- The principal use of the property or improvements must not result in competition with for profit business.

The Board may grant property tax exemptions for specific land uses and interests. Exemptions may be granted for portions of property and improvements based on eligibility requirements.

**Community Recreation:** This may include, but is not limited to, community halls, cultural centers, playing fields, galleries, and other Recreation based spaces owned or leased by a Service Organization for the use and enjoyment of the public. To qualify for a Community Recreation Property Tax Exemption



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- The principal use of the property and or improvements must be Recreation;
- Use of the property must be available to the general public. This may take the form of organized classes, leagues, or events so long as the opportunity to organize these uses is inclusive and transparent; and
- The property and improvement must be owned or held by, or held in trust by the owner for, a Service Organization.

**Public Worship:** This may include churches, synagogues, mosques, temples, and other places of public worship owned or leased by a Service Organization for the purpose of worship open to the general public. To qualify for a Public Worship Property Tax Exemption

- The property or improvements must be owned or occupied by a Service Organization as a tenant or licensee;
- Worship must occur on the site on at least a monthly basis; and
- Worship must be open to the public.

**Agricultural and Horticultural Societies:** This may include those properties in excess of the 8.4ha immediately adjacent to an agricultural or horticultural society hall that may be exempted as per the Community Charter. To qualify for an Agricultural or Horticultural Societies Property Tax Exemption

- An Agricultural or Horticultural exemption is for property only;
- Only those parts of the property in excess of the area statutory exemption under section 15 (1) (j) of the *Taxation (Rural Area) Act* qualify for a property tax exemption; and
- The property must be owned by an Agricultural or Horticultural Society which qualifies as a Service Organization.

**Interests in School Board Buildings:** This may include interests held in School Board or Francophone School Board buildings. To qualify for a School Board Interests Property Tax Exemption

- The interest must be held by a Service Organization or Francophone School Board; and
- The interest must be owned by a BC School Board or a Francophone School Board.

**Local Authorities:** This may include land or improvements held by Improvement Districts, Commissions, Library Boards, Hospital Boards, or other Local Authorities. To qualify for a Local Authority Property Tax Exemption

- The land or improvements must be owned by a local authority.
- The land or improvements must be used for a purpose of the local authority.



***POLICY COMPLIANCE & EXEMPTION RENEWAL***

Property tax exemptions may be revoked at the discretion of the Board by bylaw in accordance with the Local Government Act.

In the event that a property no longer meets the requirements for an exemption due to a change in ownership or land use the bylaw ceases to apply to that property and the property is liable to taxation effective from the time of change.

Unless directed by the Board all property tax exemptions must be applied for, and approved, annually. Failure to apply for a property tax exemption will result in an exclusion from the Regional District Permissive Tax Exemption Bylaw. The property is then liable to taxation effective the following year.



## **SCHEDULE A: APPLICATION SCHEDULE**

### ***SCHEDULE A - APPLICATION SCHEDULE***

The application schedule for a property tax exemption is as follows:

First Public Notice of Application – Advertised no later than June 1st

Applications Available – No later than June 1st

Second Public Notice of Application – Advertised no later than July 1<sup>st</sup>

Applications Due – No later than August 1<sup>st</sup>

Permissive Tax Exemption Approval – October Board Meeting

Submission of Permissive Tax Exemption Bylaw to the Province – by October 31<sup>st</sup>



## **SCHEDULE B: APPLICATION FORMS**

The inputs below are the information required of the Property Tax Exemption Application Form. The Form itself will be made available for electronic distribution and submission or analogue submission. All relevant information must be submitted in order to be considered for an exemption.

### **Applicant Information**

Applicant Name:  
Applicant Phone Number:  
Applicant Email:  
Applicant Mailing Address:  
Applicant Relationship To Service Organization:

### **Service Organization Information**

Service Organization Name:  
Service Organizations Society Number:  
Service Organizations Phone Number:  
Service Organizations Email:  
Service Organizations Mailing Address:  
Minutes From Most Recent AGM Must Be Included:  
Most Recently Filed Financial Statement Must Be Included:

### **Property Information**

Property Address:  
Property PID:  
Title Number:  
Lease Must Be Included If Relevant:  
Current Land Use:  
Proposed Land Use (if different):  
Compliance with Building Bylaw: Yes/No  
Building Bylaw Comments:  
Compliant with Land Use Planning: Yes/No  
Land Use Planning Comments:

### **Exemption Information**

Property Tax Exemption Type

- Community Recreation
- Public Worship
- Agricultural or Horticultural Societies
- Interests In School Board Buildings
- Local Authorities

What proportion of improvements are proposed exempt  
What proportion of land is proposed exempt  
If proportions are proposed is a diagram included: Yes/No



### **SCHEDULE C: EVALUATION CRITERIA**

The information detailed in Schedule B: Application Forms provided by the applicants shall be evaluated using the criteria below to inform the recommendation to include a property in the permissive tax exemption bylaw.

1. Is the proposed land or improvement use eligible for an exemption?
  - Ownership/Lease arrangement compliance (Yes/No)
  
2. Is the organization or individual making application eligible for an exemption?
  - Compliant with the Societies Act (Yes/No)
  - School Board
  - Local Authority
  
3. How does proposed exemption align with the goals and direction set by the Board?
  - Compliance with local regulations (Yes/No)
  - Aligned with Board and Community Values (Yes/No)
  
4. What are the implications for local government taxation and services.
  - Taxation Impact
  - Relationship to other services





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**RELATED LEGISLATION:**

The Local Government Act S277, S391-S396

The Community Charter Div 7

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## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2972

---

A bylaw to authorize the borrowing of the estimated cost of Two Million Five Hundred Thousand Dollars (\$2,500,000) to upgrade the Nelson Recycling Depot and build the Central Fleet Building.

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established Central Waste Management Subregion Refuse Disposal/Recycling Local Service Area Establishment Bylaw No. 1071, 1994 a service to provide refuse disposal and recycling within the Central Waste Management Subregion Service Area;

AND WHEREAS it is deemed desirable and expedient to upgrade the Nelson Recycling Depot and build the Central Fleet Building;

AND WHEREAS the estimated cost to upgrade the Nelson Recycling Depot and build the Central Fleet Building including expenses incidental thereto is the sum of Three Million Three Hundred Seventy Six Thousand One Hundred Seventy Six Dollars (\$3,376,176), of which the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000) 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 upgrade the Nelson Recycling Depot and build the Central Fleet Building, serving the Central 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 Five Hundred Thousand Dollars (\$2,500,000).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in to upgrade the Nelson Recycling Depot and build the Central Fleet Building.
  
- 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 “**Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Loan Authorization Bylaw No. 2972, 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

I hereby certify that this is a true and correct copy of the **Central Waste Management Subregion Refuse Disposal/Recycling Service (Nelson Recycling and Fleet Building) Loan Authorization Bylaw No. 2972, 2024** as read a third time by the Regional District of Central Kootenay Board on the 18<sup>th</sup> day of July, 2024

  
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this 28th day of August, 2024.

ADOPTED this 17th day of October, 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

**Bylaw No. 2973**

---

A bylaw to authorize the borrowing of the estimated cost of One Million Dollars (\$1,000,000) for the closure of the Nakusp Landfill.

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established West Waste Management Subregion Refuse Disposal/Recycling Local Service Area Establishment Bylaw No. 1070, 1994 a service to provide refuse disposal and recycling within the West Waste Management Subregion Service Area;

AND WHEREAS it is deemed desirable and expedient for the closure of the Nakusp Landfill;

AND WHEREAS the estimated cost for the closure of the Nakusp Landfill including expenses incidental thereto is the sum of One Million One Hundred Thousand Dollars (\$1,100,000), of which the sum of One Million Dollars (\$1,000,000) 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 for the closure of the Nakusp Landfill, serving the West 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 One Million Dollars (\$1,000,000).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in for the closure of the Nakusp 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 **“West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp Landfill) Loan Authorization Bylaw No. 2973, 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

I hereby certify that this is a true and correct copy of the **West Waste Management Subregion Refuse Disposal/Recycling Service (Nakusp Landfill) Loan Authorization Bylaw No. 2973, 2024** as read a third time by the Regional District of Central Kootenay Board on the 18<sup>th</sup> day of July, 2024



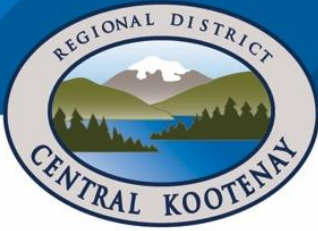
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this 4<sup>th</sup> day of September, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer



# Board Report

**Date of Report:** October 2, 2024  
**Date & Type of Meeting:** October 17, 2024 Open Board Meeting  
**Author:** Tom Dool, Research Analyst & Tristan Fehst Acting Regional Fire Chief  
**Subject:** **Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024**  
**File:** \08\3200\10  
**Electoral Area/Municipality:** Electoral Areas A, D, E, F, G, H, I, and J

## SECTION 1: EXECUTIVE SUMMARY

This report recommends that the Board give three readings of and adopt Regional District of Central Kootenay Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 and that staff be directed to develop those policies required for the efficient administration of fire safety inspections.

Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 amends Volunteer Fire Service Regulation Bylaw No. 2769, 2023 to reflect changes required by the recent implementation of the Fire Safety Act.

Specifically, this bylaw

1. Removes reference to the Local Assistant to the Fire Commissioner (LAFC), a designation that is no longer recognized.
2. Grants the Regional Fire Chief the authority to act as or designate a Fire Inspector so long as they meet the qualifications established by the Office of the Fire commissioner.
3. Grants the Regional Fire Chief the authority to act as or designate a Fire Investigator so long as they meet the qualification established by the Office of the Fire Commissioner.

Volunteer Fire Service Regulation Bylaw No. 2769, 2023 granted the Regional Fire Chief, or their designate, the authority to both inspect a premises for the risk of fire and to investigate the cause of fires. These authorities were granted in recognition that while the Fire Safety Act had been introduced by the Provincial Government in 2014 it's implementation had been delayed due to negotiation with Local Governments and in order to give fire services time to make the changes required.

Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 formalizes the changes required by the Fire Safety Act and removes reference to the Fire Services Act.

## SECTION 2: BACKGROUND/ANALYSIS

### BACKGROUND

The Fire Service Act (FSA) was developed in response to stakeholder feedback and recommendations from the BC Coroners report on the 2012 Lakeland Mills explosion. The FSA is the first substantive update to the legislation governing the provision of fire protection in BC since the adoption of the Fire Services Act in 1979. With it's implementation on August 1, 2024 the FSA replaces the Fire Services Act and marks the beginning of a 1

year transitory period where local governments will be required to update their fire services service model to accommodate the new legislation.

The Fire Safety Act received royal assent in 2016 but implementation was delayed until August 1, 2024 due to negotiations with Local Governments. Negotiations were centered around the capacity of Local Government to provide the financial and technical resources to take on the responsibilities assigned in the FSA and whether Local Government had the authority to do so.

Volunteer Fire Service Regulation Bylaw No. 2769, 2023 was written to address the requirements of the FSA and with the understanding that the implementation of the FSA was imminent.

### **ANALYSIS**

The amendments proposed by Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 address the FSA requirement that local authorities designate personnel to carry out fire inspections and fire investigations and remove reference to the now redundant Fire Services Act.

The proposed bylaw amendment authorizes the Regional Fire Chief, or their designate, to carry out fire inspection and investigations as described by the FSA. Depending on the Regional Fire Service capacity the Regional Chief may designate these roles to qualified Regional Fire Service staff or, as allowed by the FSA, request assistance from the Office of the Fire Commissioner (OFC) who will then provide qualified staff to support Regional Fire Services.

The provision of fire inspection services is based on a request for service/complaint model. To ensure the efficient provision of service the Board may consider the development of a policy regarding the evaluation and prioritization of requests for service/complaints.

## **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

There are no budgetary considerations associated Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 at this time.

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

In accordance with the FSA it is now a requirement for local authorities to designate their local fire inspectors and fire investigators. Volunteer Fire Service Regulation Bylaw No. 2769, 2023 addressed these requirements by authorizing the Regional Fire Chief or their designate to perform both inspections and investigations. The proposed amendments affirm those authorizations and further align Bylaw 2769 with the language found in the FSA.

As in the Fire Services Act, the FSA also continues the requirement for all fires to be investigated and reported to the fire commissioner. Locally designated fire investigators will fulfil this requirement. Fire inspection services will be provided in a reactive manner as a complaint-based and/or owner-requested model.

The Regional District has the discretion to use it's own designated fire inspectors and fire investigators, or to request that the Office of the Fire Commissioner (OFC) support an inspection or investigation requirements. The

OFC has regionally located fire-service advisers throughout the province that are also delegated by the OFC as inspectors and investigators under the FSA.

While it is not a matter for consideration within the regulatory bylaw for the service the Board may consider directing staff to develop additional policy on the matter of fire inspections by complaint or request. In particular, the Board may consider the development of a framework for complaint or request evaluation in order to ensure alignment with best practices and enabling the use of policy defense where appropriate.

### **3.3 Environmental Considerations**

There are no environmental considerations associated with Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 at this time.

### **3.4 Social Considerations:**

Reactive inspections and compliance monitoring is intended to keep occupants safe from potential fire hazards, with the goal to prevent fire-related tragedies, preserve human life and reduce property and economic loss due to fires.

### **3.5 Economic Considerations:**

There are no economic considerations associated with Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024 at this time.

### **3.6 Communication Considerations:**

Fire Services staff are working with residents to ensure that changes resulting from the FSA are understood in the community.

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

Fire Service staff are prepared to address the requirements of the FSA and the proposed amendment to the bylaw.

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

#### **Organizational Excellence**

The proposed regulations update the operating framework for the Regional District Fire Service and improve upon the safety of responders and the public.

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

**Option 1. That the Board give 3 readings and adoption to Regional District of Central Kootenay Volunteer Fire Service Regulation Amendment Bylaw No. 2978, 2024 and that staff be directed to develop those policies required for the efficient administration of Fire Safety Inspections.**

#### **Advantages**

Further aligns Volunteer Fire Service Regulation Bylaw No. 2769, 2023 with the intent and requirements of the Fire Safety Act.

#### **Disadvantages**



- None

**Option 2. Staff be directed to take no further action on the matter.**

**Advantages**

- None

**Disadvantages**

Volunteer Fire Service Regulation Bylaw No. 2769, 2023 will require subsequent amendments to address alignment with the FSA and lack of policy regarding the administration of the Fire Safety Inspection process may result in liabilities to the Board.

**SECTION 5: RECOMMENDATIONS**

That Regional District of Central Kootenay Volunteer Fire Service Regulation Amendment Bylaw No. 2978, 2024 be read a first, second and third time by content.

That Regional District of Central Kootenay Volunteer Fire Service Regulation Amendment Bylaw No. 2978, 2024 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

That staff be directed to develop those policies required for the efficient administration of Fire Safety Inspections.

Respectfully submitted,  
Tom Dool, Research Analyst

**CONCURRENCE**

Chief Administrative Officer – Stuart Horn	Approved
Regional Fire Chief – Tristan Fehst	Approved
Corporate Officer – Mike Morrison	Approved

**ATTACHMENTS:**

**Schedule A** –Regional District of Central Kootenay Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024

**Schedule B** – Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2978

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A Bylaw to amend Regional District of Central Kootenay Volunteer  
Fire Service Regulation Bylaw No. 2769, 2023

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WHEREAS the Regional District has established regulations for the provision of Fire Services in all rural electoral areas with the adoption of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023, to ensure compliance with the Fire Safety Act.

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

**1** That Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 be amended as follows

a) Section 1 Definitions be amended to include:

**Fire Code** means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

**Fire Commissioner** means the fire commissioner appointed pursuant to the Fire Safety Act;

**Fire Safety Inspection** means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Inspector** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

**Fire Investigation** means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Investigator** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

**Regional Assistant Fire Chief** means the person or persons primarily responsible for fire prevention within the RDCK Fire Service;

b) Section 1 Definitions be amended to delete:

**L AFC** means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;

- c) Section 6 Regional Fire Chief Authority And Responsibilities Part 3 be deleted in it's entirety and replaced with:

The Regional Fire Chief is authorized to:

- (a) administer this Bylaw;
- (b) enforce Regional District bylaws, rules, Orders and regulations;
- (c) carry out Fire Safety Inspections;
- (d) carry out Fire Investigations;
- (e) develop and enforce the agreements and contractual arrangements required for the provision of service;
- (f) appoint, promote, suspend, or discharge Fire Department Chiefs, Officers, and members as required in accordance with the policies and procedures of the Regional District;
- (g) designate a person or class of persons as Fire Inspector in accordance with and as required under the Fire Safety Act;
- (h) designate a person or class of persons as Fire Investigator in accordance with and as required under the Fire Safety Act;
- (i) make rules for the efficient administration and operation of Fire Departments and change, replace or withdraw the rules as considered necessary;
- (j) make recommendation to the CAO regarding the provision of and the degree to which a Volunteer Fire Department may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy; and
- (k) delegate authority as required.

**2 This Bylaw may be cited as “Regional District of Central Kootenay Volunteer Fire Service Regulation Amending Bylaw No. 2978, 2024”**

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2769

---

A bylaw to regulate Fire Protection and Associated Services provided by  
Regional District of Central Kootenay Volunteer Fire Departments

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WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to regulate and operate Volunteer Fire Departments for Fire Protection and other Associated Services;

AND WHEREAS the Board of the Regional District, by separate service establishment bylaws, has established Fire Protections Service Areas to provide Fire Protection and Associated Services;

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meeting assembled enacts the following:

### DEFINITIONS

1 **Apparatus** means any vehicle provided with machinery, devices, equipment or materials designed or intended for use in Fire Protection and Assistance Response, including vehicles used to transport fire fighters and supplies;

**ASTTBC** means the Applied Science Technologists and Technicians of BC;

**Assistance Response** means the initial response and emergency aid, other than Fire Protection and Fire Response, provided by the Fire Department at an Incident;

**Associated Services** means Fire Response, Auto Extrication, First Responder, and Rescue Services;

**Authority Having Jurisdiction** means the Regional Fire Chief or their designate;

**Auto Extrication Services** means a service using various methods and equipment to disentangle a victim from a vehicle;

**Automatic Aid** means the provision of Fire Department Equipment or personnel for Fire Protection or Assistance Response through the Overall Automatic Aid Agreement Bylaw 2367, as amended;

**Board** means the Board of the Regional District of Central Kootenay;

**Bylaw Enforcement Officer** means a person appointed, by the Board or Municipal Council, as a Bylaw Enforcement Officer and for the purposes of this Bylaw includes the Regional Fire Chief and their designates;

**Bylaw Notice** means a notice issued to a person that has failed to comply with the regulations, prohibitions and requirements of this Bylaw;

**CAO** means the Chief Administrative Officer of the Regional District;

**Complex Building** means a building, of a sufficient size and unique construction, that prior knowledge of the building and its safety systems would be required to safely enter the building in the event of an emergency;

**Costs** in the context of costs recovered by the Regional District under this Bylaw, means costs as defined in this Bylaw, the Regional District of Central Kootenay Municipal Ticketing Information Bylaw and the Regional District of Central Kootenay Bylaw Enforcement Notice and Dispute Adjudication System Bylaw;

**Excessive False Alarms** mean three or more False Alarms originating from one Fire Alarm System and responded to in any twelve month period of time;

**Exposure Fire** means a fire that

- (a) is the result of heat radiation, heat convection or direct flame contact from a previously established fire; and
- (b) affects a person, object, thing or structure;

**False Alarm** means the activation of a Fire Alarm System, whether caused by human error, equipment testing, intentional act or a malfunction of the system attributed to improper installation, use, or lack of maintenance, of a Fire Alarm System resulting in a response during which the responders find no evidence of fire, fire damage, smoke, or other emergency;

**Fee and Fees** means the fees and charges prescribed by the Fees and Charges Bylaws;

**Fees and Charges Bylaws** means the Regional District of Central Kootenay Municipal Ticketing Information Bylaw as amended from time to time and adopted by the Board under Section 264 Part 8 Division 3 of the *Community Charter* or similar successor legislation as well as the Regional District of Central Kootenay Bylaw Notice Enforcement and Dispute Adjudication System Bylaw as amended from time to time and adopted by the Board pursuant to the *Local Government Bylaw Notice Enforcement Act*;

**Fire Alarm System** means an automated system which provides notification to emergency responders upon detection of a fire;

**Fire Department** means a Regional District of Central Kootenay Fire Service Volunteer Fire Department;

**Fire Department Chief** means the person appointed by the Regional Fire Chief to oversee a Volunteer Fire Department or their designate;

**Fire Department Equipment** means any tools, contrivances, devices, hoses, or materials used by the Fire Department;

**Fire Protection Service** means a service to provide all aspects of fire safety as per the Regional Fire Services Service Declaration Policy and including:

- (a) fire prevention
- (b) fire fighting;
- (c) fire suppression;
- (d) pre-fire planning;

- (e) fire investigation;
- (f) Hazardous Materials awareness level response unless otherwise specified by the Regional Fire Services Service Declaration Policy
- (g) public education and information in relation to fire safety and prevention;

**Fire Protection Service Area** means the geographic extents, defined by a service establishment bylaw, of the a Fire Protection Service;

**Fire Protection Equipment** means the systems installed within a building to protect against an exposure fire;

**Fire Response Service** is synonymous with Fire Protection Service;

**Fire Response Service Area** means the geographic extents, defined by a service establishment bylaw, of the area in which a Fire Department is authorized to provide Fire Response Services. Fire Response Service Areas are generally located beyond Fire Protection Service Area Boundaries;

**First Responder Services** means pre hospital care trained by a recognized accredited agency and Licensed by the Emergency Medical Assistant Licensing Board;

**Fire Watch** means a manual system of notification, inspection, and reporting which includes but is not limited to the following activities:

- a) posting of written notices at all entrances and exits on each floor stating that a fire watch is in effect and its expected duration;
- b) a regular physical inspection of all public areas equipped with a fire alarm detection device;
- c) notation in an entry book at least every hour of the conditions in the building by the person or persons performing the fire watch;
- d) provision on site of a communications device capable of making a 911 call; and
- e) posting of instructions in the building as to the alternate actions to be taken in the case of an emergency.

**Hazardous Materials** has the same meaning as “dangerous goods”, as defined in the *Transportation of Dangerous Goods Act* (Canada), i.e. “a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule to that Act”;

**Hazardous Materials Response Service** means a service to provide a response by qualified Fire Departments to the discharge of a product, substance or organism included by its nature or by the Transport of Dangerous Goods regulations in any of the classes listed in the schedule of the *Transport of Dangerous Goods Act* (Canada);

**Incident** means a coordinated response from Members in an effort to reduce or eliminate harm;

**Member in charge** means the Member in command and responsible for operations at an Incident;

**Inspection** means a formal system of evaluation or organized examination which may include any or all of the following:

- (a) Entry to a site or building;
- (b) Review of documentation;

- (c) Interviews with persons close to the matter;
- (d) General observations; and
- (e) Taking photographs or samples.

**Member** means a fire fighter in a Regional District Volunteer Fire Department or the Regional Fire Service including Officers and Volunteer Department Chiefs, Regional Assistant Chiefs, Regional Deputy Chiefs, and Regional Chiefs;

**Municipal Council** means the elected council of municipality participating in a service regulated by this Bylaw.

**Mutual Aid** means the provision of Members, Fire Department Equipment, or Apparatus by a Volunteer Fire Department at the request of another Volunteer Fire Department in accordance with an agreement approved by the Regional District;

**L AFC** means Local Assistant to the Fire Commissioner as defined in the *Fire Services Act*;

**Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property as defined in the British Columbia Building Code;

**Occupier** means an Owner, tenant, lessee, agent, and any other person who has the care, control and the right of access to real property or a building;

**Officer** means a Member of the Fire Department appointed by the Fire Chief and given specific authority to assist the Fire Chief in his or her duties or to act in the stead of the Fire Chief;

**Open Burning** means any burning of materials where the products of combustion are emitted into the open air without passing through a chimney or stack;

**Order** means taking a remedial action, giving an approval, making a decision or a determination, or exercising a discretion under this Bylaw and/or the BC Fire Code by the Authority Having Jurisdiction;

**Owner** has the same meaning as in the Community Charter;

**Peace Officer** means, for the purposes of this Bylaw only, a person employed as a Regional Fire Chief, Regional Deputy Fire Chief, a Volunteer Department Chief, or appointed as a Local Assistant to the Fire Commissioner for the Regional District, any person employed or appointed by the Regional District as a Bylaw Enforcement Officer, a member of the Royal Canadian Mounted Police or any municipal police officer;

**Premises** means any building or real property;

**Pre-Incident Plan** means a document developed by gathering general and detailed data that is used by responding personnel in effectively managing emergencies for the protection of occupants, responding personnel, property, and the environment;

**Public Building** means:

- (a) a building other than a building that is a private dwelling;
- (b) a structure:

- (i) to which the public is ordinarily invited or permitted access, or
- (ii) that is used for commercial, industrial or institutional purposes;
- (iii) a facility, including a storage yard or tank farm.

**Regional Fire Chief** means the person authorized by the Board to oversee the Regional District of Central Kootenay Volunteer Fire Service or their designate;

**Regional Deputy Fire Chief** means the persons or person responsible for the training and operations of Regional District Volunteer Fire Departments;

**Regional Duty Officer** means the person specified on the Regional Duty Officer Program roster to oversee Regional Fire Service operations;

**Regional District** means the Regional District of Central Kootenay;

**Regional Fire Services Service Declaration Policy** means the Regional District policy declaring the Service Level for each Fire Department in accordance with the relevant standards;

**Rescue Service** means a type of rescue other than auto extrication including technical rope, slope evacuation, swift water or still water rescue, and confined space;

**Service Level** means the level of service for Fire Protection and Associated Services to be provided by a Fire Department, as authorized by the Board;

**Service Level Declaration** means the level of service declared, by the Board, for a Fire Department within the Regional Fire Services Service Declaration Policy. Options include Exterior Operations, Interior Operations or Full Service Operations;

**Bylaw** means the Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw 2769, 2023;

## SENIOR LEGISLATION

- 2 In the event of any inconsistency between the provisions of this Bylaw and the provisions of a statute or regulation enacted by the Government of Canada or the Province of British Columbia, if the provisions of the statute or regulation are more restrictive they shall apply.

## SCOPE OF SERVICE

- 3 (1) Regional District Volunteer Fire Departments may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy.
- (2) The assistance provided through Mutual or Automatic Aid by the Volunteer Fire Departments is restricted to the level of service for which each department and individual Member is certified to provide.
- (3) The Member in charge maintains the discretion to restrict or terminate a response in the event they feel an incident exceeds the training or capabilities of responding Members, Apparatus, or Fire Department Equipment available to them.



- (4) The Regional Fire Chief maintains the discretion to prioritize, restrict, or terminate a response to ensure the best possible use of Volunteer Fire Department resources.
- (5) This Bylaw does not contemplate or extend in its purpose, to any of the following:
  - (a) the protection of any person from economic loss; or
  - (b) a guarantee or warranty by the Regional District or any of its agents, as to the service level expectations of a Fire Department under this Bylaw, or any other applicable bylaws, codes, enactments, agreements, or standards; or
  - (c) provide to any person a warranty with respect to the Fire Protection, Associated Services and Assistance Response of the Fire Department or with respect to the certainty of timely response levels. The list of Fire Protection and Assistance Response does not, of itself, mean that a Fire Department provides such Services at any given time or will, in relation to any particular Incident, be able to deliver such Services.

#### **LIMITS OF JURISDICTION**

- 4 (1) The jurisdiction of each Fire Department, and the powers granted to each Fire Department and its Fire Chief and Members under this Bylaw, is restricted to the boundaries of the Fire Department's particular Fire Protection Service Area as set out in its establishment bylaw. A Fire Department shall not respond to any Incident under this Bylaw outside of the boundaries of its Fire Protection Service Area except as specified in Section 4(2)(a) to (f) of this Bylaw.
- (2) Apparatus and Fire Department Equipment shall not be taken beyond the geographical limits of the jurisdiction for reasons other than repair, maintenance, or training unless:
  - (a) a written agreement, approved by the Regional District, authorizes the supply of Members, Apparatus, Fire Department Equipment, Fire Protection Services and Associated Services to another jurisdiction; or
  - (b) under the authority of the CAO, the Regional Fire Chief, or the Emergency Operations Center Director; or
  - (c) in connection with a request for assistance by a the Office of the Fire Commissioner, or a Federal or Provincial emergency response Agency; or
  - (d) in connection with an Incident near the boundaries of the Fire Service Protection Area which, if left untended, may threaten the Fire Service Protection Area or other such Service area; or
  - (e) In the event of a Federal or Provincial State of Emergency; or
  - (f) Under the provision of a bylaw for Associated Services.

#### **CAO'S AUTHORITY AND RESPONSIBILITIES**

- 5 The CAO will report to the Board regarding the effect of changing fire service boundaries, service levels, or budgets on the organization as a whole.

#### **REGIONAL FIRE CHIEF'S AUTHORITY AND RESPONSIBILITIES**

- 6 (1) The Regional Fire Chief is the authority for Fire Protection, Assistance Response, and other Associated Services provided by Regional District Volunteer Fire Departments.

- (2) Department Chiefs, Officers and Members shall carry out the duties and responsibilities assigned to them by the Regional Fire Chief.
- (3) The Regional Fire Chief is authorized to:
  - (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations;
  - (c) exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) develop and enforce the agreements and contractual arrangements required for the provision of service;
  - (e) appoint, promote, suspend, or discharge Fire Department Chiefs, Officers, and members as required in accordance with the policies and procedures of the Regional District;
  - (f) recommend the appointment or removal of Local Assistants to the Fire Commissioner as required;
  - (g) make rules for the efficient administration and operation of Fire Departments and change, replace or withdraw the rules as considered necessary;
  - (i) make recommendation to the CAO regarding the provision of and the degree to which a Volunteer Fire Department may provide Fire Protection and Associated Services in accordance with the Regional Fire Services Service Declaration Policy; and
  - (j) delegate authority as required.
- (4) The Regional Fire Chief has the authority, at all times, by day or night, to hire or engage the services of a security company, security person or provide Members at an Incident to maintain a building Fire Watch until the Occupier of the Premises is contacted or investigation is completed and the costs of the Regional District of doing so may be recovered from the Occupier.
- (5) The Regional Fire Chief, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if they deem it necessary to prevent the spread of fire to other buildings, structures or things and the Regional District may recover the cost of doing so from the Occupier of the Premises.
- (6) The Regional Fire Chief is authorized to commandeer privately owned equipment, which they considers necessary to deal with an Incident and the Regional District may recover its cost of doing so from the Occupier of the Premises where the Incident occurred.
- (7) The Regional Fire Chief is authorized to hire or engage the services of a company or contractor to repair, inspect or maintain a Premises fire protection equipment that may require repair, inspection or maintenance and the actual cost to the Regional District of doing so may be recovered from the Occupier.
- (8) The Regional Fire Chief is authorized to engage the services of a traffic control provider to manage traffic on public and private roadways and the actual cost to the Regional District of doing so may be recovered from the Occupier of Premises where the Incident took place.
- (9) The Regional Fire Chief may confer required authorities and responsibilities to participants of the Regional Duty Office Program.

- (10) The Regional Fire Chief and participants of the Regional Duty Officer Program are authorized to assume the authorities and responsibilities of a Fire Department Chief or Member as they deem necessary.
- (11) The Regional Fire Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (12) The Regional Fire Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
  - (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or property;
  - (c) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (d) a fire hazard exists in or about them; or
  - (e) the required Fire Protection Equipment is absent or not functioning.
- (13) The Regional Fire Chief may request persons who are not Members to assist in whatever manner they considers necessary, including removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing the same and in demolishing a building or structure at or near the fire or other Incident.

**FIRE DEPARTMENT CHIEF’S AUTHORITY AND RESPONSIBILITIES**

- 7 (1) A Fire Department Chief is the head of the department and responsible for the management of a Volunteer Fire Department and the condition of its buildings, Apparatus and Fire Department Equipment.
- (2) A Fire Department Chief may appoint Officers and admit Members to the Fire Department, as he or she deems necessary, subject to restrictions, if any, in the Volunteer Fire Department budget as adopted by the Board and the bylaws, policies, and procedures of the Regional District.
- (3) A Fire Department Chief may demote suspend or discharge any Member of the Volunteer Fire Department subject to the bylaws, policies, and procedures of the Regional District.
- (4) A Fire Department Chief may appoint an Officer to act on their behalf in their absence.
- (5) Officers and Members shall carry out the duties and responsibilities assigned to them by the Fire Department Chief.
- (6) A Fire Department Chief is authorized to :

- (a) administer this Bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations and take measures to prevent and suppress fires;
  - (c) once appointed, exercise the powers of a Local Assistant to the Fire Commissioner;
  - (d) direct the recruitment, training, and discipline of Officers and Members subject to the employment policies of the Regional District;
  - (e) organize or authorize programs designed to inform the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment or suppression of fires or other emergencies and escape from fires or other emergencies;
  - (f) provide advice and make recommendations to Regional Fire Chief, Members and the public, as appropriate, in relation to:
    - i. the provision of adequate water supply and pressure in relation to firefighting;
    - ii. the installation or maintenance of automatic or other fire alarms and Fire Protection Equipment and smoke control measures; and
    - iii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
  - (g) delegate their authority as required
- (7) A Fire Department Chief has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire to investigate in a general way the cause, origin and circumstances of a fire occurring within the Fire Protection Service Area.
- (8) Fire Department Chief, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a Building, Premises, motor vehicle, vessel, or railway rolling stock to ascertain whether:
- (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
  - (b) the use or Occupancy of them would create a fire that would endanger life or
  - (c) property;
  - (d) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property;
  - (e) a fire hazard exists in or about them; or
  - (f) the required Fire Protection Equipment is absent or not functioning.
- (9) Where this bylaw applies within a municipality a Department Fire Chief is authorized to perform a regular system of Fire Safety Inspections as per the *Fire Services Act*.

#### **AUTHORITY OF THE DEPARTMENT**

- 8** (1) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where an Incident has occurred, and, if necessary, those adjoining or near the Incident, for the purpose of an Assistance Response, Fire Protection, and Associated Services.

- (2) Any Member has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a Premises, motor vehicle, vessel or railway rolling stock where a fire alarm, automatic fire sprinkler system, or other fire or life safety system has activated and, if necessary, those adjoining or near, to investigate in a general way the cause, origin and circumstances of the activation of each fire alarm, automatic fire sprinkler system or other fire or life safety system.
- (3) The Member in charge shall have direction of all Apparatus, equipment, and Members assigned to an Incident and, where a Member is in charge, he or she shall continue to act until relieved by a senior Officer, the Fire Department Chief, the Regional Duty Officer, the Regional Deputy Chief Operations, or the Regional Fire Service Chief.
- (4) The Member in charge is authorized to cause any Apparatus or Fire Department Equipment to enter on real property, a premises, motor vehicle, vessel or railway rolling stock, as they deem necessary.
- (5) The Member in charge may establish boundaries around the Incident area and keep persons from entering the area within those established boundaries.
- (6) The Member in charge may request police to enforce restrictions on persons entering within the boundaries established under Sections 8(5) of this Bylaw.

#### **REGULATIONS & PROHIBITIONS**

- 9 (1) No persons shall enter the boundaries or limits of an area prescribed in accordance with Section 8(5) of this Bylaw unless they have been authorized to enter by the Member in charge.
- (2) No person shall impede, obstruct or hinder in any manner a Member, or persons acting under their direction, in the execution of their duties.
- (3) No person shall damage, obstruct, or hinder the operation of any Apparatus or Fire Department Equipment.
- (4) No person shall grow shrubs, hedges, plants or trees so as to obstruct the visibility or use of a fire hydrant, standpipe or sprinkler connection.
- (5) No person shall place any object in such a manner that will obstruct the use of a fire hydrant, standpipe or sprinkler connection.
- (6) No person shall obstruct an exit of any public building.
- (7) No person shall knowingly cause a false alarm.
- (8) No person shall obstruct in any way the egress of Apparatus or other emergency vehicles from a fire station.
- (9) No person at an Incident shall drive a vehicle over any Fire Department Equipment without permission of the Member in charge.

- (10) No person shall obstruct or otherwise interfere with access roads, streets or other approaches to any Incident, fire hydrant, cistern or body of water designated for firefighting purposes.
- (11) No person shall impersonate a Fire Chief, Officer, or Member.
- (12) No person shall interfere with or otherwise obstruct any member in the exercise of those authorities granted under *Local Government Act*.

#### **OPEN BURNING**

- 10 (1) Where this bylaw applies within a municipality the Regional District is authorized to enforce municipal open burning regulations.

#### **VACANT AND FIRE DAMAGED BUILDINGS**

- 11 (1) The Owner of a fire damaged or vacant building must ensure that the building is guarded or keep all openings in the building securely closed and fastened so as to prevent entry by unauthorized persons.
- (2) The Regional District may secure or remove any vacant or fire damaged building if the building's Owner does not comply with Section 11(1), and may recover the Regional District's cost of doing so from the Owner.

#### **FIRE WATCH**

- 12 (1) The Occupier of a Public Building must notify the Fire Department immediately if all or any part of the Fire Alarm System, automatic sprinkler system or Fire Protection Equipment in the Occupier's building becomes inoperable.
- (2) The Occupier of a Public Building in which any of the Alarm System, Fire Protection Equipment, or emergency power system is not operating must institute and maintain a Fire Watch until those systems or equipment are operational.

#### **PLANS AND INSPECTIONS**

- 13 (1) Upon request, the Occupier of a Public Building must provide the Regional Fire Chief or their designate the fire emergency procedures.
- (2) The Regional Fire Chief or their designate is authorized to determine whether or not a premises should be designated a Complex Building.
- (3) The Regional Fire Chief or their designate is authorized to perform Inspections of Complex Buildings for the purpose of Pre-Incident Planning.
- (4) Occupiers of a Public Building are required to cooperate with the Regional Fire Chief in the development of the Pre-incident Plan and must not interfere with the authorities granted under Section 13 of the Bylaw.

- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement between the municipality and the Regional District provide for a regular system of Fire Safety Inspection as described with the *Fire Services Act*.

#### **ADDRESSES**

- 14 An Occupier must place an individual street address number on the front of every new or existing building in accordance with Regional District of Central Kootenay bylaws and policies.

#### **FIRE DEPARTMENT ACCESS**

- 15 (1) Occupiers must maintain and keep all street, yards, and private roadways provided for Fire Department access ready for use at all times.
- (2) Occupiers must maintain Fire Department access in compliance with the applicable codes and standards for such access, including Regional District bylaws and policies.

#### **FEEES FOR SERVICES**

- 16 (1) Fees for services, including Fire Department Equipment and Members, are prescribed in the most current edition of the Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement.
- (2) Additional Fees may be collected in relation to:
  - (a) fees imposed, under this *Act* or the *Local Government Act*, for work done or services provided to land or improvements;
  - (b) fees imposed under the Community Charter related to Fire Alarm Systems; or
  - (c) amounts that the Regional District is entitled to recover for work done or services provided to land or improvements.
- (3) Fees referred to in subsection (1) and (2):
  - (a) may be collected in the same manner and with the same remedies as property taxes; and
  - (b) if due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.
- (4) The Regional District will promptly notify the Surveyor of Taxes of the amount unpaid on December 31<sup>st</sup> and request that the amount be added to the taxes payable on the property.
- (5) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to collect fees on the Regional Districts behalf.

## ENFORCEMENT OF BYLAW

- 17 (1) If a Peace Officer finds any of the following circumstances in relation to real property, he or she may make an Order to ensure full and proper compliance with this Bylaw:
- (a) a provision of this Bylaw has been contravened or has not be complied with, or has been complied with improperly or only in part; or
  - (b) conditions exist in or about a building or property to which this Bylaw applies, which constitute a fire hazard or otherwise constitute a hazard to life or property or both.
- (2) In particular, but without limiting the generality of section (1), a Peace Officer may:
- (a) make the Orders to the Occupiers of the real property or to any person responsible for the actions which created the contravention;
  - (b) make recommendations to the Occupier of the real property about how to correct the contravention, ensure compliance with this Bylaw or remove the conditions creating the hazards referred to in the Order; and
  - (c) issue a Bylaw Notice.
- (3) If the Occupier or responsible person does not comply with an Order issued in respect of a condition referred to in section (1), the Regional Fire Chief may take appropriate action to mitigate the hazard and the Regional District may recover the costs of doing so, in accordance with the Community Charter, from the Occupier or person responsible for the contravention.
- (4) An Order made under section (1) of this Bylaw shall be in writing in the form of either a fire inspection report or other written report and may be directed to the Occupier of a Premises in respect of which the written Order is made, or to both.
- (5) An Order made under this Bylaw, whether a fire inspection report or written report, shall be served by delivering it or causing it to be delivered to the person to whom it is directed. A copy of the Order will provided to Regional Fire Chief at that time.
- (6) An Occupier or person shall, after receipt of a fire inspection report, written report, Order or Bylaw Notice, comply with it.
- (7) A person against whom an Order has been made under this Bylaw may, before the expiration of seven days after the service of the Order, may appeal to the Board of the Regional District, who must review and may amend, revoke or confirm the Order appealed against or substitute another Order.
- (8) The Fire Department Chief or Regional Fire Chief may, after the examination of any work referred to in section (1), issue a written rejection of the work and the rejection shall have the same force and effect as an Order issued under section (1).
- (9) The Regional District may recover from an Occupier, its Costs of doing work or providing services on behalf of or in default of the Occupier doing the work or providing the services, the Costs may be recovered in accordance with applicable provisions of the Community Charter.
- (10) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to enforce these regulations on the Regional Districts behalf.



## **PENALTY AND OFFENCE**

- 18** (1) Any person who violates bylaw provisions may, on summary conviction, be liable to a minimum penalty of not less than one hundred dollars (\$100.00) and no more than ten thousand dollars (\$10,000), plus the cost of prosecution, pursuant to the *Offence Act of British Columbia*.
- (2) Penalties will double upon the number of offences past the 1st offence.
- (3) The penalties imposed under this section are a supplement and not a substitute for any other remedy to an infraction of this Bylaw.
- (4) Penalties are subject to the conditions of any applicable RDCK Municipal Ticketing Information Bylaw and RDCK Bylaw Enforcement Notice and Dispute Adjudication System Bylaw as amended or replaced from time to time.
- (5) Each day's continuance of an offence under this Bylaw constitutes a new and distinct offence.
- (6) Where this Bylaw applies within a municipality the Regional District may, upon agreement with the Municipality, authorize the Municipality to issue penalties as specified in this bylaw on the Regional Districts behalf.

## **SERVICE DECLARATION POLICY**

- 19** (1) The Board shall designate, by policy, the Service Level for each Fire Department in accordance with the standards established by the Office of the Fire Commissioner of British Columbia and consistent with the *Fire Services Act*. The Board may revise, amend or change the Service Level of any Fire Department by revision to the relevant policy, and may provide in such policy that the Service Level may be temporarily restricted or changed by the CAO where appropriate to do so.
- (2) Notwithstanding the Service Level approved for any of the Fire Departments, in relation to any particular Incident response, each Fire Department shall undertake only those emergency response activities for which it's responding Members are properly trained and equipped. The Member in charge may, in their sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Fire Department Equipment available to them.

## **SEVERABILITY**

- 20** If any portion of this Bylaw is for any reason found invalid by decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Bylaw.

## **REPEAL**

21 Regional District of Central Kootenay Fire Service Bylaw 2170, 2010 and all amendments thereto, are hereby repealed.

**EFFECTIVE DATE**

22 This Bylaw shall take effect upon adoption.

**CITATION**

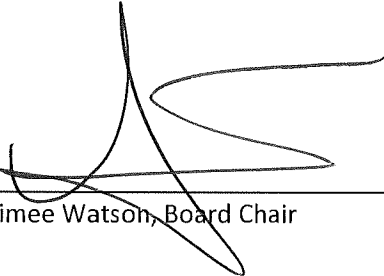
23 This Bylaw may be cited for all purposes as the **“Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023”**.

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

READ A THIRD TIME this 20th day of April, 2023.

ADOPTED this 20th day of April, 2023.

  
\_\_\_\_\_  
Aimee Watson, Board Chair

  
\_\_\_\_\_  
Mike Morrison, Corporate Officer



# Board Report

**Date of Report:** October 2nd, 2024  
**Date & Type of Meeting:** October 17th, 2024 Open Board Meeting  
**Author:** Tom Dool, Research Analyst  
Tristan Fehst Acting Regional Fire Chief  
**Subject:** Defined Area G (Rural Salmo) Fire Service Regulation Amending Bylaw No. 2979, 2024  
Defined Area K (Rural Nakusp) Fire Service Regulation Amending Bylaw No. 2980, 2024  
Defined Area J (Fairview) Fire Service Regulation Amending Bylaw No. 2981, 2024  
Creston Valley Fire Service Regulation Amending Bylaw No. 2982, 2024  
**File:** \08\3200\10  
**Electoral Area/Municipality:** Electoral Areas G, K, J, A, B, and C

## SECTION 1: EXECUTIVE SUMMARY

This report recommends that the Board give 2 readings of

1. Defined Area G (Rural Salmo) Fire Service Regulation Amending Bylaw No. 2979, 2024;
2. Defined Area K (Rural Nakusp) Fire Service Regulation Amending Bylaw No. 2980, 2024;
3. Defined Area J (Fairview) Fire Service Regulation Amending Bylaw No. 2981, 2024;
4. Creston Valley Fire Service Regulation Amending Bylaw No. 2982, 2024;

And that staff be directed to develop policy regarding the evaluation and prioritization of requests for fire inspection services.

These proposed amendments to the regulatory bylaws for contract fire service areas are required by the recent implementation of the Fire Safety Act (FSA).

These bylaws

1. Remove reference to the Local Assistant to the Fire Commissioner (LAFC).
2. Authorizes the Municipal Fire Chief to act as or designate a Fire Inspector within the contract area.
3. Authorizes the Municipal Fire Chief to act as or designate a Fire Investigator within the contract area.

## SECTION 2: BACKGROUND/ANALYSIS

### BACKGROUND

The Fire FSA was developed in response to stakeholder feedback and recommendations from the BC Coroners report on the 2012 Lakeland Mills explosion. The FSA is the first substantive update to the legislation governing the provision of fire protection in BC since the adoption of the Fire Services Act in 1979.

The FSA received royal assent in 2016 but implementation was delayed until August 1, 2024 due to negotiations with Local Governments. Negotiations were centered around the capacity of Local Government to provide the financial and technical resources to take on the responsibilities assigned in the FSA and whether Local Government had the authority to do so.

With its implementation on August 1, 2024 the FSA replaces the Fire Services Act and marks the beginning of a 1 year transitory period where local governments will be required to update their fire services service model to accommodate the new legislation. As an interim deadline The Office of the Fire Commissioner (OFC) is requiring that by October 28<sup>th</sup>, 2024 fire service bylaws be updated to remove references to LAFC's and to include references to the authorities and functions of fire inspector and fire investigator.

The Local Government Act (LGA) permits the Regional District to establish a single regulatory bylaw for the Volunteer Fire Services in our rural electoral areas and for those services where a municipality participates in a regional service. The LGA requires that a separate regulatory bylaw be adopted by the Regional District for each jurisdiction where fire services are provided under contract by another jurisdiction (municipal or regional district).

The regulatory bylaws proposed for amendment were developed in conjunction with the municipal fire departments and councils of the jurisdictions contracted for service in the rural areas. These bylaws, written in 2021 and 2022 were written to address the requirements of the FSA and with the understanding that the implementation of the FSA was imminent. As stated in the authorities of the Municipal Fire Chief for each of the current contract fire service regulatory bylaws referenced in this report:

*The Municipal Fire Chief or their designate has the authority at all times, by day or night, without notice, to enter onto any Premises, motor vehicle, vessel or railway rolling stock where an Incident has occurred, and, if necessary, those adjoining or near the Incident, to investigate in a general way the cause, origin and circumstances of each Incident occurring in the Fire Protection Service Area.*

*The Municipal Fire Chief or their designate, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any Premises, motor vehicle, vessel or railway rolling stock to ascertain whether:*

- a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;*
- b) the use or occupancy of them would create a fire that would endanger life or property;*
- c) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property; or*
- d) a fire hazard exists in or about them.*

In accordance with the FSA the Municipal Fire Chief may designate either a qualified member of the municipal fire service or a regional Fire Service Advisor from the OFC.

## **ANALYSIS**

Because the authorities required to carry out the function of Fire Inspector and Fire Investigator have already been granted to the Municipal Fire Chiefs within the contract fire service areas, the changes required by the OFC do not extend any additional authorities and are considered to be of an administrative nature.

The amendments proposed by the contract fire service regulation amending bylaws affirm the FSA requirement that local authorities designate personnel, either members of the municipal fire service or a Fire Service Advisor from the OFC, to carry out fire inspections and fire investigations and remove reference to the now redundant Fire Services Act.

The FSA continues the Fire Service Act requirement for all fires to be investigated and reported to the OFC. Locally designated fire investigators will fulfil this requirement. The proposed amending bylaws authorizes the Municipal Fire Chief, or their designate, to perform this function. As per the FSA the Municipal Chief may designate a Fire Service Advisor from the OFC for the purpose of fire investigation.

The FSA now requires that Regional Districts provide fire inspection services. These service will be provided in a reactive manner as a complaint-based and/or owner-requested model. The proposed amendments authorize the Municipal Fire Chief or their designate to perform fire inspections. The Municipal Chief may designate a Fire Service Advisor from the OFC for the purpose of fire inspection.

While it is not a matter for consideration within the regulatory bylaw for the service the Board may consider directing staff to develop additional policy on the matter of fire inspections by complaint or request. In particular, the Board may consider the development of a framework for complaint or request evaluation in order to ensure alignment with best practices and enabling the use of policy defense where appropriate.

If the Board grants two readings of the proposed regulatory bylaw amendments, Regional District and municipal staff will collaborate on a review of the proposed amendments and current service agreements to ensure that the language and costing in those agreements is in accordance with the requirements of FSA and the proposed bylaw amendments.

### 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

There are no budgetary considerations associated with the four municipal Fire Service Regulation Amending Bylaws at this time.

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

In accordance with the FSA it is now a requirement for local authorities to designate their local fire inspectors and fire investigators. Contract fire service regulation bylaw approved in 2021 and 2022 addressed these requirements by authorizing the Regional Fire Chief or their designate to perform both inspections and investigations. The proposed amendments affirm those authorizations and further align the current regulatory bylaws with the language found in the FSA.

#### 3.3 Environmental Considerations

There are no environmental considerations associated with the proposed amending bylaws at this time at this time.

#### 3.4 Social Considerations:

Reactive inspections and compliance monitoring is intended to keep occupants safe from potential fire hazards, with the goal to prevent fire-related tragedies, preserve human life and reduce property and economic loss due to fires.

### **3.5 Economic Considerations:**

There are no economic considerations associated with the proposed amending bylaws at this time.

### **3.6 Communication Considerations:**

If First and Second reading proceed, staff will communicate the changes to the municipalities in advance of Third reading and adoption.

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

There are no department considerations associated with the proposed amending bylaws at this time.

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

#### **Develop Relationships and Partnerships**

The proposed regulations update the operating framework for the regional districts contract fire services regulation and improve upon the safety of responders and the public.

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

**Option 1. That the Board give 2 readings to the proposed contract fire service regulation amending bylaws and that staff be directed to develop those policies required for the efficient administration of Fire Safety Inspections.**

#### **Advantages**

Further aligns contract fire service regulation bylaws with the intent and requirements of the Fire Safety Act.

Affords our municipal partners an opportunity to review the bylaw prior to adoption.

#### **Disadvantages**

- None

**Option 2. Staff be directed to take no further action on the matter.**

#### **Advantages**

- None

#### **Disadvantages**

Contract fire Service regulation bylaws will require subsequent amendments to address alignment with the requirements of FSA.

## **SECTION 5: RECOMMENDATIONS**

That Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Amending Bylaw No. 2979, 2024 be read a first and second time by content;

That Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Amending Bylaw No. 2980, 2024 be read a first and second time by content;

That Defined Area J (Fairview) Fire Service Regulation Amending Bylaw No. 2981, 2024 be read a first and second time by content;

That Creston Valley Fire Service Regulation Amending Bylaw No. 2982, 2024 be read a first and second time by content.

That staff be directed to develop those policies required for the efficient administration of Fire Safety Inspections within the contract fire service areas.

Respectfully submitted,  
Tom Dool, Research Analyst

**CONCURRENCE**

Chief Administrative Officer – Stuart Horn	Approved
Regional Fire Chief – Tristan Fehst	Approved
Corporate Officer – Mike Morrison	Approved

**ATTACHMENTS:**

- Attach A - Defined Area G (Rural Salmo) Fire Service Regulation Amending Bylaw No. 2979, 2024.
- Attach B - Defined Area K (Rural Nakusp) Fire Service Regulation Amending Bylaw No. 2980, 2024.
- Attach C - Defined Area J (Fairview) Fire Service Regulation Amending Bylaw No. 2981, 2024.
- Attach D - Creston Valley Fire Service Regulation Amending Bylaw No. 2982, 2024.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2979

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A Bylaw to amend Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Bylaw No. 2741, 2021

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WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portion of Rural Electoral Area G (Rural Salmo) with the adoption of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2741, 2021;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Bylaw No. 2741, 2021, to ensure compliance with the Fire Safety Act.

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

1. That Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Bylaw No. 2741, 2021 be amended as follows

a) Section 1 Definitions be amended to include:

**BC Fire Code** means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

**Fire Commissioner** means the fire commissioner appointed pursuant to the Fire Safety Act;

**Fire Safety Inspection** means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Investigation** means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Inspector** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

**Fire Investigator** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

b) Section 1 Definitions be amended to delete:

**LAFC** means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;



- c) Section 1 Definitions be amended to delete definition of Fire Protection in it's entirety and replaced with:

**Fire Protection** means all aspects of fire safety and includes:

- (a) Fire prevention;
- (b) Fire fighting;
- (c) Fire suppression;
- (d) Fire Safety Inspections;
- (e) Fire Investigations;
- (f) pre-fire planning;
- (g) inspecting, monitoring and advising on Hazardous Materials storage and handling;
- (h) public education and information in relation to fire safety and prevention; and
- (i) training, advising and other development of Members in relation to the activities listed as (a) to (h).

- d) Section 5 Regional Fire Chief's Authority And Responsibilities Part 2 be deleted in it's entirety and replaced with:

(2) The Regional Fire Chief is authorized to:

- (a) enforce Regional District bylaws, rules, Orders and regulations;
- (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
- (b) Review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
- (c) delegate authority as required.

- e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 4 be deleted in it's entirety and replaced with:

(4) The Municipal Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) make provisions for Fire Protection and Assistance Response as permitted under This Bylaw;
- (c) enforce Regional District bylaws, rules, Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measure to prevent and suppress fires;
- (d) collect and disseminate information in regard to fires in the fire protection service area;
- (e) organize or authorize programs designed to inform the public or specified classes of the public on matters regarding fire safety, use of flammable/ combustible materials, prevention, containment, or suppression of fires or other emergencies and escape from fires or other emergencies; and
- (f) provide advice and make recommendation to the Regional Fire Chief, other Members of the Fire Department and the public, as appropriate, in relation to:
  - i. the provision of adequate water supply and pressure in relation to firefighting;

- ii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
- (g) carry out the role of Fire Investigator; and
- (h) carry out the role of Fire Inspector.

**2. This Bylaw may be cited as “Regional District of Central Kootenay Defined Area G (Rural Salmo) Fire Service Regulation Amending Bylaw No. 2979, 2024”**

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2980

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A Bylaw to amend Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Bylaw No. 2742, 2021

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WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portion of Rural Electoral Area K (Rural Nakusp) with the adoption of Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2742, 2021;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Bylaw No. 2742, 2021, to ensure compliance with the Fire Safety Act.

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

1. That Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Bylaw No. 2742, 2021 be amended as follows

a) Section 1 Definitions be amended to include:

**BC Fire Code** means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

**Fire Commissioner** means the fire commissioner appointed pursuant to the Fire Safety Act;

**Fire Safety Inspection** means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Investigation** means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Inspector** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

**Fire Investigator** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

b) Section 1 Definitions be amended to delete:

**LAFC** means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;

c) Section 1 Definitions be amended to delete definition of Fire Protection in it's entirety and replaced with:

**Fire Protection** means all aspects of fire safety and includes:

- (a) Fire prevention;
- (b) Fire fighting;
- (c) Fire suppression;
- (d) Fire Safety Inspections;
- (e) pre-fire planning;
- (f) Fire Investigation;
- (g) inspecting, monitoring and advising on Hazardous Materials storage and handling;
- (h) public education and information in relation to fire safety and prevention; and
- (i) training, advising and other development of Members in relation to the activities listed as (a) to (h).

d) Section 5 Regional Fire Chief's Authority And Responsibilities Part 2 be deleted in it's entirety and replaced with:

(2) The Regional Fire Chief is authorized to:

- (a) enforce Regional District bylaws, rules, Orders and regulations;
- (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
- (b) Review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
- (c) delegate authority as required.

e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 4 be deleted in it's entirety and replaced with:

(4) The Municipal Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) enforce Regional District bylaws, rules, Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measure to prevent and suppress fires;
- (c) provide advice and make recommendation to the Regional Fire Chief, other Members of the Fire Department and the public, as appropriate, in relation to:
  - i. the provision of adequate water supply and pressure in relation to firefighting;
  - ii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
- (d) carry out the role of Fire Investigator; and
- (e) carry out the role of Fire Inspector.

2. This Bylaw may be cited as **"Regional District of Central Kootenay Defined Area K (Rural Nakusp) Fire Service Regulation Amending Bylaw No. 2980, 2024"**

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2981

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A Bylaw to amend Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022

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WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portion of Rural Electoral Area J (Fairview) with the adoption of Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022, to ensure compliance with the Fire Safety Act.

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

1. That Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Bylaw No. 2743, 2022 be amended as follows

a) Section 1 Definitions be amended to include:

**BC Fire Code** means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

**Fire Commissioner** means the fire commissioner appointed pursuant to the Fire Safety Act;

**Fire Safety Inspection** means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Investigation** means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Inspector** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

**Fire Investigator** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

b) Section 1 Definitions be amended to delete:

**LAFC** means Local Assistant to the Fire Commissioner as defined in the Fire Services Act;

c) Section 1 Definitions be amended to delete definition of Fire Protection in it's entirety and replaced with:

**Fire Protection** means all aspects of fire safety and includes:

- (a) Fire prevention;
- (b) Fire fighting;
- (c) Fire suppression;
- (d) Fire Safety Inspections;
- (e) pre-fire planning;
- (f) Fire Investigation;
- (g) inspecting, monitoring and advising on Hazardous Materials storage and handling;
- (h) public education and information in relation to fire safety and prevention; and
- (i) training, advising and other development of Members in relation to the activities listed as (a) to (h).

d) Section 5 Regional Fire Chief's Authority And Responsibilities Part 2 be deleted in it's entirety and replaced with:

- (2) The Regional Fire Chief is authorized to:
  - (a) enforce Regional District bylaws, rules, Orders and regulations;
  - (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
  - (b) review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
  - (c) delegate authority as required.

e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 3 be deleted in it's entirety and replaced with:

- (4) The Municipal Fire Chief is authorized to:
  - (a) administer this bylaw;
  - (b) enforce Regional District bylaws, rules, Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measures to prevent and suppress fires;
  - (c) make provisions for Fire Protection and Assistance Response by the Municipal Fire Departments as permitted under This Bylaw;
  - (d) provide advice and make recommendation to the Regional Fire Chief, other Members of the Fire Department and the public, as appropriate, in relation to:
    - i. the provision of adequate water supply and pressure in relation to firefighting;
    - ii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property.
  - (e) carry out the role of Fire Investigator; and
  - (f) carry out the role of Fire Inspector.

2. This Bylaw may be cited as "**Regional District of Central Kootenay Defined Area J (Fairview) Fire Service Regulation Amending Bylaw No. 2981, 2024**"

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2982

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A Bylaw to amend Regional District of Central Kootenay  
Creston Valley Fire Service Regulation Bylaw No. 2744, 2022

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WHEREAS the Regional District has established regulations for the provision of Fire Services in a Defined Portions of Rural Electoral Areas A, B, and C with the adoption of Regional District of Central Kootenay Creston Valley Fire Service Regulation Bylaw No. 2744, 2022;

AND WHEREAS it is deemed expedient to amend Regional District of Central Kootenay Creston Valley Fire Service Regulation Bylaw No. 2744, 2022, to ensure compliance with the Fire Safety Act.

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

1. That Regional District of Central Kootenay Creston Valley Fire Service Regulation Bylaw No. 2744, 2022 be amended as follows

- a) Section 1 Definitions be amended to include:

**BC Fire Code** means the British Columbia Fire Code, as adopted from time to time pursuant to the Fire Safety Act;

**Fire Commissioner** means the fire commissioner appointed pursuant to the Fire Safety Act;

**Fire Safety Inspection** means a fire inspection conducted by an Inspector in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Investigation** means a fire investigation conducted by an Investigator in accordance with and as required under the Fire Safety Act or this bylaw;

**Fire Inspector** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

**Fire Investigator** means a person or class of persons designated by the Regional Fire Chief in accordance with and as required under the Fire Safety Act;

- b) Section 1 Definitions be amended to delete, in it's entirety, the definition of LAFC.

- c) Section 1 Definitions be amended to delete the definition of Fire Protection and Assistance Response in it's entirety and replaced with:

**Fire Protection and Assistance Response** means a service to provide all aspects of fire safety including,

- (a) Fire suppression, including interface fires;
  - (b) Fire and life safety education;
  - (c) Fire Safety Inspection;
  - (d) Fire Investigation;
  - (e) Hazardous material response (subject to training and, in any event, to a maximum of "operations level" within the applicable regulations of the National Fire Protection Association);
  - (f) Subject to section 3.3 of the Agreement, First Responder (Medical Assist)/Ambulance Assist subject to any agreement with the Emergency Health Services Commission;
  - (g) Technical rescue, including auto extrication and rope rescue, to the same standard provided within the Municipality;
  - (h) Enforcement of the portions of the Fire Safety Act and Fire Code applicable to the Fire Protection Service Areas; and
  - (i) Enforcement of this Bylaw.
- d) Section 5 Regional Fire Chief's Authority And Responsibilities be deleted in it's entirety and replaced with:
- (2) The Regional Fire Chief is authorized to:
    - (a) enforce Regional District bylaws, rules, Orders and regulations;
    - (b) develop and enforce the agreements and contractual arrangements required for the provision of service;
    - (c) review and make recommendations to the Board regarding the proposed budgets submitted for the provision of Fire Protection, Assistance Response and Associated Services; and
    - (d) delegate authority as required.
- e) Section 6 Municipal Fire Chief's Authority And Responsibilities Part 3 be deleted in it's entirety and replaced with:
- (3) The Municipal Fire Chief, or their delegate, is authorized to:
    - (a) administer This Bylaw;
    - (b) make provisions for Fire Protection and Assistance Response as permitted under This Bylaw;
    - (c) enforce Regional District bylaws, rules. Orders and regulations respecting fire prevention and suppression and the protection of life and property and take measures to prevent and suppress fires;
    - (d) carry out the role of Fire Investigator;
    - (e) designate a person or class of persons as Fire Investigator;
    - (f) carry out the role of Fire Inspector;
    - (g) designate a person or class of persons as Fire Inspector;
    - (h) collect and disseminate information in regard to fires in the fire protection service area;
    - (i) organize or authorize programs and policies designed to inform the public or specified classes of the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment, or suppression of fires or other emergencies and escape from fires or other emergencies; and

- (j) provide advice and make recommendations to the Regional Fire Chief, as appropriate, in relation to the provision of adequate water supply and pressure in relation to firefighting.

**2. This Bylaw may be cited as “Regional District of Central Kootenay Creston Valley Fire Service Regulation Amending Bylaw No. 2982, 2024”**

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2985

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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.

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WHEREAS the Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities 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 the City of Castlegar is a member municipality of the Regional District of Central Kootenay (the “Regional District”);

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

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, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in 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 Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1** The Regional Board hereby consents to financing the debt of City of Castlegar and further described in the Municipal Loan Authorization Bylaws table, in the amount of Six Million Two Hundred Thousand Dollars (\$6,200,000) in accordance with the following terms.

Municipality	Loan Authorization Bylaw #	Purpose	MSIR #/Date	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
Castlegar	1348	Upgrade underground water and storm utilities and improve transportation facilities on Columbia Avenue	R200-24 09/03/2024	\$6,200,000	\$	\$6,200,000	30 yrs	\$6,200,000
<b>Total</b>				<u>\$6,200,000</u>	<u>\$</u>	<u>\$6,200,000</u>		<u>\$6,200,000</u>

- 2 The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of City of Castlegar up to, but not exceeding Six Million Two Hundred Thousand Dollars (\$6,200,000) 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 \$6,200,000 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.
  
- 3 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.
  
- 4 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.
  
- 5 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.

- 6 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.
  
- 7 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.
  
- 8 During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Loan Authorization Bylaw No. 1348, 2021 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
  
- 9 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.
  
- 10 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.
  
- 11 This Bylaw may be cited as **“City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Bylaw No. 2985, 2024.”**

READ A FIRST TIME this 17<sup>th</sup> day of October, 2024.

READ A SECOND TIME this 17<sup>th</sup> day of October, 2024.

READ A THIRD TIME this 17<sup>th</sup> day of October, 2024.

ADOPTED this 17<sup>th</sup> day of October, 2024.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

Schedule "A" to Bylaw # \_\_\_\_\_

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (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 \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) 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 # \_\_\_\_\_ cited as "\_\_\_\_\_",  
\_\_\_\_\_  
this Agreement is sealed with the Corporate Seal of the Regional District of \_\_\_\_\_ 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**

<b>Date of Payment</b>	<b>Total Payment</b>	<b>Principal/Sinking Fund Deposit</b>	<b>Interest</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



# Columbia Avenue Phase 2 Loan Authorization Bylaw 1348

## A bylaw to authorize the borrowing of funds for the construction of Columbia Avenue Complete Street Project Phase 2

WHEREAS it is deemed expedient and in the public interest to complete construction of the Columbia Avenue to renew the life of underground water and storm utilities and improves transportation facilities for both pedestrians and highway users from 18<sup>th</sup> to 24<sup>th</sup> street.

AND WHEREAS the estimated cost of Columbia Avenue Complete Street Project Phase 2, including expenses, incidental thereto, is \$6,200,000 in Canadian dollars, including taxes, of which a maximum sum of six million two hundred thousand dollars (\$6,200,000) in Canadian dollars is the amount of debt to be borrowed by this Bylaw.

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction and improvement of Columbia Avenue in accordance with the general file in the municipal 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 Municipality, a sum of six million two hundred thousand dollars (\$6,200,000)
2. The maximum term for which debentures may be issued to secure the debt created by this Bylaw is 30 years.
3. The Bylaw may be cited as "City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Loan Authorization Bylaw 1348".

READ A FIRST TIME this 14<sup>th</sup> day of June, 2021

READ A SECOND TIME this 14<sup>th</sup> day of June, 2021

READ A THIRD TIME this 1<sup>st</sup> day of November, 2021

Certified to be true and correct of copy of the City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Loan Authorization Bylaw 1348 at Third Reading



\_\_\_\_\_  
Director of Corporate Services

Received the approval of the Inspector of Municipalities this 10<sup>th</sup> day of November, 2021

Adopted this 15<sup>th</sup> day of November, 2021

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Director of Corporate Services

September 17, 2024

File: 1855-20

**RESOLUTION R200-24**

Moved/Seconded/Carried

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Borrowing Session, \$6,200,000 as authorized through The City of Castlegar Columbia Avenue Complete Streets Project Phase 2 Loan Authorization Bylaw 1348,

AND FURTHER;

THAT the Regional District of Central Kootenay be requested to consent to our borrowing over a 30-year term and include the borrowing in a Security Issuing Bylaw.

Certified a true and correct copy of Resolution R200-24 as passed by Council at a Regular meeting that was held September 3, 2024.



Nicole Brown  
Manager of Legislative Services





# Board Report

<b>Date of Report:</b>	October 2, 2024
<b>Date &amp; Type of Meeting:</b>	October 17, 2024, Board of Directors
<b>Author:</b>	Corey Scott, Planner
<b>Subject:</b>	FLOODPLAIN BYLAW REVIEW AND MAPPING UPDATE – DISASTER RESILIENCE AND INNOVATION FUNDING GRANT OPPORTUNITY
<b>File:</b>	10\5110\20\RDCK FLOODPLAIN MGT
<b>Electoral Area/Municipality</b>	All Electoral Areas; Village of Salmo

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this staff report is to provide the Regional District of Central Kootenay (RDCK) Board of Directors with information regarding the Ministry of Emergency Management and Climate Change’s Disaster Resilience and Innovation Funding (DRIF) Program and how it could be utilized to update the floodplain mapping in the Region and Floodplain Management Bylaws for both the RDCK and the Village of Salmo.

Completing floodplain mapping and the development of bylaws are eligible “foundational” and “non-structural” projects under the DRIF Program. A successful grant application under DRIF could provide the RDCK with the capacity funding needed to complete this work with low impact on RDCK staff resources. An expression of interest was submitted to the DRIF program for this work and if successful in the screening process, the RDCK will be invited to submit a full proposal (application) to the DRIF program.

In advancing the RDCK’s Flood Hazard Policy/Regulations Update project, it is recommended that the Board direct staff to work with BGC Engineering Inc. to submit an application for a Disaster Resilience and Innovation Funding (DRIF) grant, should the RDCK be invited to submit a full proposal.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 BACKGROUND

The RDCK began its most recent floodplain work in 2017 by pursuing funding under the National Disaster Mitigation Program (NDMP) to better understand geohazards in the Region. The following activities have been completed either under this program or as a follow-up to the foundational work completed in 2019:

- 2019, Risk Prioritization Study – “to characterize and prioritize flood and steep creek (debris-flood and debris-flow) geohazards in the RDCK that might impact developed properties”<sup>1</sup> (NDMP, Stream 1).
- 2020, Floodplain and Steep Creek Study – “detailed assessments and mapping of six floodplains and ten steep creeks... [focused] on high priority areas identified [in the Risk Prioritization Study]”<sup>2</sup> (NDMP, Stream 2).

<sup>1</sup> BGC Engineering Inc., March 31, 2019. *Regional District of Central Kootenay Flood and Steep Creek Geohazard Risk Prioritization*: <https://www.rdck.ca/assets/Government/Documents/RDCK%20Risk%20Prioritization%20Study%20-%20FINAL.pdf>

<sup>2</sup> BGC Engineering Inc., March 31, 2020. *RDCK Floodplaining and Steep Creek Study*: [https://www.rdck.ca/assets/Government/Documents/2020-07-17-RDCK\\_Summary\\_Report.pdf](https://www.rdck.ca/assets/Government/Documents/2020-07-17-RDCK_Summary_Report.pdf)

- 2021-2023, Flood and Geohazard Mitigation Planning – to explore and, where appropriate, design options to mitigate potential impacts from flood and geohazard in the highest risk locations identified during the NDMP Stream 1 & 2 studies (NDMP, Stream 3).

Reviewing and updating the RDCK’s Floodplain Management Bylaw was identified as a key consideration for long-term policy integration of the updated information contained in these studies. Additionally, having the proper regulatory tools in place, such as an up-to-date floodplain bylaw, was identified as a key recommendation for the RDCK and Village of Salmo in the Salmo River-Eerie Creek Flood Mitigation Approach and Concepts Study, completed as part of the NDMP Stream 3 work in January 2023. Within the Planning Services work plan, this project is referred to as the “Flood Hazard Policy/Regulation Update”.

## 2.2 PROJECT UPDATE

An expression of interest was submitted to the DRIF Program on September 15, 2024 for capacity funding to complete the recommended bylaw work in the RDCK and Village of Salmo. Although Staff would have preferred to reach out to all municipalities to solicit interest in partnering for the project they were unable to do so, given their priority commitment to the Emergency Operations Centre during the wildfires this past summer. Having lost that time over the summer, and with the deadline approaching, the scope was scaled back to include only the Village of Salmo at this time.

Additionally, BGC Engineering Inc. (BGC) was retained to support the RDCK in completing and submitting the expression of interest prior to the deadline. Should the RDCK be invited to make a full application, BGC will assist in building out a full work plan for the project that accurately estimates timelines, project activities, and budget.

## 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

\$8,900.00 has been allocated to this work from the Planning Service S104 budget for support from BGC in submitting the expression of interest (\$3,100.00 plus coordination costs) and full proposal (\$4,500.00 plus coordination costs) should the RDCK be invited to make application.

If the RDCK is not invited to submit a full proposal then staff will not continue to pursue DRIF funding for this project and only the costs associated with the expression of interest will be paid. Staff will continue to explore alternatives to completing the RDCK’s Flood Hazard Policy/Regulations Update project.

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

Section 524 of the *Local Government Act* authorizes local governments to designate floodplains and set regulations, by bylaw, that regulate certain types of development in designated floodplains.

### 3.3 Environmental Considerations

Floodplains often create habitats with very high ecological value. Regulating development in/near these areas, while being primarily concerned with the life safety of people and property, has the spillover effect of better protecting high value habitats.

### 3.4 Social Considerations:

Effectively reducing the risks associated with flooding is a crucial component in building community resilience to natural hazards and climate change.

### 3.5 Economic Considerations:

Dollars spent on flood prevention lead to a significantly larger cost savings when compared to the dollars spent on emergency response.

### 3.6 Communication Considerations:

If the RDCK were invited to make an application and was successful in receiving the grant, more details on communication considerations would be provided.

### 3.7 Staffing/Departmental Workplace Considerations:

If successful in the grant application, the DRIF Program would provide capacity funding for the RDCK to retain a consultant to update its floodplain mapping and review and update the RDCK and Village of Salmo's floodplain bylaws. While RDCK staff time would still be required to manage the project, it would be substantially less impactful on staff resources than the RDCK completing this work in-house.

### 3.8 Board Strategic Plan/Priorities Considerations:

This work is consistent with the 2023-2026 Strategic Priorities, specifically:

- Organizational Excellence:
  - Continue to update our policies and processes to be responsive and adaptable.
- Manage our Assets and Service Delivery in a Fiscally Responsible Manner:
  - Manage taxation by responding to residents' needs and prioritizing projects.
- Energy Efficiency and Environmental Responsibility:
  - Ensuring our watersheds are protected and well governed.
  - Proactively prepare for and mitigate the impacts of natural risks, (fire, floods, and slides) including preparedness at the community level.
  - Support community resiliency with resident safety as our top priority.

## SECTION 4: SUMMARY

### 4.1 SUMMARY

Since 2018, a significant amount of work has been completed to increase our understanding of geohazards and mitigation approaches in the Region, namely steep creeks and floodplain hazards. Recommendations from the recent studies of these hazards include reviewing and updating relevant regulatory documents. The RDCK's Floodplain Management Bylaw has not been comprehensively reviewed since 2009, prior to the new information on these geohazards. Addressing the regulatory considerations related to floodplains has been on the work plan since 2020.

Despite the floodplain work being on the work plan, capacity issues have prevented it from being undertaken. The DRIF Program provides an opportunity to receive grant funding for this work. If successful, a grant would provide the RDCK with capacity funding that could then be used to retain a consultant to complete this work.

RDCK staff, in collaboration with BGC, has submitted an expression of interest to the DRIF Program on the RDCK and Village of Salmo's behalf. If the expression makes it through the screening process then the RDCK will be invited to submit a full proposal (application).

It is recommended that the Board provide direction to staff to continue to work with the consultant to submit the full proposal if invited by the Province to do so.

## 4.2 OPTIONS

### Option 1: Direct staff to submit a full proposal to the DRIF Program

That the Board direct staff to submit a full proposal to the Disaster Resilience and Innovation Funding (DRIF) Program, if invited to do so by the Ministry of Emergency Management and Climate Resilience, as described in the staff report “Floodplain Bylaw Review and Mapping Update – Disaster Resilience and Innovation Funding Grant Opportunity”, dated October 2, 2024.

### Option 2: No further action

That the RDCK Board of Directors direct that no further action be taken with respect to this work.

## SECTION 5: RECOMMENDATION(S)

That the Board direct staff to submit a full proposal to the Disaster Resilience and Innovation Funding (DRIF) Program, if invited to do so by the Ministry of Emergency Management and Climate Resilience, as described in the staff report “Floodplain Bylaw Review and Mapping Update – Disaster Resilience and Innovation Funding Grant Opportunity”, dated October 2, 2024.

Respectfully submitted,  
Corey Scott, Planner 2

## CONCURRENCE

Planning Manager – Nelson Wight

Approved

General Manager of Development Services and Community Sustainability – Sangita Sudan

Approved

Chief Administrative Officer – Stuart Horn

Approved





# Board Report

**Date of Report:** September 25, 2024  
**Date & Type of Meeting:** October 17, 2024 – Open Board Meeting  
**Author:** Tanya Pauls, Emergency Program Coordinator  
**Subject:** EDMA Indigenous Engagement Requirements  
**File:** <\\files\RDCK\14\7625\20\1.0 Emergency Management Framework\2023 New Program Legislation\Indigenous Engagement Requirements>  
**Electoral Area/Municipality:** RDCK in entirety

## SECTION 1: EXECUTIVE SUMMARY

British Columbia's new Emergency and Disaster Management Act (EDMA) requires that consultation and cooperation with Indigenous Governing Bodies (IGBs) is undertaken by all municipalities and regional districts in a culturally safe manner, across all phases of emergency management. The Province has provided \$40,000 of funding to each Local Authority to meet the new requirements. Staff propose that RDCK Local Authorities pool their funding to maximize the effectiveness and efficiency of this funding.

This report includes:

- Background information to support the included proposal complete with BC legislation history and updates;
- Financial implications to the RDCK and participating municipalities;
- A proposed plan for meeting current legislation while continuing to build relationships with Indigenous Governing Bodies (IGBs).

### Staff recommendation:

That the Board direct staff to sign up to nine Memorandums of Understanding with regional municipalities to detail the pooling of Indigenous Engagement Requirements funds to be used for meeting EDMA requirements; AND FURTHER that the Board direct staff to write and issue an RFP requesting proposals from interested consulting firms; AND FURTHER that the Board approve an amendment to the 2024 Financial Plan for Service A101 Emergency Consolidated Services to increase External Contributions Revenue by \$400,000 and Contracted Services by \$400,000.

## SECTION 2: BACKGROUND/ANALYSIS

### BACKGROUND:

In 2019, the Government of British Columbia passed the Declaration on the Rights of Indigenous Peoples Act. Among other requirements, this Declaration Act mandates the Province to bring provincial laws into alignment with the UN Declaration on the Rights of Indigenous Peoples (UN Declaration). The new Emergency and Disaster Management Act (EDMA) received Royal Assent on November 8, 2023, bringing with it new and updated requirements for regional districts and municipalities.

EDMA requires that consultation and cooperation with Indigenous Governing Bodies (IGBs) is undertaken by all municipalities and regional districts in a culturally safe manner, across all phases of emergency management. Municipalities and regional districts must work with IGBs to identify the areas of an IGB's traditional territory or treaty lands that fall within the municipalities and regional districts emergency management authority.

Municipalities and regional districts are currently required to consult and cooperate with IGBs in these geographic areas during response and recovery. Once the emergency management regulations for municipalities and regional districts have passed (expected Spring 2025), regulated entities will also be required to update their risk assessments and emergency management plans in consultation and cooperation with IGBs. Updated assessments and plans will then be required to incorporate available local Indigenous knowledge, describe measures to mitigate disproportionate impacts, and promote cultural safety.

Administered by BC's Ministry of Emergency Management and Climate Readiness (EMCR), the government of British Columbia has given funding to each regional district and municipality within the province for the 2024/25 fiscal year. This provincial funding stream is the Indigenous Engagement Requirements (IER) Funding Program. Local governments with common interests (regional districts and the municipalities within them) are encouraged to pool their funds together to achieve Indigenous engagement within the context of emergency management.

EMCR recently announced that the same funding program would continue with additional funds that will be dispersed in the 2025/26 fiscal year, opening the door to opportunities for continued and future connection and collaboration.

#### **ISSUES:**

The RDCK oversees Emergency Management for 6 municipalities: Village of Salmo, Village of Nakusp, Village of Kaslo, Village of New Denver, Village of Silverton, and Village of Slocan. Within the RDCK, three municipalities oversee their own Emergency Management program: City of Nelson, City of Castlegar, and the Town of Creston. All municipalities and the RDCK have received separate IER funding allotments in the amount of \$40,000 each.

The RDCK and each of the 9 municipalities within it need to meet EDMAs requirements of IGB engagement with the same IGBs. This poses the concern that individually approaching local First Nations will cause engagement fatigue, and further, is not respectful of First Nations capacity for this work.

This engagement process is significant and vital. It will benefit from a coordinated project management by experienced professionals to meet the timelines laid out by the province. Further, by pooling local authority funding, the RDCK has the opportunity for a more substantive and comprehensive engagement all while respecting First Nation capacity.

#### **SOLUTION:**

The RDCK Emergency Management team has connected with neighbouring regional districts to learn from their experiences. Pooling funds from all local authorities within a region is suggested and encouraged. To move forward, the pooled funds would be used to hire a consulting firm to put together a project plan that meets all EDMA requirements. It would include project management guidance, executing the plan once approved by RDCK Emergency Management staff, organizing and executing applicable activities, and completing final report requirements. In addition, outcomes would become part of the EDMA-compliant RDCK Emergency Management Plan sections that relate to Indigenous involvement across all phases of emergency management. Pending Board



approval on this proposed plan, an RFP would be issued in October to gather proposals from qualified consulting firms that are able to successfully meet the objectives set out in EDMA. The hiring of this consulting firm would be funded through the pooled IER funds.

Interested firms will be asked to quote a project which includes consensus building among participating local authorities and Indigenous governing bodies to co-develop an engagement framework that would work for all parties, including engagement methodology, cadence and objectives and drafting agreement or roadmap documents identified as required (examples could include either a communications protocol, a statement of cooperation, or a roadmap for future collaboration in emergency management), among other priorities identified by project partners.

**RISKS OF NOT POOLING FUNDS AND WORKING TOGETHER**

RDCK Emergency management staff are currently focused on integrating learnings from the 2024 wildfire season, and are still actively supporting RDCK communities in the Recovery phase. Consequently, it is predicted that these requirements with the expected deadline would exceed staff capacity.

Additionally, all municipality and RDCK relationship-building capabilities would be limited if the option of pooling funds it not utilized. Each municipality within the RDCK would also risk alienating our First Nation partners with over-engagement – working together with one coordinated group is much more manageable than doing the same work with 10 different partners.

Lastly, not having a coordinated approach within the RDCK for building relationships and having clear emergency management procedures has the potential to cause confusion during emergencies, limiting the effectiveness of the RDCK emergency management program.

**STAFF RECOMMENDATION**

That the Board direct staff to sign up to nine Memorandums of Understanding with regional municipalities to detail the pooling of Indigenous Engagement Requirements funds to be used for meeting EDMA requirements; AND FURTHER that the Board direct staff to write and issue an RFP requesting proposals from interested consulting firms; AND FURTHER that the Board approve an amendment to the 2024 Financial Plan for Service A101 Emergency Consolidated Services to increase External Contributions Revenue by \$400,000 and Contracted Services by \$400,000.

**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 checked="" type="checkbox"/> Yes	<input 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

Administered by BC’s Ministry of Emergency Management and Climate Readiness (EMCR), the government of British Columbia has given \$40,000 to each regional district and municipality within the province for the 2024/25 fiscal year. This funding stream is called the Indigenous Engagement Requirements (IER) Funding Program.

Each municipality interested in partnering as detailed above will be asked to sign an MOU to show their agreement to participate in the shared funding pool and collective participation in this project. Provided that all municipalities contribute their funds to this project would require an amendment to the 2024/25 Financial Plan

from A101 Emergency Consolidated Services in OPR501-105 Emergency Management - Indigenous Engagement, to receive up to \$400,000 in 43500-External Contributions and include expenditures not to exceed \$400,000.

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

In 2019, the Government of British Columbia passed the Declaration on the Rights of Indigenous Peoples Act (DRIPA). Among other requirements, this Declaration Act mandates the Province to bring provincial laws into alignment with the UN Declaration on the Rights of Indigenous Peoples (UN Declaration). The new Emergency and Disaster Management Act (EDMA) received Royal Assent on November 8, 2023, bringing with it new and updated requirements for regional districts and municipalities.

EDMA requires that consultation and cooperation with Indigenous Governing Bodies (IGBs) is undertaken by all municipalities and regional districts in a culturally safe manner, across all phases of emergency management. Municipalities and regional districts are currently required to consult and cooperate with IGBs on these geographic areas during emergency response and recovery.

Once the emergency management regulations for municipalities and regional districts have passed (expected Spring 2025), regulated entities will also be required to update their risk assessments and emergency management plans in consultation and cooperation with IGBs. Updated assessments and plans will then be required to incorporate available local Indigenous knowledge, describe measures to mitigate disproportionate impacts, and promote cultural safety.

### **3.3 Environmental Considerations**

This section is not applicable.

### **3.4 Social Considerations:**

RDCK residents benefit from an efficient and experienced Emergency Management team. This project will ensure that RDCK staff involved in emergency operations communicate clearly with all applicable parties, have previously agreed-upon procedures in place for communications with Indigenous partners, and can make sensitive decisions from a culturally safe perspective.

### **3.5 Economic Considerations:**

This section is not applicable.

### **3.6 Communication Considerations:**

This project will not require external communications. The successful consulting team and RDCK emergency staff members will conduct internal communications as needed.

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

If the Board approves the staff recommendation, working with a consulting company will significantly reduce staff time required for the project. Efforts will go towards liaising with the Consultant and providing them required information, engaging with partner municipalities, and participating in engagement-related activities. Further, emergency management staff and Elected Officials from all participating Local Authorities will participate in the process to some extent (training sessions, collaborative discussions, etc.).

### 3.8 Board Strategic Plan/Priorities Considerations:

This project aligns with the following points of the RDCK Board's Strategic Plan:

- Organizational Excellence: Continue to focus on our core services to ensure effective delivery through our Region.
- Develop Relationships and Partnerships: Continue on the path to reconciliation through respectful and inclusive dialogue, AND Form long lasting, strong partnerships with Indigenous communities in support of their continued success.
- Energy Efficiency and Environmental Responsibility: Proactively prepare for and mitigate the impacts of natural risks, including preparedness at the community level, AND Support community resiliency with resident safety as our top priority.

This project also meets four of the RDCK Board's Strategic Plan Values: Inclusivity, Integrity, Working together, and Reconciliation.

## SECTION 4: OPTIONS & PROS / CONS

This proposal also assists the RDCK and partnering municipalities meet provincial requirements of EDMA in a timely manner. The project is extensive, and this proposal provides solutions for lack of RDCK staffing resources and detailed background knowledge of EDMA requirements.

### Option 1: Pool funds, issue RFP, and hire a consultant

Pros:

- Lessens engagement fatigue on participating IGBs,
- Ensure that the RDCK meets the requirements set out in EDMA.
- Working with subject matter experts ensures that this work will build successful relationships in a culturally safe process.
- The proposed engagement approach fosters open dialogue, mutual respect, and collaborative decision-making.
- Efficient use of RDCK EM staff.
- Efficiently utilizes province-provided funds.
- Provides a learning opportunity for current EM staff from subject matter experts.

Cons:

- Some funding will go to consulting fees rather than actual engagement activities

### Option 2: Pool funds, run the project internally (no RFP or consultant)

Pros:

- Allows for more funds to go to engagement activities rather than consulting fees

Cons:

- Potential to not meet the provincial deadline for utilization of IER funds
- Higher demand on RDCK emergency management staff.

**Option 3: Do not pool funds, only spend the \$40,000 the RDCK received.**

Pros:

- Would meet RDCK’s responsibilities under EDMA.

Cons:

- RDCK cannot guarantee that municipalities in its EM program will adequately engage IGBs.
- Places pressure on small regional municipalities to complete work they are not experienced in with limited resources.
- Increases engagement fatigue on participating IGBs,
- Risks not meeting the provincial deadline for utilization of IER funds due to limited capacity of RDCK emergency management staff,
- Does not efficiently utilize IER regional funds,

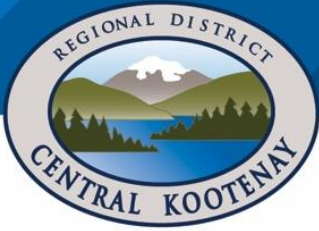
**SECTION 5: RECOMMENDATIONS**

That the Board direct staff to sign up to nine Memorandums of Understanding with regional municipalities to detail the pooling of Indigenous Engagement Requirements funds to be used for meeting EDMA requirements; AND FURTHER that the Board direct staff to write and issue an RFP requesting proposals from interested consulting firms; AND FURTHER that the Board approve an amendment to the 2024 Financial Plan for Service A101 Emergency Consolidated Services to increase External Contributions Revenue by \$400,000 and Contracted Services by \$400,000.

Respectfully submitted,  
Tanya Pauls – Emergency Program Coordinator

**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 Séguin	Approved	



# Board Report

**Date of Report:** September 20, 2024  
**Date & Type of Meeting:** October 17, 2024 Open Board Meeting  
**Author:** Paris Marshall Smith, Sustainability Planner  
**Subject:** Senior Energy Specialist Workplan and Agreement with FortisBC  
**File:** 5200 – 20 - SES  
**Electoral Area/Municipality:** All

## SECTION 1: EXECUTIVE SUMMARY

The RDCK has accepted FortisBC funding for the SES position since 2017 and has benefitted from having funding for work that advances RDCK Board direction. FortisBC is offering three additional years of funding for the RDCK's Senior Energy Specialist (SES) position, which supports the Board's strategic priority of Energy Efficiency and Environmental Responsibility by reducing emissions related to energy, buildings and transportation, energy savings, and adaptation of assets. As well, integrating energy efficient and climate ready technologies (heat pumps, photo voltaic arrays, zero emission vehicles) support the Board priority to be "forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer term cost reduction" (Manage our Assets and Operations in a Fiscally Responsible Manner). This work directly aligns with the Board's area of focus to "Lead by example and implement strategies to support environmental stewardship and energy efficiency".

The report provides three items to support Board decision making:

1. An agreement from FortisBC for an annual contribution of \$120,000 for 3 years to fund the SES (ATTACH 01);
2. The Senior Energy Specialist workplan for the next 3 years (ATTACH 02), and;
3. List of Senior Energy Specialist accomplishments for 2018 – 2024 (ATTACH 03).

### **Recommendation:**

That the Board approve the RDCK's Senior Energy Specialist (SES) 3-year workplan;

AND FURTHER, that the RDCK enter into a 3-year funding agreement with FortisBC and that the Chair and Corporate Officer be authorized to sign the necessary documents.

AND FURTHER that the Board approve an amendment to the 2024-2027 Financial Plans from Development Services A108, increasing Grant Revenue by \$120,000 for each of those three years and increase Salaries and Benefits by a combined amount of \$120,000 for each years for the Senior Energy Specialist's salary and benefits.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 ISSUE

The RDCK's Senior Energy Specialist (SES) contract is up for renewal. FortisBC has committed to fully funding the position for an additional three years, pending Board approval. Further, FortisBC has increased the funding from \$100,000 to \$120,000 annually in recognition of cost of living increases. FortisBC does not influence RDCK policy or Board direction.

RDCK has declared a climate action imperative and has adopted GHG emissions reduction targets of 50% below 2018 levels by 2030 and 100% by 2050. The RDCK is making progress on emissions reduction, but there is more work to do to meet the 2030 and 2050 targets. As of 2018, RDCK emissions related to buildings, energy and transportation (which are the SES areas of focus) accounted for 2/3 of the overall emissions for the region.

Most recently, the [RDCK Ideas for Climate Action](#) was adopted in 2024 and includes 13 actions related to the areas of buildings, energy and transportation. If approved, the SES position will have a key role in developing business cases, providing technical analysis and implementing climate action ideas related to buildings, energy and transportation.

The RDCK has accepted FortisBC funding for the SES position since 2017 and has benefitted from having funding for work that advances RDCK Board direction. FortisBC has offered three additional years of funding for the RDCK's Senior Energy Specialist (SES) position, which supports the Board's strategic priority of *Energy Efficiency and Environmental Responsibility* by reducing emissions related to energy, buildings and transportation, energy savings, and adaptation of assets. As well, integrating energy efficient and climate ready technologies (heat pumps, photo voltaic arrays, zero emission vehicles) support the Board priority to be "forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer term cost reduction" (*Manage our Assets and Operations in a Fiscally Responsible Manner*). This work directly aligns with the Board's Area of Focus to: *Lead by example and implement strategies to support environmental stewardship and energy efficiency*. To move forward, the Board would need to accept the funding.

The report provides three items to support Board decision making:

1. An agreement from FortisBC for an annual contribution of \$120,000 for 3 years to fund the SES (ATTACH 01), and;
2. The Senior Energy Specialist workplan for the next 3 years (ATTACH 02)
3. List of Senior Energy Specialist accomplishments for 2018 – 2024 (ATTACH 03)

### 2.2 SOLUTIONS

1. Accept the FortisBC funding for the SES position and sign a 3 year agreement with FortisBC
2. Decline the FortisBC funding and stop doing the work
3. Decline the FortisBC funding and fund the SES position through taxation

**Recommended Solution** – Accept the FortisBC funding for the SES position and sign a 3 year agreement with FortisBC

Since 2018, the SES position has provided significant leadership, technical expertise and guidance towards reducing emissions around buildings, energy and transportation. As a key member of the RDCK Community Sustainability Team, the SES leads programs related energy efficiency and greenhouse gas (GHG) mitigation, promotes new rebates & technology, manages projects, coordinates training and supports connections/uptake in community.

## FORTISBC AGREEMENT

This is the fifth agreement with FortisBC since 2017 to fund the SES position within the RDCK. This term of the SES agreement runs for a 3-year period from 2024 – 2027. FortisBC will contribute the complete costs of the SES (\$120,000 per year) to the RDCK for a full FTE (salary and benefits).

FortisBC's goal in providing this funding is to support local governments in taking action in the areas of energy, buildings and transportation to reduce GHG emissions, energy use and resilience within BC in alignment with both RDCK sustainability goals and FortisBC's 30by30 goals (30 percent reduction of GHG by 2030). FortisBC does not influence RDCK policy or Board direction.

As part of the RDCK's ongoing commitment to reduce GHG emissions, the RDCK is engaged in multiple projects and initiatives to support interested residents who would like to move to a sustainable, energy resilient and cost effective future. The role of the SES is to work with RDCK staff, government peers, communities and industry experts to best optimize and implement these projects as well as identify and secure additional funding.

The SES meets quarterly with Climate Action Partners peers and FortisBC staff to discuss progress and challenges associated with the delivery of the workplan.

## SES WORKPLAN

The SES works across the organization in Corporate Admin, Finance, Climate Action, Water, Resource Recovery, and Community Services as a project manager, champion, promoter, facilitator, policy & program developer, technical analysis, monitoring & reporting to support projects related to buildings, energy and transportation.

## SES PROGRAM DELIVERY AREAS

### 1. Buildings

- Optimizing RDCK facilities to minimize energy use, operating costs and lead by example within the community.  
This includes developing the RDCK Better Building Policy, installation of RealICE & solar arrays for Creston and District Recreation Centre, recommissioning reviews & FCM/GMF Pathway Study project start for all recreation facilities, implementation of Portfolio Manager, FireHall upgrades, Heat Recovery Ventilation (HRV) and roof upgrade project and new fleet EV / workplace charger at Lakeside Drive.
- New and Existing, Residential and Community Buildings.  
Working to support RDCK residents and communities to improve the housing stock and community facilities in the region, to reduce energy use, energy costs and increase lasting affordability, prepare for Step Code and facilitate access to rebates and project funding. This work has included the Procter Hall Upgrade, Regional Energy Efficiency Program (REEP), investigation into grid resilience, See the Heat education campaign, Step Code builder



training and education (surveys, workshops, peer local networks, case studies), testing Deep Energy Retrofits and working with Youth Climate Corps.

## 2. **Transportation:**

- Work to optimize the RDCK fleet for long-term sustainability and transition to zero emission vehicles, and;
- Support development of active and low carbon transportation across the region.

## 3. **Energy**

- Identifying and developing opportunities within the RDCK and in the region for increased efficiency, resilience, fuel switching such as moving from diesel to electricity, and generation.

This work has included the Regional Bionenergy Feasibility Study, participation in Kootenay Clean Energy Transition, supporting the investigation into regional grid resilience and the Energy Wise Network Program.

### ALIGNMENT WITH BOARD STRATEGIC PLAN PRIORITIES:

- Manage our Assets and Operations in a Fiscally Responsible Manner - Be forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer term cost reduction
- Climate and Environmental Responsibilities
  - Proactively prepare and mitigate the impacts of natural risks, (fire, floods and slides) including preparedness at the community level
  - Lead by example and implement strategies to support environmental stewardship and energy efficiency

### 2.3 RISKS of NOT ENTERING INTO AGREEMENT

Not entering into the agreement would result in:

- Lost opportunity to receive funding of \$120,000 per year for three years to move the RDCK towards several key pillars of the Board's strategic plan
- Reduced capacity to support energy efficiency, better buildings and improved transportation, which would require staff in other departments to take the lead energy efficiency projects for RDCK-owned facilities
- Reduced capacity to explore energy saving opportunities
- Reduced capacity to apply for and receive grants related to energy, buildings and transportation
- Reduced capacity to meet the Board's climate action imperative objectives

### 2.4 LIST of ACCOMPLISHMENTS TO DATE

The 6 years of funding from FortisBC for the SES position have enabled significant actions, program development and advancement in increased energy efficiency and adaptation of assets. A list of the accomplishments to date is attached as ATTACH 03.



## SECTION 3: DETAILED ANALYSIS

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

**Included in Financial Plan:**  Yes  No      **Financial Plan Amendment:**  Yes  No  
**Debt Bylaw Required:**  Yes  No      **Public/Gov't Approvals Required:**  Yes  No

FortisBC is offering \$120,000 per year for 3 years (2024 – 2027). This funding would be received in Development Services A108 Development and Community Sustainability. It covers the Senior Energy Specialist's salary and benefits.

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

As described in the workplan, the SES will provide technical input to many RDCK Policies and Bylaws, however these will all be brought to the Board on a case by case basis.

### 3.3 Environmental Considerations

The work carried out within the SES workplan will present significant positive environmental impact for the region through reduced GHGs, active transportation, better building, improved air quality and environmental awareness.

### 3.4 Social Considerations:

The work carried out within the SES workplan will present significant positive social impacts through active transportation, improvements to community facilities, training and awareness opportunities and community engagement. Through the RDCK Climate Action Open Houses, staff heard many comments about the need to improve efficiency, reduce costs and make technologies accessible.

### 3.5 Economic Considerations:

The SES will work to reduce energy bills for RDCK residents, community facilities, RDCK facilities and businesses through the region, helping people invest in local labour and materials to build more efficient buildings which are much more affordable to run.

### 3.6 Communication Considerations:

All communications for projects will be run on a project by project basis.

### 3.7 Staffing/Departmental Workplan Considerations:

The SES works across the organization in Corporate Admin, Finance, Climate Action, Water, Resource Recovery, and Community Services as a project manager, champion, promoter, facilitator, policy & program developer, technical analysis, monitoring & reporting.

### 3.8 Board Strategic Plan/Priorities Considerations:

The 2025-2027 workplan, presented below, supports the RDCK Strategic Plan (2024):

- Be forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer term cost reduction (*Manage our Assets and Operations in a Fiscally Responsible Manner*)
- Proactively prepare and mitigate the impacts of natural risks, (fire, floods and slides) including preparedness at the community level (*Climate and Environmental Responsibilities*)
- Lead by example and implement strategies to support environmental stewardship and energy efficiency (*Climate and Environmental Responsibilities*)

## SECTION 4: OPTIONS & PROS / CONS

That the Board approve the RDCK's Senior Energy Specialist (SES) 3-year workplan;

AND FURTHER, that the RDCK enter into a 3-year funding agreement with FortisBC and that the Chair and Corporate Officer be authorized to sign the necessary documents.

AND FURTHER that the Board approve an amendment to the 2024-2027 Financial Plans from Development Services A108, increasing Grant Revenue by \$120,000 for each of those three years and increase Salaries and Benefits by a combined amount of \$120,000 for each years for the Senior Energy Specialist's salary and benefits.

### **OPTION 1 - Accept the FortisBC funding for the SES position & enter into a 3 year agreement**

Pro –

- FortisBC has committed to fully funding the position for an additional three years, pending Board approval.
- The SES position provides significant support in reducing emissions around buildings, energy and transportation. Please refer to the List of Accomplishments to date for details.
- The SES position will have a key role in developing business cases and implementing climate action ideas.
- Skilled and dedicated staff are needed to advance the Board's climate action imperative, and this funding will allow this work to continue at no cost to the RDCK.
- There is no risk to the organization as FortisBC does not influence RDCK policy or Board direction.

Con –

- There may be some concerns about FortisBC could influence RDCK staff activities.

### **OPTION 2 - Decline the FortisBC funding and stop doing the work**

Pro –

- Concerns about working with FortisBC will be alleviated

Con –

- The on-going work of project management, coordination, promotion and advocacy for rural-centered solutions will stop
- Lost opportunity to receive funding of \$120,000 per year for three years to move the RDCK towards a key pillar of the Board's strategic plan
- Reduced capacity to support energy efficiency, better buildings and improved transportation which would require staff in other departments to take the lead energy efficiency projects for RDCK-owned facilities
- Reduced capacity to meet the Board's climate action imperative objectives
- Reduced capacity to explore energy saving opportunities
- Reduced capacity to apply for and receive grants related to energy, buildings and transportation

**OPTION 3 - Decline the FortisBC funding and fund the SES position through taxation**

Pro –

- Concerns about working with FortisBC will be alleviated

Con –

- Residents will be burdened with increased taxation that could be met through an agreement with FortisBC

**SECTION 5: RECOMMENDATIONS**

That the Board approve the RDCK’s Senior Energy Specialist (SES) 3-year workplan;

AND FURTHER, that the RDCK enter into a 3-year funding agreement with FortisBC and that the Chair and Corporate Officer be authorized to sign the necessary documents.

AND FURTHER that the Board approve an amendment to the 2024-2027 Financial Plans from Development Services A108, increasing Grant Revenue by \$120,000 for each of those three years and increase Salaries and Benefits by a combined amount of \$120,000 for each years for the Senior Energy Specialist’s salary and benefits.

Respectfully submitted,  
Paris Marshall Smith, Sustainability Planner

**CONCURRENCE**

Chief Administrative Officer – Stuart Horn	Approved	
General Manager of Development and Community Sustainability Services – Sangita Sudan		Approved
Manager of Community Sustainability Services – Dan Séguin	Approved	

**ATTACHMENTS:**

- Attachment A – FortisBC Agreement (BRD-SES-ATTACH01)
- Attachment B – SES Workplan (BRD-SES-ATTACH02)
- Attachment C - List of SES accomplishments for 2018 – 2024 (BRD-SES-ATTACH03)

## OVERVIEW

This work plan outlines tasks and deliverables for a Senior Energy Specialist position, titled as *Senior Energy Specialist* at the *Regional District of Central Kootenay* (herein referred to as 'RDCK').

FortisBC's Climate Action Partners Program is designed to assist B.C.'s local governments and other organizations in developing, promoting and delivering low carbon energy solutions throughout B.C. FortisBC is committed to advancing development of low-carbon and renewable energy sources that leverage B.C.'s existing energy infrastructure. FortisBC is working with all levels of government and B.C.'s communities to provide 15 percent renewable gas – including renewable natural gas (RNG) and hydrogen – in the gas stream by 2030, as well as supporting low carbon vehicle infrastructure, encouraging energy conservation and the efficient use of energy, and developing the world's cleanest liquefied natural gas (LNG) for domestic use, export and LNG bunkering.

## CURRENT STATE

In 2016, the RDCK adopted a region wide Strategic Community Energy and Emissions Plan (SCEEP). To advance the recommendations of the SCEEP, the RDCK has participated in 6 years of the Climate Action Partners Program with a Senior Energy Specialist (SES) position funded by FortisBC. In 2019, RDCK declared a climate action imperative. The Board adopted GHG emissions reduction targets of 50% below 2018 levels by 2030 and 100% by 2050. To support accountability and transparency, the RDCK established the annual State of Climate Action (SOCA) reporting. The SOCA reports align with, both informing and being informed by, with the work of the SES. Most recently, the [RDCK Ideas for Climate Action](#) was adopted in 2024. The 2022-2024 SES workplan was integrated into the Ideas and covers actions related to energy, buildings and transportation with a focus on energy savings, adaptation of assets and overall support of GHG reduction targets (i.e. choosing lower carbon producing technologies and processes).

The 2025-2027 workplan, presented below, supports the RDCK Strategic Plan (2024):

- Be forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer term cost reduction (Manage our Assets and Operations in a Fiscally Responsible Manner)
- Proactively prepare and mitigate the impacts of natural risks, (fire, floods and slides) including preparedness at the community level (Climate and Environmental Responsibilities)
- Lead by example and implement strategies to support environmental stewardship (Climate and Environmental Responsibilities)
- Ensure our processes and systems support sustainable service delivery through our Region (Regional Approach to Growth)
- Ensuring that urban designed programs are reviewed and our residents have access to appropriately "rural scaled" programs (Advocacy)

## OBJECTIVES

The general objective of the Senior Energy Specialist is to support the planning and implementation of policies, programs and projects that move the RDCK towards a low-carbon energy future. To help achieve this objective the incumbent will:

- Support the transition to a low carbon future, by supporting the planning and implementation of climate action initiatives and related plans and strategies.
- Identify existing community low-carbon energy issues, gaps and opportunities through technical analyses, develop business cases, and liaise with staff and key partners.
- Work with the Community Sustainability team in developing and implementing strategies and initiatives to integrate community resilience within existing and new programs and projects.

**THEMES of WORKPLAN TASKS**

1. **Project manager** – energy, buildings and transportation actions, oversee consultants, business case development, analysis, includes capital projects, presentation of findings and recommendations to internal management and/or advisory committees;
2. **Technical analysis** - Identify issues, gaps and opportunities through technical analysis of corporate and community facilities by liaising with staff and key partners
3. **Champion, Promote & facilitate** – Building Inspectors education, peer networks, develop and deliver corporate & community information sharing (grants & rebates), RDCK Climate Actions
4. **Policy & Program Development** - Coordinate and prepare policy and programs (including training) to advance low carbon energy initiatives including RDCK Climate Action
5. **Monitoring** – develop (as needed) and contribute to emissions reduction and monitoring programs such as Portfolio Manager, State of Climate Action, Local Government Climate Action Program
6. **Reporting** - requirements for FBC Climate Action Partnership (CAP) & coordinate projects, programs and related grants and contracts with utilities and other community partners;

Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
<b>1. Demand Side Management - Corporate (30%)</b>				
GHG Emissions Reduction Pathway Study	Technical Analysis  Champion – promote & facilitate	<ul style="list-style-type: none"> <li>• Work with the Project Manager to advise on the technical components of the GHG Emissions Reduction Pathway Study, and to provide input on the resulting pathways to a low / zero carbon future</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support in the integration of the GHG pathway study into asset management planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support in the integration of the GHG pathway study into asset management planning.</li> </ul>
Energy monitoring programs for RDCK facilities	Monitoring	<ul style="list-style-type: none"> <li>• Develop energy monitoring strategy using Portfolio Manager in collaboration with utility services for Arrow Creek Water Treatment Plant</li> <li>• Provide Resource Recovery and Utility Services facility managers with energy usage reports generated from Portfolio Manager on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Community Services on a comprehensive energy monitoring program for the complexes, including submeters.</li> <li>• Provide Resource Recovery and Utility Services facility managers with energy usage reports generated from Portfolio Manager on an annual basis, including Arrow Creek Water Treatment Plant</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Resource Recovery and Utility Services facility managers with energy usage reports generated from Portfolio Manager on an annual basis, including Arrow Creek Water Treatment Plant</li> </ul>
Facility manager/operator training program	Policy & Program Development	<ul style="list-style-type: none"> <li>• Deliver phase 1 of the facility manager/operator training program, funded by FortisBC</li> <li>• Develop phase 2 of the facility manager/operator training</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver phase 2 of the facility manager/operator training program.</li> <li>• Consider if any further operator training is needed.</li> </ul>	

Internal support - Develop and/or support services on emissions reduction projects	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>• Deliver fire halls / resource recovery heating and cooling controls pilot</li> <li>• Support Resource Recovery in conversion of Kaslo TS from diesel to solar energy</li> <li>• Support Community Services in applying for LGCAP funds for upgrades to high efficiency HVAC systems</li> </ul>		
Develop and support capital projects related to energy and GHG emissions reduction	Project Manager	<ul style="list-style-type: none"> <li>• Research capital funding / loan programs such as the FCM/GMF retrofit funding opportunity</li> <li>• Support Community Services, Corporate Administration and Fire Services in the development of a capital project across services related to energy and GHG emissions reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to develop a capital project across RDCK services related to energy and GHG emissions reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to develop a capital project across RDCK services related to energy and GHG emissions reduction, as needed.</li> </ul>
Facilitate peer networks for facility managers and operators	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>• Facilitate regular meetings for RDCK services on the topic of energy management in facilities, quarterly (Community Services) and bi-annually (Fire Services, Resource Recovery and Utility Services, Corporate Admin)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to facilitate regular meetings for RDCK services on the topic of energy management in facilities, quarterly (Community Services) and bi-annually (Fire Services, Resource Recovery and Utility Services, Corporate Admin)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to facilitate regular meetings for RDCK services on the topic of energy management in facilities, quarterly (Community Services) and bi-annually (Fire Services, Resource Recovery and Utility Services, Corporate Admin)</li> </ul>
<b>2. Demand Side Management - Community (35%)</b>				
Support Building Services with education and outreach on Energy Step Code, Zero Carbon Step Code and building resiliency measures.	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>• Support Community Resilience Coordinator in the development of educational materials for residents (in collaboration with Building Services)</li> <li>• Check-in regularly with Building Services designated representative to share updates</li> <li>• Provide technical support to Building Services on request</li> </ul>	<ul style="list-style-type: none"> <li>• Support Community Resilience Coordinator in the development of educational materials for residents (in collaboration with Building Services)</li> <li>• Check-in regularly with Building Services designated representative to share updates</li> <li>• Provide technical support to Building Services on request</li> </ul>	<ul style="list-style-type: none"> <li>• Support Community Resilience Coordinator in the development of educational materials for residents (in collaboration with Building Services)</li> <li>• Check-in regularly with Building Services designated representative to share updates</li> <li>• Provide technical support to Building Services on request</li> </ul>

		<ul style="list-style-type: none"> <li>Meet with Building Services bi-annually to provide updates and to identify further needs for support</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Building Services bi-annually to provide updates and to identify further needs for support</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Building Services bi-annually to provide updates and to identify further needs for support</li> </ul>
Facilitate Regional Building Official Meeting	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>On a frequency as identified with the RDKB SES, facilitate the Regional BO meeting with the purpose to unify messaging, update on energy and emissions reduction policies and programs, and foster collaboration between regional districts and member municipalities</li> </ul>	<ul style="list-style-type: none"> <li>On a frequency as identified with the RDKB SES, facilitate the Regional BO meeting with the purpose to unify messaging, update on energy and emissions reduction policies and programs, and foster collaboration between regional districts and member municipalities</li> </ul>	<ul style="list-style-type: none"> <li>On a frequency as identified with the RDKB SES, facilitate the Regional BO meeting with the purpose to unify messaging, update on energy and emissions reduction policies and programs, and foster collaboration between regional districts and member municipalities</li> </ul>
RDCK Program Manager for Regional Energy Efficiency Program (REEP)	Champion – promote & facilitate  Program Development	<ul style="list-style-type: none"> <li>Participate on regular management stakeholder meetings</li> <li>Develop Memorandum of Understanding between the City of Nelson and RDCK</li> <li>Support REEP in: <ul style="list-style-type: none"> <li>Liaison between REEP and RDCK and member municipalities</li> <li>Strategic planning</li> <li>Technical analysis and framework development as needed</li> <li>Work with REEP towards solutions in emerging issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Support REEP in: <ul style="list-style-type: none"> <li>Liaison between REEP and RDCK and member municipalities</li> <li>Strategic planning</li> <li>Technical analysis and framework development as needed</li> <li>Work with REEP towards solutions in emerging issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Support REEP in: <ul style="list-style-type: none"> <li>Liaison between REEP and RDCK and member municipalities</li> <li>Strategic planning</li> <li>Technical analysis and framework development as needed</li> <li>Work with REEP towards solutions in emerging issues</li> </ul> </li> </ul>
Develop and manage REEP complementary funding	Project Manager  Program Development	<ul style="list-style-type: none"> <li>Develop funding application including a 4-year strategy to FortisBC and BCHydro for REEP complementary funding</li> <li>Deliver year one of the 4-year strategy</li> </ul>	<ul style="list-style-type: none"> <li>Deliver year two of the 4-year strategy</li> </ul>	<ul style="list-style-type: none"> <li>Deliver year three of the 4-year strategy</li> </ul>
Participate in working groups with the goal to increase contractor capacity	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>Participate in CEA/KCET contractor collective community of practice</li> <li>Participate in regular meetings with HPSC</li> <li>Develop and deliver contractor training program in coordination with RDKB SES, training providers and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Participate in CEA/KCET contractor collective community of practice</li> <li>Participate in regular meetings with HPSC</li> <li>Continue to offer regional contractor training program in coordination with RDKB SES, training providers and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Participate in CEA/KCET contractor collective community of practice</li> <li>Participate in regular meetings with HPSC</li> <li>Continue to offer regional contractor training program in coordination with</li> </ul>

	Program Development			RDKB SES, training providers and stakeholders
Participate in peer networks, cohorts, and communities of practice which support the transition to low carbon buildings	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>Participate in applicable CEA peer networks including Step Code network and Retrofit network</li> <li>Participate in any FortisBC peer networks</li> <li>Participate in City of Nelson’s Embodied Carbon working group</li> </ul>	<ul style="list-style-type: none"> <li>Participate in applicable CEA peer networks including Step Code network and Retrofit network</li> <li>Participate in City of Nelson’s Embodied Carbon working group</li> </ul>	<ul style="list-style-type: none"> <li>Participate in applicable CEA peer networks including Step Code network and Retrofit network</li> <li>Participate in City of Nelson’s Embodied Carbon working group</li> </ul>
Support Grid Resilience on East Shore of Kootenay Lake	Technical analysis	<ul style="list-style-type: none"> <li>Investigate opportunities for increased grid resilience &amp; implement, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Investigate opportunities for increased grid resilience &amp; implement, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Investigate opportunities for increased grid resilience &amp; implement, as applicable</li> </ul>
Support member municipalities and community organizations on DSM in their community buildings.	Technical analysis Champion – promote & facilitate	<ul style="list-style-type: none"> <li>On request, provide high level technical support, grant and rebate information, and energy management strategy information to member municipalities and community organizations.</li> </ul>	<ul style="list-style-type: none"> <li>On request, provide high level technical support, grant and rebate information, and energy management strategy information to member municipalities and community organizations.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>On request, provide high level technical support, grant and rebate information, and energy management strategy information to member municipalities and community organizations.</li> <li></li> </ul>
<b>3. Low Carbon Transportation (10%)</b>				
Low Carbon RDCK Fleet - Support fleet managers in initiatives to transition the RDCK fleet to low carbon alternatives	Technical analysis Champion – promote & facilitate Program development	<ul style="list-style-type: none"> <li>Regularly check-in with fleet managers regarding opportunities in transitioning to low carbon fleet</li> <li>Provide technical support to fleet managers in opportunities for funding and purchases of low carbon fleet and associated infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Provide technical support to fleet managers in opportunities for funding and purchases of low carbon fleet and associated infrastructure</li> <li>Research delivery mechanism for public charging on Community Services properties</li> </ul>	<ul style="list-style-type: none"> <li>Provide technical support to fleet managers in opportunities for funding and purchases of low carbon fleet and associated infrastructure</li> <li>Develop program (if feasible) for public charging on Community Services properties</li> </ul>
Deliver a fleet assessment and plan	Program development	<ul style="list-style-type: none"> <li>Develop a strategy for a fleet assessment and plan</li> <li>Work with fleet managers to develop a fleet vehicle trip tracking system</li> </ul>	<ul style="list-style-type: none"> <li>Work with fleet managers to implement a fleet vehicle trip tracking system</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Work with fleet managers to assess the fleet vehicle trip tracking system and implement revisions, if needed</li> <li></li> </ul>



		<ul style="list-style-type: none"> <li>Explore GPS / telematics for RDCK waste hauling vehicles</li> </ul>		
Support Community Sustainability team on the active (multi-modal) transportation initiative	<p>Champion – promote &amp; facilitate</p> <p>Monitoring</p>	<ul style="list-style-type: none"> <li>Participate in RDCK coordinated active transportation working group</li> <li>Upon request, provide technical support to Community Sustainability team on active (multi-modal) transportation initiative</li> </ul>	<ul style="list-style-type: none"> <li>Participate in RDCK coordinated active transportation working group</li> <li>Upon request, provide technical support to Community Sustainability team on active (multi-modal) transportation initiative</li> </ul>	<ul style="list-style-type: none"> <li>Participate in RDCK coordinated active transportation working group</li> <li>Upon request, provide technical support to Community Sustainability team on active (multi-modal) transportation initiative</li> </ul>
<b>4. Supporting the culture of energy efficiency and environmental sustainability (10%)</b>				
Support Community Sustainability efforts to shift culture internally and externally	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>Support development of corporate Climate Action Working Group – led by Sustainability Planner</li> <li>Support Community Sustainability efforts to transition to a resilience culture in RDCK communities</li> <li>Provide technical support to Community Resilience Coordinator on outreach and communication materials</li> </ul>	<ul style="list-style-type: none"> <li>Support Community Sustainability efforts to transition to a resilience culture in RDCK communities</li> <li>Provide technical support to Community Resilience Coordinator on outreach and communication materials</li> </ul>	<ul style="list-style-type: none"> <li>Support Community Sustainability efforts to transition to a resilience culture in RDCK communities</li> <li>Provide technical support to Community Resilience Coordinator on outreach and communication materials</li> </ul>
Support RDCK services in their efforts to reduce GHG emissions	Champion – promote & facilitate	<ul style="list-style-type: none"> <li>Pass on information on GHG emissions reduction funding opportunities to other services</li> <li>On request, with the Community Sustainability team, support other services in their efforts to reduce GHG emissions, which could include: funding application co-development or reviews or technical analysis.</li> </ul>	<ul style="list-style-type: none"> <li>On request, with the Community Sustainability team, support other services in their efforts to reduce GHG emissions, which could include: funding application co-development or reviews or technical analysis.</li> </ul>	<ul style="list-style-type: none"> <li>On request, with the Community Sustainability team, support other services in their efforts to reduce GHG emissions, which could include: funding application co-development or reviews or technical analysis.</li> </ul>
<b>5. GHG Emissions Measurement and Reporting (10%)</b>				
Support Finance on corporate emissions reporting for LGCAP	Monitoring	<ul style="list-style-type: none"> <li>Support Finance in annual LGCAP corporate emissions reporting, by participating in regular meetings, and liaising between LGCAP and finance program</li> </ul>	<ul style="list-style-type: none"> <li>Support Finance in annual LGCAP corporate emissions reporting, by participating in regular meetings, and liaising between LGCAP and finance program</li> </ul>	<ul style="list-style-type: none"> <li>Support Finance in annual LGCAP corporate emissions reporting, by participating in regular meetings, and liaising between LGCAP and finance program</li> </ul>

		<ul style="list-style-type: none"> <li>Support Finance in continual efforts at improving accuracy of LGCAP reporting</li> </ul>	<ul style="list-style-type: none"> <li>Support Finance in continual efforts at improving accuracy of LGCAP reporting</li> </ul>	<ul style="list-style-type: none"> <li>Support Finance in continual efforts at improving accuracy of LGCAP reporting</li> </ul>
Support Community Sustainability in GHG emissions reporting	Monitoring	<ul style="list-style-type: none"> <li>Complete 2023 (quantifiable) corporate reporting to be included in comprehensive GHG emissions report</li> <li>Establish 2018 baseline data for corporate GHG emissions</li> <li>Provide content for and review annual State of Climate Action (SOCA) report</li> </ul>	<ul style="list-style-type: none"> <li>Provide content for and review annual State of Climate Action (SOCA) report</li> <li>Complete 2024 (quantifiable) corporate reporting to be included in comprehensive GHG emissions report</li> </ul>	<ul style="list-style-type: none"> <li>Provide content for and review annual State of Climate Action (SOCA) report</li> <li>Complete 2025 (quantifiable) corporate reporting to be included in comprehensive GHG emissions report</li> </ul>
Develop benchmarking study for corporate GHG emissions	Program Development	<ul style="list-style-type: none"> <li>Work with RDKB to develop a benchmarking study for GHG emissions of corporate activities, which could include facilities, fleet and operations</li> </ul>	<ul style="list-style-type: none"> <li>Work with RDKB to implement a benchmarking study for GHG emissions of corporate activities, which could include facilities, fleet and operations</li> </ul>	
<b>6. Reporting and Administration (5%) Prepare and submit quarterly reports to FortisBC outlining progress against the work plan, including quantification of any associated energy savings and greenhouse gas emissions reductions, and tracking participation in FortisBC program</b>				
Quarterly reporting	Reporting to FBC	<ul style="list-style-type: none"> <li>Track and report on SES work and progress in quarterly meetings with FortisBC</li> <li>Program Participation Tracking - Track FortisBC Conservation &amp; Energy Management program participation</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Track and report on SES work and progress in quarterly meetings with FortisBC</li> <li>Program Participation Tracking - Track Fortis Conservation &amp; Energy Management program participation</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Track and report on SES work and progress in quarterly meetings with FortisBC</li> <li>Program Participation Tracking - Track Fortis Conservation &amp; Energy Management program participation</li> </ul>
Attending network events	Reporting to FBC	<ul style="list-style-type: none"> <li>Attend mandatory Climate Action Partner events and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Attend mandatory Climate Action Partner events and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Attend mandatory Climate Action Partner events and meetings.</li> </ul>
Workplan development	Reporting to FBC	<ul style="list-style-type: none"> <li>In Q3 - Q4 review Y2 and Y3 workplans and update as needed</li> </ul>	<ul style="list-style-type: none"> <li>In Q3 - Q4 review Y3 workplan and update as needed</li> </ul>	<ul style="list-style-type: none"> <li>Develop a new 3-year workplan</li> </ul>

## SENIOR ENERGY SPECIALIST FUNDING AGREEMENT

**THIS FUNDING AGREEMENT** (the “**Agreement**”) made as of **November 1, 2024** (the “**Effective Date**”)

**BETWEEN:**

**FORTISBC ENERGY INC.**, 16705 Fraser Highway, Surrey, B.C. V4N 0E8

(“**FortisBC**”)

**AND:**

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**, 202 Lakeside Drive, Nelson, B.C. V1L 5R4

(the “**Recipient**”)

**WHEREAS:**

- A. FortisBC operates a Senior Energy Specialist Program (the “**Program**”) to assist eligible participants with hiring, as an employee, a person to act as an expert and project manager for solutions relating to FortisBC energy sources, to lead policy development and implementation as eligible participants refresh their sustainability and energy plans, and to raise awareness of and participation in FortisBC’s programs and available incentives.
- B. The Recipient wishes to participate in the Program, and FortisBC has agreed to make a financial contribution to the Recipient’s participation in the Program, on the terms and conditions set out in this Agreement.

**NOW THEREFORE** in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the parties hereto, the parties agree as follows:

**1. Program Performance**

- 1.1. **Performance of Services.** The Recipient, through its Senior Energy Specialist (as defined below), will perform the services described in Schedule A (the “**Services**”) to meet the objectives established in Schedule A (the “**Program Goals**”). The Recipient acknowledges and agrees the Recipient is solely responsible for Services and the implementation of any energy saving measures recommended by the Senior Energy Specialist.
- 1.2. **Term.** The term of this Agreement will commence on the Effective Date and terminate the day preceding the third (3<sup>rd</sup>) anniversary of the date of appointment of the Senior Energy Specialist (the date of appointment referred to as the “**Hiring Start Date**”).
- 1.3. **Appointment of Senior Energy Specialist.**
  - (a) To complete the Services, the Recipient, subject to the prior written approval of FortisBC, will retain a Senior Energy Specialist (the “**Senior Energy Specialist**”) having the qualifications set out in Schedule B (the “**Qualifications**”) or such other qualifications as approved by FortisBC pursuant to section 1.4.
  - (b) The Recipient will ensure the Senior Energy Specialist is retained and available to commence performance of the Services promptly and the Hiring Start Date occurs no later

than three (3) months following the Effective Date (or such later date as approved in writing by FortisBC).

- (c) The Recipient, as required by and in accordance with all applicable privacy laws, will obtain written consent from any proposed Senior Energy Specialist (in the form provided or approved by FortisBC), authorizing the Recipient to disclose to FortisBC, and consenting to FortisBC collecting, such person's personal information (including education, professional designations, work history, resume or other proof such person meets the Qualifications and, if selected, salary, benefits, expenses and training information).
  - (d) Without limiting the generality of section 5, any input given by FortisBC with respect to the selection of the Senior Energy Specialist, the performance of the Services or any funding provided by FortisBC to the Recipient, the Recipient acknowledges and agrees the Recipient is solely responsible for the Senior Energy Specialist, including:
    - (i) the actions, skills, qualifications, abilities, work or workmanship of the Senior Energy Specialist;
    - (ii) the terms of engagement of the Senior Energy Specialist, including retention, supervision and termination;
    - (iii) the performance of the Services by the Senior Energy Specialist, including any decisions and directions related to such performance; and
    - (iv) the implementation of any energy saving measures recommended by the Senior Energy Specialist.
  - (e) The Recipient acknowledges and agrees that FortisBC makes no representations or warranties with respect to the services, actions, qualifications, abilities, work or workmanship of the Senior Energy Specialist.
  - (f) It is the intention of the parties, and the expectation of FortisBC hereunder, that the Senior Energy Specialist will be retained by the Recipient for the sole purpose of performing the Services and accordingly will devote all, or substantially all, of their time to the Services. The Recipient shall ensure that the Senior Energy Specialist during the Term of this Agreement is employed on a full-time basis (defined as a full-time five-day work week unless otherwise agreed to in writing by FortisBC, provided that FortisBC, may in its sole discretion, adjust the Annual Funding and/or Maximum Funding Amount in section 3.1 provided to the Recipient to reflect this change) by the Recipient ("**Full-time Basis**"). The Recipient shall notify FortisBC within thirty (30) days of any deviation from employment on a Full-Time Basis or the amount of time devoted to the Services, and FortisBC may, in its sole discretion, adjust the Annual Funding and/or Maximum Funding Amount in section 3.1 provided to the Recipient to reflect this change or changes as the case may be.
- 1.4. **Alternate Qualifications.** If the Recipient is unable to retain a person who meets all of the Qualifications, FortisBC may, in its sole discretion, approve a proposed Senior Energy Specialist not meeting all of the Qualifications, provided that, in such event, FortisBC may alter the amount and manner of funding provided to the Recipient.
- 1.5. **Resources.** The Recipient will provide the necessary facilities, resources, and support, including access to records and to the Recipient's premises where energy measures are being considered

and intended to be implemented (the “**Premises**”), to enable the Senior Energy Specialist to perform the Services.

- 1.6. **Training.** The Recipient will ensure the Senior Energy Specialist attends and successfully completes any training courses, sector-specific meetings and workshops identified as mandatory by FortisBC, in its sole discretion, as relevant to the performance of the Services, including but not limited to those courses, meetings and workshops organized by FortisBC. FortisBC must approve all travel and accommodation costs in advance and will not be responsible for any additional costs, unless approved by FortisBC in writing.
- 1.7. **Costs.** With the exception of the registration and travel costs associated with training described in Section 1.6 (*Training*), as approved by FortisBC’s sole discretion, the Recipient is responsible for the payment of all costs and expenses related to the performance of the Services, including the salary, expenses and training costs of the Senior Energy Specialist.
- 1.8. **Service Review.** Except as otherwise provided in this Agreement, FortisBC may, at any time and from time to time at FortisBC’s sole discretion, review the performance of the Services, including conducting site visits of the Premises upon 24 hours’ notice to the Recipient or the Senior Energy Specialist.

## 2. PROGRAM DELIVERABLES

- 2.1. **Quarterly Reports.** Quarterly work plan progress meetings will occur in 3-month intervals starting from the Hiring Start Date or such other dates as agreed between the parties. The Recipient will submit quarterly reports (each, a “**Quarterly Report**” and collectively, the “**Quarterly Reports**”) (in a format and containing the content specified, provided or approved by FortisBC) one week prior to quarterly meeting for FortisBC’s review and approval. Each Quarterly Report, at a minimum, shall set out:
  - (a) details of the Senior Energy Specialist’s progress in performing the Services, including highlighting achievements and identifying barriers or constraints to delivery of the Services;
  - (b) progress against the work plan deliverables set out in Schedule A;
  - (c) provide reporting related deliverables set out in Schedule A that were completed within the quarter, where applicable;
  - (d) quantifying potential and achieved energy savings of the measures implemented by the Recipient, where applicable;
  - (e) quantifying potential and achieved greenhouse gas emissions reductions related to the measures implemented by the Recipient, where applicable; and
  - (f) any other information reasonably required by FortisBC to ensure compliance with this Agreement and progress towards achieving Program Goals;

and, in addition to including the foregoing information, the Quarterly Report for each quarter will be submitted by the Recipient along with or will be followed by (within a reasonable period of time thereafter as agreed by FortisBC):

- (g) accounting records from human resources department or equivalent department providing proof of the Senior Energy Specialist's salary for the period covered by the applicable Quarterly Report, with a breakdown of all expenses and benefits paid in the period;
- (h) any other information reasonably required by FortisBC as evidence to confirm the accuracy of the Quarterly Reports and to determine the amount of funding payable by FortisBC pursuant to this Agreement; and
- (i) **Invoice.** The Recipient is to submit a quarterly invoice ("**Invoice**") equivalent to 25% of the Annual Funding to FortisBC within thirty (30) days following the submission of each Quarterly Report.

2.2. **FortisBC Review.** FortisBC may, in its reasonable discretion, accept or reject all or any part of the information submitted to FortisBC pursuant to this Agreement and will notify the Recipient, within fifteen (15) days of receipt of information, whether FortisBC accepts or rejects such information or requires the Recipient to submit additional information.

2.3. **Effect of FortisBC Approval.**

- (a) The Recipient acknowledges and agrees any review or approval by FortisBC of any Quarterly Report or any other information submitted to FortisBC pursuant to this Agreement is for FortisBC's sole purpose, including to determine the Recipient's eligibility to receive funding pursuant to this Agreement. Under no circumstances will FortisBC's review or approval constitute any representation or warranty by FortisBC that the information is accurate or suitable for any other purpose, and any inference to the contrary is hereby disclaimed by FortisBC.
- (b) The Recipient further acknowledges and agrees that FortisBC is not responsible for, and as a result of its input, review or approval of the Quarterly Reports or any other information provided by the Recipient to FortisBC, makes no representations or warranties with respect to such Quarterly Reports and information, including the suitability, merchantability or fitness of any of the features incorporated in the Quarterly Reports, the fitness of any design, the expected or anticipated energy load reduction, or that any measures included in the Quarterly Reports will satisfy the requirements of any law, rule specification or contract.

2.4. **Evaluation of Implemented Measures.** To evaluate the energy savings realized by the Recipient upon implementing programs and other measures identified or developed by the Senior Energy Specialist (collectively, the "**Implemented Measures**") at the Premises, the Recipient agrees to permit FortisBC to audit the effectiveness of the Implemented Measures and their alignment with the Program Goals, and, for the purposes of conducting such audit, the Recipient hereby permits FortisBC to:

- (a) retrieve and analyze the Recipient’s billing, energy use and consumption information (collectively, the “**Consumption Information**”) from the FortisBC account database for a period of two (2) years prior to Effective Date and two (2) years following the date FortisBC makes the final funding payment, where applicable;
- (b) retain one or more third parties to conduct all or part of such audit (each, an “**Auditor**”);
- (c) disclose to the Auditor the Consumption Information, the Quarterly Reports and any other information submitted to FortisBC by the Recipient pursuant to this Agreement, or requested from the Recipient by FortisBC in order to facilitate such audit (which shall be promptly provided by the Recipient to FortisBC upon request), subject to compliance by the Auditor with the confidentiality obligations set out in section 4; and
- (d) upon forty-eight (48) hours prior written notice, conduct site visit(s) of the Premises (including with the Auditor) to inspect the Implemented Measures, where applicable.

**3. FORTISBC FUNDING AND PAYMENT**

3.1. **Amount of Funding.** Subject to section 3.6 (*Early Termination*) and to any funding adjustment contemplated in sections 1.3(f), FortisBC will provide the Recipient funding calculated in the manner set out in the table below, up to the maximum amount set out in the table below (the “**Maximum Funding Amount**”) for each twelve month period commencing from Hiring Start Date (a “**Service Year**”) until the end of the Term. The amount of funding provided by FortisBC to the Recipient is inclusive of all applicable taxes and the Recipient is solely responsible for the remittance of taxes, if any, applicable to the FortisBC funding.

<b>Service Year</b>	<b>Annual Funding (calculated as x% of SES Salary)</b>	<b>Maximum Funding Amount</b>
1	100% of the SES Salary*	\$120,000
2	100% of the SES Salary*	\$120,000
3	100% of the SES Salary*	\$120,000
*“ <b>SES Salary</b> ” means the total salary (including any benefits) paid by the Recipient to the Senior Energy Specialist for performance of the Services.		

3.2. **Salary Confirmation.** Upon the hiring of the Senior Energy Specialist, and at the beginning of each Service Year, or at any change of salary, the Recipient shall provide the following to FortisBC:

- (a) Salary confirmation letter from senior management of the Recipient, including but not limited to hours, start date, term, weekly hours, salary, benefits, and other relevant compensation in accordance with the Notice Provisions; and
- (b) If applicable, confirmation of allocation methodology if the Senior Energy Specialist is not employed on a Full-time Basis or does not devote all, or substantially all, of their time to the Services. Any funding payments made to the Recipient will be subject to salary confirmation.

(Collectively the “**Salary Confirmation**”).

- 3.3. **Payment.** Subject to any adjustments made pursuant to section 1.3(f), FortisBC shall remit the Annual Funding to the Recipient in the following manner for each Service Year:
- (a) Up to 25% of the salary indicated in the Salary Confirmation within thirty (30) days of FortisBC's approval of the first Quarterly Report and corresponding Invoice;
  - (b) Up to 25% of the salary indicated in the Salary Confirmation within thirty (30) days of FortisBC's approval of the second Quarterly Report and corresponding Invoice;
  - (c) Up to 25% of the salary indicated in the Salary Confirmation within thirty (30) days of FortisBC's approval of the third Quarterly Report and corresponding Invoice; and
  - (d) Up to 25% of the salary indicated in the Salary Confirmation within thirty (30) days of FortisBC's approval of the fourth Quarterly Report and corresponding Invoice.
- 3.4. **Maximum Funding.** The Recipient acknowledges and agrees that in no event will FortisBC's payment obligations under section 3.4 exceed the Maximum Funding Amount set out in section 3.1.
- 3.5. **Final Payment.** The Recipient will submit a final invoice to FortisBC at the end of the Term within 30 days of the delivery of the final Quarterly Report. FortisBC will not make the final payment to the Recipient if the final invoice is not received by FortisBC in accordance with this section 3.6.
- 3.6. **Third Party Funding.** The Recipient acknowledges and agrees that in the event it solicits or accepts funding from any third parties, including, but not limited to, for the purposes of paying the salary, expenses or training costs of the Senior Energy Specialist ("**Third Party Funding**"), the Recipient will immediately notify FortisBC of the amount and source of the Third Party Funding. The Recipient agrees that in the event that it solicits or accepts any Third Party Funding, it will provide forthwith after demand by FortisBC particulars regarding the Third Party Funding, as specified by FortisBC. FortisBC, in its sole discretion, may choose to reduce the Maximum Funding Amount by the amount of Third Party Funding received by the Recipient or terminate the Agreement pursuant to section 3.7(c).
- 3.7. **Early Termination.** If, at any time during the Term:
- (a) the Recipient fails to comply with any material term or condition of this Agreement, including, but not limited to, failure to:
    - (i) retain a Senior Energy Specialist within the timeline set out in section 1.3(b); or
    - (ii) submit Quarterly Reports in accordance with section 2.1;
  - (b) the Senior Energy Specialist's employment with the Recipient is terminated or comes to end without any replacement Senior Energy Specialist being retained by the Recipient;
  - (c) the Recipient receives Third Party Funding;



- (d) the Senior Energy Specialist ceases to perform the Services in whole or in part or is redeployed by the Recipient, either permanently or temporarily to perform other work or services;
- (e) FortisBC does not obtain or fails to maintain approval from the British Columbia Utilities Commission (the “**BCUC**”) or in the event that the BCUC withdraws approval or changes the terms and conditions of such approval with respect to this Agreement, the Program or to provide financial assistance for the Senior Energy Specialist, on terms and conditions not satisfactory to FortisBC, in its sole discretion;
- (f) FortisBC, acting reasonably, determines any other event or circumstance pertaining to the Recipient or Senior Energy Specialist warrants withdrawal of its financial assistance;
- (g) a new funding agreement is signed by the Parties;
- (h) the Recipient ceases to be a natural gas customer of FortisBC; or
- (i) the Recipient is unable to retain a Senior Energy Specialist within three (3) months after the Effective Date, or such later date as may be agreed by the Parties,

FortisBC may at its sole discretion, and in addition to any other right or remedy available to FortisBC, terminate this Agreement upon ten (10) days’ written notice to the Recipient, whereupon FortisBC will have no further obligation to make any further payments to the Recipient and FortisBC may further require the Recipient to return any amounts paid by FortisBC to the Recipient for any Services that were included in an Invoice but were not performed by the Senior Energy Specialist, in whole or in part, within ten (10) days of FortisBC request.

3.8 **Effect of Early Termination.** If this Agreement is terminated pursuant to any of the terms listed in Section 3.7 above, FortisBC will no longer be obligated to fund the Program or the Recipient for the Services and the Recipient will have no further recourse against FortisBC and FortisBC will have no further obligations to the Recipient hereunder.

#### 4. **CONFIDENTIALITY**

4.1. From the Effective Date and continuing for a period ending two (2) years following expiration of this Agreement, FortisBC will keep confidential the contents of the Quarterly Reports and any business, technical or financial information submitted to FortisBC by the Recipient or the Senior Energy Specialist that is marked as “CONFIDENTIAL” at the time of submission (the “**Confidential Information**”) and FortisBC will not disclose the Confidential Information except as may be required by law, for the purposes of regulatory submissions or in response to regulatory requests for information, or as permitted by the Recipient. Confidential Information does not include, and this Agreement has no application to, information that is lawfully disclosed to FortisBC by a third person who has the right to make such disclosure without violating any confidentiality obligation to the Recipient, is clearly demonstrable to have been independently developed by FortisBC prior to disclosure by the Recipient, or is in, or comes into the public domain, other than through violation of this Agreement.

## 5. INDEMNIFICATION

- 5.1. The Recipient shall indemnify and save harmless FortisBC, its directors, officers, employees and agents (collectively, the “**Indemnified Parties**”) from and against any and all claims, damages, losses, costs and expenses which any of the Indemnified Parties may at any time incur or suffer as a result of or arising out of:
- (a) any injury to persons (including death) or loss of or damage to property which may be or be alleged to be caused or suffered as a result of this Agreement, including but not limited to preparation or implementation of the Quarterly Reports and the acts or omissions of the Senior Energy Specialist; and
  - (b) any claim, demand or action made by a third party, including but not limited to injury to persons (including death) or in respect of materials or services provided by a third party or a subcontractor, against any of the Indemnified Parties based upon FortisBC providing financial assistance under this Agreement.
- 5.2. This section will survive expiry or earlier termination of this Agreement.

## 6. INSURANCE

- 6.1. The Recipient must at its own expense, without limiting its obligations or liabilities under this Agreement, purchase and maintain throughout the term of this Agreement the following insurances with insurers licensed to underwrite insurance in Canada in forms and amounts acceptable to FortisBC:
- (a) commercial General Liability insurance in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:
    - (i) include FortisBC as an additional insured;
    - (ii) be endorsed to provide FortisBC with 30 days advance written notice of cancellation or;
    - (iii) include a cross liability and Severability of Interest clause;
    - (iv) include a waiver of subrogation clause in favour of FortisBC; and
    - (v) The policy will be considered Primary and Non-Contributory.
  - (b) If the performance in connection with the Program requires the Recipient or Senior Energy Specialist to use or provide for use of motor vehicles, then the Recipient must maintain, or effect the owners of such motor vehicles to maintain, automobile liability insurance in an amount not less than \$2,000,000 per occurrence in respect of bodily injury, death and property damage.
  - (c) The Recipient must, at its cost, maintain or effect and maintain, and ensure that it maintains or effects and maintains a policy that provides or complies with all requirements of applicable Law relating to workers compensation and workers compensation insurance. Where such coverage is not available to the Recipient, the Recipient shall provide FortisBC with a letter setting out the reasons the Recipient is exempt from the statutory requirements in British Columbia and will be required to provide Employer’s Liability Insurance with limits not less than \$2 million per

employee for each accidental injury to or death of any employee and shall name FortisBC as an additional insured,

**7. GENERAL**

7.1. **Sharing of Information.** Subject to 4.1 (Confidentiality), each Party will provide to the other Party, upon reasonable request, accurate and reliable information and documents within such Party's control if required to enable the other Party to complete its obligations under this Agreement or to confirm compliance with this Agreement.

7.2. **Change in SES Status.** If the Senior Energy Specialist's employment or engagement with the Recipient is terminated or otherwise comes to an end as per this Agreement, or the Senior Energy Specialist otherwise ceases to perform the Services (the "**Change in SES Status**"), then:

- (a) the Recipient will notify FortisBC within 48 hours of the Change in SES Status;
- (b) the Recipient will use its best efforts to retain a new Senior Energy Specialist on terms and conditions substantially similar to this Agreement;
- (c) the Term and the calculation of each remaining Quarter and Service Year will be extended as necessary to account for the delay between the Change in SES Status and the date a new Senior Energy Specialist is appointed by the Recipient (the "**Delay Period**"), provided that no such extension will prejudice FortisBC's right to terminate this Agreement pursuant to section 3.6(Early Termination); and
- (d) FortisBC will not be required to reimburse the Recipient for any Funding or Payment made to the Recipient during the Delay Period.

7.3. **Notice.** Any notices or other communication required to be given or made pursuant to the Agreement shall, unless otherwise expressly provided herein, be in writing and shall be personally delivered to or forwarded by postage prepaid mail or email to either party at its address or email set forth below:

TO FORTISBC:

**FORTISBC ENERGY INC.**

16705 Fraser Highway, Surrey, B.C. V4N 0E8

**Attention:**

Nina Koskinen

Program Manager, Climate Action Partners

Email: [nina.koskinen@fortisbc.com](mailto:nina.koskinen@fortisbc.com)

TO THE RECIPIENT:

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

Box 590, 202 Lakeside Drive, Nelson, B.C. V1L 5R4

**Attention:**

Paris Marshall Smith

Sustainability Planner

Email: [pmarshallsmith@rdck.bc.ca](mailto:pmarshallsmith@rdck.bc.ca)

7.4. **FortisBC Recognition.** The Recipient shall not issue any press release, public advertisement, promotional material, announcement or disclosure concerning the terms and conditions of this Agreement, the nature and extent of the Agreement with FortisBC, the Program or the implementation of any Implemented Measures without FortisBC's prior written consent. The

Recipient will recognize FortisBC's financial contribution in any such advertisements, promotional materials, announcement or disclosure in fair and accurate terms. The Recipient will not use any logos, copyright, trademarks or trade names of FortisBC without FortisBC's prior written consent.

- 7.5. The Recipient acknowledges FortisBC is a "public utility" as defined in the *Utilities Commission Act* (British Columbia), and this Agreement and the supply of funding by FortisBC hereunder may be subject to approval by the BCUC.
- 7.6. **Survival.** Any rights and obligations of the parties which are expressly stated to survive termination or which by their nature are continuing rights and obligations, will survive termination of this Agreement.
- 7.7. **Cooperation.** FortisBC and the Recipient agree to provide all reasonable cooperation to the other party in their mutual objective to successfully implement measures that meet Program Goals.
- 7.8. **Governing Law.** This Agreement will be governed by and interpreted in accordance with the laws of the Province of British Columbia and all disputes and claims, whether for damages, specific performance, injunction, declaration, or otherwise, both at law and equity, arising out of, or in any way connected with, this Agreement shall be referred to the courts of British Columbia and each of the parties hereby attorns to the exclusive jurisdiction of the courts of British Columbia.
- 7.9. **Entire Agreement.** This Agreement embodies the entire agreement between the parties with regard to the subject matters dealt with herein, and no understanding or agreements, oral or otherwise, exist between FortisBC and the Recipient except as contained in this Agreement.
- 7.10. **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination does not impair or affect the validity, legality or enforceability of any other provision of this Agreement.
- 7.11. **Relationship.** Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, employment or agency relationship between the parties for any purpose.
- 7.12. **Assignment.** The Recipient shall not assign its rights and obligations under this Agreement without the prior written consent of FortisBC, which consent shall not be unreasonably withheld. FortisBC may assign this Agreement, or parts thereof, to any of its affiliated entities.
- 7.13. **Amendments.** Neither this Agreement nor any of its schedules (including the work plan(s)) may be modified except by a written amending agreement signed by the parties.
- 7.14. **Time of Essence.** Time is of the essence in this Agreement.

7.15. **Execution.** This Agreement may be executed in counterparts, and such counterparts together shall constitute a single instrument. Delivery of an executed counterpart of this Agreement by electronic means, including by facsimile transmission or by electronic delivery in portable document format (“.pdf”), whether containing signatures by hand of the signatory or computer or machine-generated signatures, shall be equally effective as delivery of a manually executed counterpart hereof, and will constitute delivery of an original document.

**IN WITNESS WHEREOF** the duly authorized representatives of each party have executed this Agreement on the dates written below with effect as of the Effective Date.

**FORTISBC ENERGY INC.**

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Per:** \_\_\_\_\_  
Authorized Signatory  
**Print Name:** Stephanie Yen  
**Title:** Manager, Climate Action Policy  
**Date:** \_\_\_\_\_

**Per:** \_\_\_\_\_  
Authorized Signatory  
**Print Name:** Aimee Watson  
**Title:** Board Chair  
**Date:** \_\_\_\_\_

**1. PROGRAM GOALS**

The Senior Energy Specialist will fulfill the following primary goals:

- (a) Identify areas in the Recipient's organization where FortisBC's programs and services can assist in achieving the Recipient's energy objectives.
- (b) Increase corporate and community participation in FortisBC's programs, particularly in the areas of conservation and energy management ("**C&EM**"), low-carbon transportation ("**LCT**"), and Renewable Natural Gas ("**RNG**").
- (c) Strategically advance the development of policies and programs that move the Recipient and Recipient's community toward a low carbon energy future.

**2. SERVICES**

The Senior Energy Specialist will perform the following Services:

- (a) Lead policy development and implementation to advance low carbon energy initiatives (for example by supporting analysis of step code adoption, where applicable);
- (b) Develop and execute plans to raise corporate and community awareness of FortisBC programs and incentives for low carbon energy solutions including C&EM, LCT and RNG;
- (c) Where applicable, ensure all necessary applications and invoices are submitted to FortisBC for C&EM or LCT program incentives;
- (d) Identify issues, gaps and opportunities through technical analyses and liaising with staff and key partners;
- (e) Act as a champion and project manager for key energy initiatives;
- (f) Explore and develop business cases around natural gas, LCT and RNG-related projects, including all necessary analytical work, and presenting findings and recommendations to the Recipient's internal management and/or advisory committees;
- (g) Manage, negotiate and coordinate projects, programs and related grants and contracts with government, utility, and other community partners;
- (h) Where applicable, oversee consultant selection processes and guide project contractors;
- (i) Prepare and submit the Quarterly Reports to FortisBC;
- (j) Perform the functions and duties necessary to implement the work plan attached to this Schedule A; and
- (k) Perform other related duties as required.

## WORK PLAN

### RDCK SES | Work Plan – October 1, 2024

#### OVERVIEW

This work plan outlines tasks and deliverables for a Senior Energy Specialist position, titled as *Senior Energy Specialist* at the *Regional District of Central Kootenay* (herein referred to as 'RDCK').

FortisBC's Climate Action Partners Program is designed to assist B.C.'s local governments and other organizations in developing, promoting and delivering low carbon energy solutions throughout B.C. FortisBC is committed to advancing development of low-carbon and renewable energy sources that leverage B.C.'s existing energy infrastructure. FortisBC is working with all levels of government and B.C.'s communities to provide 15 percent renewable gas – including renewable natural gas (RNG) and hydrogen – in the gas stream by 2030, as well as supporting low carbon vehicle infrastructure, encouraging energy conservation and the efficient use of energy, and developing the world's cleanest liquefied natural gas (LNG) for domestic use, export and LNG bunkering.

#### CURRENT STATE

In 2016, the RDCK adopted a region wide Strategic Community Energy and Emissions Plan (SCEEP). To advance the recommendations of the SCEEP, the RDCK has participated in 6 years of the Climate Action Partners Program with a Senior Energy Specialist (SES) position funded by FortisBC. In 2019, RDCK declared a climate action imperative. The Board adopted GHG emissions reduction targets of 50% below 2018 levels by 2030 and 100% by 2050. To support accountability and transparency, the RDCK established the annual State of Climate Action (SOCA) reporting. The SOCA reports align with, both informing and being informed by, with the work of the SES. Most recently, the [RDCK Ideas for Climate Action](#) was adopted in 2024. The 2022-2024 SES workplan was integrated into the Ideas and covers actions related to energy, buildings and transportation with a focus on energy savings, adaptation of assets and overall support of GHG reduction targets (i.e. choosing lower carbon producing technologies and processes).

The 2025-2027 workplan, presented below, reflects the RDCK Strategic Plan (2024):

- Be forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer term cost reduction (Manage our Assets and Operations in a Fiscally Responsible Manner)
- Proactively prepare and mitigate the impacts of natural risks, (fire, floods and slides) including preparedness at the community level (Climate and Environmental Responsibilities)
- Lead by example and implement strategies to support environmental stewardship (Climate and Environmental Responsibilities)
- Ensure our processes and systems support sustainable service delivery through our Region (Regional Approach to Growth)
- Ensuring that urban designed programs are reviewed and our residents have access to appropriately "rural scaled" programs (Advocacy)

#### OBJECTIVES

The general objective of the Senior Energy Specialist is to support the planning and implementation of policies, programs and projects that move the RDCK towards a low-carbon energy future. To help achieve this objective the incumbent will:

- Support the transition to a low carbon future, by supporting the planning and implementation of climate action initiatives and related plans and strategies.
- Identify existing community low-carbon energy issues, gaps and opportunities through technical analyses, develop business cases, and liaise with staff and key partners.
- Work with the Community Sustainability team in developing and implementing strategies and initiatives to integrate community resilience within existing and new programs and projects.

#### THEMES of WORKPLAN TASKS

1. **Project manager** – energy, buildings and transportation actions, oversee consultants, business case development, analysis, includes capital projects, presentation of findings and recommendations to internal management and/or advisory committees;
2. **Technical analysis** - Identify issues, gaps and opportunities through technical analysis of corporate and community facilities by liaising with staff and key partners
3. **Champion, Promote & facilitate** – Building Inspectors education, peer networks, develop and deliver corporate & community information sharing (grants & rebates), RDCK Climate Actions
4. **Policy & Program Development** - Coordinate and prepare policy and programs (including training) to advance low carbon energy initiatives including RDCK Climate Action
5. **Monitoring** – develop (as needed) and contribute to emissions reduction and monitoring programs such as Portfolio Manager, State of Climate Action, Local Government Climate Action Program
6. **Reporting** - requirements for FBC Climate Action Partnership (CAP) & coordinate projects, programs and related grants and contracts with utilities and other community partners;

Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
<b>1. Demand Side Management - Corporate (30%)</b>				
GHG Emission Reduction Pathway Study	Technical Analysis Champion, Promote & facilitate	<ul style="list-style-type: none"> <li>Work with the Project Manager to advise on the technical components of the GHG Emissions Reduction Pathway Study, and to provide input on the resulting pathways to a low / zero carbon future</li> </ul>	<ul style="list-style-type: none"> <li>Provide support in the integration of the GHG pathway study into asset management planning.</li> </ul>	<ul style="list-style-type: none"> <li>Provide support in the integration of the GHG pathway study into asset management planning.</li> </ul>
Energy monitoring programs for RDCK facilities	Monitoring	<ul style="list-style-type: none"> <li>Develop energy monitoring strategy using Portfolio Manager in collaboration with utility services for Arrow Creek Water Treatment Plant</li> <li>Provide Resource Recovery and Utility Services facility managers with energy usage reports generated from Portfolio Manager on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>Work with Community Services on a comprehensive energy monitoring program for the complexes, including submeters.</li> <li>Provide Resource Recovery and Utility Services facility managers with energy usage reports generated from Portfolio Manager on an annual basis, including Arrow Creek Water Treatment Plant</li> </ul>	<ul style="list-style-type: none"> <li>Provide Resource Recovery and Utility Services facility managers with energy usage reports generated from Portfolio Manager on an annual basis, including Arrow Creek Water Treatment Plant</li> </ul>
Facility manager/operator training program	Policy & Program Development	<ul style="list-style-type: none"> <li>Deliver phase 1 of the facility manager/operator training program, funded by FortisBC</li> <li>Develop phase 2 of the facility manager/operator training</li> </ul>	<ul style="list-style-type: none"> <li>Deliver phase 2 of the facility manager/operator training program.</li> <li>Consider if any further operator training is needed.</li> </ul>	
Internal support Develop and/or support services on emissions	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>Deliver fire halls / resource recovery heating and cooling controls pilot</li> </ul>		



Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
reduction projects		<ul style="list-style-type: none"> <li>Support Resource Recovery in conversion of Kaslo TS from diesel to solar energy</li> <li>Support Community Services in applying for LGCAP funds for upgrades to high efficiency HVAC systems</li> </ul>		
Develop and support capital projects related to energy and GHG emissions reduction	Project Manager	<ul style="list-style-type: none"> <li>Research capital funding / loan programs such as the FCM/GMF retrofit funding opportunity</li> <li>Support Community Services, Corporate Administration and Fire Services in the development of a capital project across services related to energy and GHG emissions reduction</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop a capital project across RDCK services related to energy and GHG emissions reduction</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop a capital project across RDCK services related to energy and GHG emissions reduction, as needed.</li> </ul>
Facilitate peer networks for facility managers and operators	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>Facilitate regular meetings for RDCK services on the topic of energy management in facilities, quarterly (Community Services) and bi-annually (Fire Services, Resource Recovery and Utility Services, Corporate Admin)</li> </ul>	<ul style="list-style-type: none"> <li>Continue to facilitate regular meetings for RDCK services on the topic of energy management in facilities, quarterly (Community Services) and bi-annually (Fire Services, Resource Recovery and Utility Services, Corporate Admin)</li> </ul>	<ul style="list-style-type: none"> <li>Continue to facilitate regular meetings for RDCK services on the topic of energy management in facilities, quarterly (Community Services) and bi-annually (Fire Services, Resource Recovery and Utility Services, Corporate Admin)</li> </ul>
<b>2. Demand Side Management - Community (35%)</b>				
Support Building Services with education and outreach on Energy Step Code, Zero Carbon Step Code and Building resiliency measures.	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>Support Community Resilience Coordinator in the development of educational materials for residents (in collaboration with Building Services)</li> <li>Check-in regularly with Building Services designated representative to share updates</li> </ul>	<ul style="list-style-type: none"> <li>Support Community Resilience Coordinator in the development of educational materials for residents (in collaboration with Building Services)</li> <li>Check-in regularly with Building Services designated representative to share updates</li> </ul>	<ul style="list-style-type: none"> <li>Support Community Resilience Coordinator in the development of educational materials for residents (in collaboration with Building Services)</li> <li>Check-in regularly with Building Services designated</li> </ul>

Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
		<ul style="list-style-type: none"> <li>• Provide technical support to Building Services on request</li> <li>• Meet with Building Services bi-annually to provide updates and to identify further needs for support</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical support to Building Services on request</li> <li>• Meet with Building Services bi-annually to provide updates and to identify further needs for support</li> </ul>	<ul style="list-style-type: none"> <li>• representative to share updates</li> <li>• Provide technical support to Building Services on request</li> <li>• Meet with Building Services bi-annually to provide updates and to identify further needs for support</li> </ul>
Facilitate Regional Building Official Meeting	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>• On a frequency as identified with the RDKB SES, facilitate the Regional BO meeting with the purpose to unify messaging, update on energy and emissions reduction policies and programs, and foster collaboration between regional districts and member municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• On a frequency as identified with the RDKB SES, facilitate the Regional BO meeting with the purpose to unify messaging, update on energy and emissions reduction policies and programs, and foster collaboration between regional districts and member municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• On a frequency as identified with the RDKB SES, facilitate the Regional BO meeting with the purpose to unify messaging, update on energy and emissions reduction policies and programs, and foster collaboration between regional districts and member municipalities</li> </ul>
RDCK Program Manager for Regional Energy Efficiency Program (REEP)	Champion, promote & facilitate, Program Development	<ul style="list-style-type: none"> <li>• Participate on regular management stakeholder meetings</li> <li>• Develop Memorandum of Understanding between the City of Nelson and RDCK</li> <li>• Support REEP in: <ul style="list-style-type: none"> <li>○ Liaison between REEP and RDCK and member municipalities</li> <li>○ Strategic planning</li> <li>○ Technical analysis and framework development as needed</li> <li>○ Work with REEP towards solutions in emerging issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Support REEP in: <ul style="list-style-type: none"> <li>○ Liaison between REEP and RDCK and member municipalities</li> <li>○ Strategic planning</li> <li>○ Technical analysis and framework development as needed</li> <li>○ Work with REEP towards solutions in emerging issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Support REEP in: <ul style="list-style-type: none"> <li>○ Liaison between REEP and RDCK and member municipalities</li> <li>○ Strategic planning</li> <li>○ Technical analysis and framework development as needed</li> <li>○ Work with REEP towards solutions in emerging issues</li> </ul> </li> </ul>

Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
Develop and manage REEP complementary funding	Project Manager, Program Development	<ul style="list-style-type: none"> <li>Develop funding application including a 4-year strategy to FortisBC and BC Hydro for REEP complementary funding</li> <li>Deliver year one of the 4-year strategy</li> </ul>	<ul style="list-style-type: none"> <li>Deliver year two of the 4-year strategy</li> </ul>	<ul style="list-style-type: none"> <li>Deliver year three of the 4-year strategy</li> </ul>
Participate in working groups with the goal to increase contractor capacity	Champion, promote & facilitate, Program Development	<ul style="list-style-type: none"> <li>Participate in CEA/KCET contractor collective community of practice</li> <li>Participate in regular meetings with HPSC</li> <li>Develop and deliver contractor training program in coordination with RDKB SES, training providers and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Participate in CEA/KCET contractor collective community of practice</li> <li>Participate in regular meetings with HPSC</li> <li>Continue to offer regional contractor training program in coordination with RDKB SES, training providers and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Participate in CEA/KCET contractor collective community of practice</li> <li>Participate in regular meetings with HPSC</li> <li>Continue to offer regional contractor training program in coordination with RDKB SES, training providers and stakeholders</li> </ul>
Participate in peer networks, cohorts, and communities of practice which support the transition to low carbon buildings	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>Participate in applicable CEA peer networks including Step Code network and Retrofit network</li> <li>Participate in any FortisBC peer networks</li> <li>Participate in City of Nelson's Embodied Carbon working group</li> </ul>	<ul style="list-style-type: none"> <li>Participate in applicable CEA peer networks including Step Code network and Retrofit network</li> <li>Participate in City of Nelson's Embodied Carbon working group</li> </ul>	<ul style="list-style-type: none"> <li>Participate in applicable CEA peer networks including Step Code network and Retrofit network</li> <li>Participate in City of Nelson's Embodied Carbon working group</li> </ul>
Support Grid Resilience on East Shore of Kootenay Lake	Technical analysis	<ul style="list-style-type: none"> <li>Investigate opportunities for increased grid resilience &amp; implement, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Investigate opportunities for increased grid resilience &amp; implement, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Investigate opportunities for increased grid resilience &amp; implement, as applicable</li> </ul>
Support member municipalities and community organizations on DSM in their community buildings.	Technical analysis, Champion, promote & facilitate	<ul style="list-style-type: none"> <li>On request, provide high level technical support, grant and rebate information, and energy management strategy information to member municipalities and community organizations.</li> </ul>	<ul style="list-style-type: none"> <li>On request, provide high level technical support, grant and rebate information, and energy management strategy information to member municipalities and community organizations.</li> </ul>	<ul style="list-style-type: none"> <li>On request, provide high level technical support, grant and rebate information, and energy management strategy information to member municipalities and community organizations.</li> </ul>
<b>3. Low Carbon Transportation (10%)</b>				
Low Carbon RDCK Fleet -	Technical analysis, Champion,	<ul style="list-style-type: none"> <li>Regularly check-in with fleet managers regarding opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Provide technical support to fleet managers in opportunities for</li> </ul>	<ul style="list-style-type: none"> <li>Provide technical support to fleet managers in opportunities for funding and</li> </ul>

Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
Support fleet managers in initiatives to transition the RDCK fleet to low carbon alternatives	promote & facilitate, Program development	<ul style="list-style-type: none"> <li>in transitioning to low carbon fleet</li> <li>Provide technical support to fleet managers in opportunities for funding and purchases of low carbon fleet and associated infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>funding and purchases of low carbon fleet and associated infrastructure</li> <li>Research delivery mechanism for public charging on Community Services properties</li> </ul>	<ul style="list-style-type: none"> <li>purchases of low carbon fleet and associated infrastructure</li> <li>Develop program (if feasible) for public charging on Community Services properties</li> </ul>
Deliver a fleet assessment and plan	Program development	<ul style="list-style-type: none"> <li>Develop a strategy for a fleet assessment and plan</li> <li>Work with fleet managers to develop a fleet vehicle trip tracking system</li> <li>Explore GPS / telematics for RDCK waste hauling vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Work with fleet managers to implement a fleet vehicle trip tracking system</li> </ul>	<ul style="list-style-type: none"> <li>Work with fleet managers to assess the fleet vehicle trip tracking system and implement revisions, if needed</li> </ul>
Support Community Sustainability team on the active (multimodal) transportation initiative	Champion, promote & facilitate, Monitoring	<ul style="list-style-type: none"> <li>Participate in RDCK coordinated active transportation working group</li> <li>Upon request, provide technical support to Community Sustainability team on active (multi-modal) transportation initiative</li> </ul>	<ul style="list-style-type: none"> <li>Participate in RDCK coordinated active transportation working group</li> <li>Upon request, provide technical support to Community Sustainability team on active (multi-modal) transportation initiative</li> </ul>	<ul style="list-style-type: none"> <li>Participate in RDCK coordinated active transportation working group</li> <li>Upon request, provide technical support to Community Sustainability team on active (multi-modal) transportation initiative</li> </ul>
<b>4. Supporting the culture of energy efficiency and environmental sustainability (10%)</b>				
Support Community Sustainability efforts to shift culture internally and externally	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>Support development of corporate Climate Action Working Group – led by Sustainability Planner</li> <li>Support Community Sustainability efforts to transition to a resilience culture in RDCK communities</li> <li>Provide technical support to Community Resilience Coordinator on outreach and communication materials.</li> </ul>	<ul style="list-style-type: none"> <li>Support Community Sustainability efforts to transition to a resilience culture in RDCK communities</li> <li>Provide technical support to Community Resilience Coordinator on outreach and communication materials</li> </ul>	<ul style="list-style-type: none"> <li>Support Community Sustainability efforts to transition to a resilience culture in RDCK communities</li> <li>Provide technical support to Community Resilience Coordinator on outreach and communication materials</li> </ul>

Tasks	Focus	Year 1 Deliverables	Year 2 Deliverables	Year 3 Deliverables
Support RDCK services in their efforts to reduce GHG emissions	Champion, promote & facilitate	<ul style="list-style-type: none"> <li>Pass on information on GHG emissions reduction funding opportunities to other services</li> <li>On request, with the Community Sustainability team, support other services in their efforts to reduce GHG emissions, which could include: funding application co-development or reviews or technical analysis.</li> </ul>	<ul style="list-style-type: none"> <li>On request, with the Community Sustainability team, support other services in their efforts to reduce GHG emissions, which could include: funding application co-development or reviews or technical analysis.</li> </ul>	<ul style="list-style-type: none"> <li>On request, with the Community Sustainability team, support other services in their efforts to reduce GHG emissions, which could include: funding application co-development or reviews or technical analysis.</li> </ul>
<b>5. GHG Emissions Measurement and Reporting (10%)</b>				
Support Finance on corporate emissions reporting for LGCAP	Monitoring	<ul style="list-style-type: none"> <li>Support Finance in annual LGCAP corporate emissions reporting, by participating in regular meetings, and liaising between LGCAP and finance program</li> <li>Support Finance in continual efforts at improving accuracy of LGCAP reporting</li> </ul>	<ul style="list-style-type: none"> <li>Support Finance in annual LGCAP corporate emissions reporting, by participating in regular meetings, and liaising between LGCAP and finance program</li> <li>Support Finance in continual efforts at improving accuracy of LGCAP reporting</li> </ul>	<ul style="list-style-type: none"> <li>Support Finance in annual LGCAP corporate emissions reporting, by participating in regular meetings, and liaising between LGCAP and finance program</li> <li>Support Finance in continual efforts at improving accuracy of LGCAP reporting</li> </ul>
Support Community Sustainability in GHG emissions reporting	Monitoring	<ul style="list-style-type: none"> <li>Complete 2023 (quantifiable) corporate reporting to be included in comprehensive GHG emissions report</li> <li>Establish 2018 baseline data for corporate GHG emissions</li> <li>Provide content for and review annual State of Climate Action (SOCA) report</li> </ul>	<ul style="list-style-type: none"> <li>Provide content for and review annual State of Climate Action (SOCA) report</li> <li>Complete 2024 (quantifiable) corporate reporting to be included in comprehensive GHG emissions report</li> </ul>	<ul style="list-style-type: none"> <li>Provide content for and review annual State of Climate Action (SOCA) report</li> <li>Complete 2025 (quantifiable) corporate reporting to be included in comprehensive GHG emissions report</li> </ul>
Develop benchmarking study for corporate GHG emissions	Program Development	<ul style="list-style-type: none"> <li>Work with RDKB to develop a benchmarking study for GHG emissions of corporate activities, which could include facilities, fleet and operations</li> </ul>	<ul style="list-style-type: none"> <li>Work with RDKB to implement a benchmarking study for GHG emissions of corporate activities, which could include facilities, fleet and operations</li> </ul>	
<b>6. Reporting and Administration (5%) Prepare and submit quarterly reports to FortisBC outlining progress against the work plan, including quantification of any associated energy savings and greenhouse gas emissions reductions, and tracking participation in FortisBC program</b>				

<b>Tasks</b>	<b>Focus</b>	<b>Year 1 Deliverables</b>	<b>Year 2 Deliverables</b>	<b>Year 3 Deliverables</b>
Quarterly reporting	Reporting to FBC	<ul style="list-style-type: none"> <li>Track and report on SES work and progress in quarterly meetings with FortisBC</li> <li>Program Participation Tracking - Track FortisBC Conservation &amp; Energy Management program participation</li> </ul>	<ul style="list-style-type: none"> <li>Track and report on SES work and progress in quarterly meetings with FortisBC</li> <li>Program Participation Tracking - Track Fortis Conservation &amp; Energy Management program participation</li> </ul>	<ul style="list-style-type: none"> <li>Track and report on SES work and progress in quarterly meetings with FortisBC</li> <li>Program Participation Tracking - Track Fortis Conservation &amp; Energy Management program participation</li> </ul>
Attending network events	Reporting to FBC	<ul style="list-style-type: none"> <li>Attend mandatory Climate Action Partner events and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Attend mandatory Climate Action Partner events and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Attend mandatory Climate Action Partner events and meetings.</li> </ul>
Workplan development	Reporting to FBC	<ul style="list-style-type: none"> <li>In Q3 - Q4 review Y2 and Y3 workplans and update as needed</li> </ul>	<ul style="list-style-type: none"> <li>In Q3 - Q4 review Y3 workplan and update as needed</li> </ul>	<ul style="list-style-type: none"> <li>Develop a new 3-year workplan</li> </ul>

**1. MINIMUM EDUCATION**

Candidates for the position of Senior Energy Specialist must possess at least one of the following degrees or certifications:

- (a) Graduate degree in business, planning, public policy, sustainability, resource management or a related business field
- (b) Registered Professional Engineer
- (c) Registered Professional Planner
- (d) Sustainable Energy Management credentials
- (e) Certified Energy Manager designation

**2. REQUIRED SKILLS AND EXPERIENCE**

Candidates for the position of Senior Energy Specialist should have a minimum of five (5) years' experience working in a field related to energy or sustainability that includes:

- (a) Experience building and maintaining strong relationships
- (b) Knowledge in energy management and program implementation
- (c) Experience and interest in community engagement and collaborative initiatives
- (d) Demonstrated ability to lead, facilitate and gain consensus with various stakeholders
- (e) Experience in business case development and project management
- (f) Excellent organizational, communication (verbal and written) and interpersonal skills
- (g) Ability to work collaboratively with colleagues, partners and other stakeholders
- (h) Experience with local government processes, relevant legislation and bylaws is preferred

## LIST of SENIOR ENERGY SPECIALIST ACCOMPLISHMENTS TO DATE

The 6 years of funding from FortisBC for the SES position have enabled significant actions, program development and advancement in increased energy efficiency and adaptation of assets. A list of the some of the key SES' accomplishments are listed below:

### ROLES OF SENIOR ENERGY SPECIALIST (SES)

1. **Project manager** – energy, buildings and transportation actions, oversee consultants, business case development, analysis, includes capital projects, presentation of findings and recommendations to internal management and/or advisory committees;
2. **Technical analysis** - Identify issues, gaps and opportunities through technical analysis of corporate and community facilities by liaising with staff and key partners;
3. **Champion, Promote & facilitate** – Building Inspectors education, peer networks, develop and deliver corporate & community information sharing (grants & rebates), RDCK Ideas for Climate Action
4. **Policy & Program Development** - Coordinate and prepare policy and programs (including training) to advance low carbon energy initiatives including RDCK Ideas for Climate Action;
5. **Monitoring** – develop (as needed) and contribute to emissions reduction and monitoring programs such as Portfolio Manager, State of Climate Action, Local Government Climate Action Program;
6. **Reporting** – includes grant writing or finding additional funding to accomplish board objectives/other departmental workplans, requirements for FBC Climate Action Partnership (CAP) & coordinate projects, programs and related grants and contracts with utilities and other community partners.

### 2018

- Policy & Program Development - Analysis & implementation of the 2016 Strategic Community Energy Emissions Plan (SCEEP)
- Policy & Program Development - draft a Green Building Policy and bring to RDCK Board for review and formal adoption, integrate with Sustainability Checklist and BC Energy Step Code
- Project manager - Renew Energy Audits – create a tracking sheet to program energy audits for existing buildings based on industry recommendations for renewal & begin supporting
- Project manager - Review status of retrofits and energy upgrades - From completed Energy Assessments, re-confirm energy renovation measures completed to date for each facility and update table in this Progress Report
- Champion, Promote & facilitate - Community Halls – Request copies of the Community Hall Energy Audit to review, Confirm measures done and update this Progress Report, Add Community Halls to Portfolio Manager
- Policy & Program Development - Portfolio Manager - Use for all Facilities in RDCK and support use at Municipal Level
- Technical analysis - Review of CNG fleet conversion opportunities as part of the Senior Energy Specialist Year 1 work plan within the RDCK and neighbouring public fleets.
- Technical analysis - Organics Diversion - Review current practice at RDCK & Consider a program similar to RDKB.
- Champion, Promote & facilitate - LED Streetlight Conversion (2019) - Complete the final 4 RDCK system conversion to LED
- Champion, Promote & facilitate - Support the municipalities in this endeavour through joint procurement and working with utilities



- Incorporate energy considerations and life cycle costing into purchasing policy
- Support municipalities with template policy development

## 2019

- Champion, Promote & facilitate - Coordinating communication with RDCK municipalities in the RDCK highlighting energy and asset management initiatives
- Champion, Promote & facilitate - Communicating energy and asset management initiatives to 54 community halls in the RDCK & all RDCK offices
- Champion, Promote & facilitate - Regional Energy Efficiency Program (REEP – formerly EcoSave\*) promotion and program development - Delivering 12 REEP community events hosted in June/July 2020 and then at all REEP outreach efforts in the subsequent 6 months
- Policy & Program Development Promoting & Champion, Promote & facilitate - StepCode incentives through our builders’ workshops & training events, amending the Building Bylaw
- Policy & Program Development - Writing and stewarding the Better Building Policy

## 2020

- Project manager - Procter Community Hall upgrade and heat fuel switching
- Policy & Program Development - See the Heat classroom pilot,
- Technical analysis - supporting the purchase of RealICE for Creston and District Recreation Centre
- Policy & Program Development - supporting the Regional Energy Efficiency Program (REEP) both new home and existing home
- Policy & Program Development - regional implementation of Step 1 of the BC Energy Step Code.
- Policy & Program Development - Implementing the new Climate Action strategy for responding to the RDCK’s Climate Action Imperative Declaration and developing a corporate campaign for celebration and integration
- Project manager - Regional Bionenergy Feasibility Study
- Project manager - Guiding the recommissioning pilot process for the 3 RDCK recreation facilities
- Policy & Program Development - Designing the See the Heat pilot in partnership with Wildsight/Beyond Recycling
- Policy & Program Development - Builders Survey provided fantastic insight and connections within the building community
- Champion, Promote & facilitate - Progress on connections within RDCK, FortisBC and peer local government networks
- Champion, Promote & facilitate - Ongoing success and feedback from REEP
- Policy & Program Development - Connections with YCC on Deep Energy Retrofits
- Policy & Program Development – Creston, Castlegar and RDCK Building Officials training from BCIT

2021 – was a year of staffing transition & COVID so less focus on developing new projects

- Policy & Program Development & Champion, Promote & facilitate - Step Code Adoption & Implementation with completion of an info pack
- Champion, Promote & facilitate - Completion of REEP 1.0, REEP 2.0 application and redesign of outreach to allow for reduced exposure
- Project manager - Rec Centre Recommissioning reviews took place with actions lists

- Policy & Program Development - RDCK Facilities
  - Portfolio Manager Implementation
  - Support on development of Fire Halls upgrades
  - Support on upgrades for Head Office
- Policy & Program Development - Built Better – builder training development and delivery

## 2022

- Policy & Program Development REEP 2.0 Element developments;
  - Customer Relationship Management (CRM) New Homes Process
  - Continued uptake in REEP signings with positive feedback
  - Staff training
  - Working with Province on Municipal Top Ups
  - Working with FCM on proposals
  - Creating FCM Case Study
  - Sharing best practice
  - Embodied carbon integration
- Policy & Program Development & Technical Analysis - RDCK Facilities
  - Energy Assessments of Fire Halls
  - Proposal development for Fire Hall best practice
  - Asset Management strategy with approval for condition assessments and development of asset list
  - Roof Top Unit (RTU) and roof upgrade project for Head Office
- Policy & Program Development & Technical Analysis Built Better
  - Adoption of RDCK Better Corporate Buildings Policy
  - Builder training development and procurement trades series for high performance training with BCIT and RDKB
  - Case study development and procurement
- Champion, Promote & facilitate - Transition and support of Home Partners Construction Network (HPCN)
- Policy & Program Development - Development of Kootenay Clean Energy Transition
- Champion, Promote & facilitate - Great development of collaborative work between Regional District Climate Action Partners (CAP)

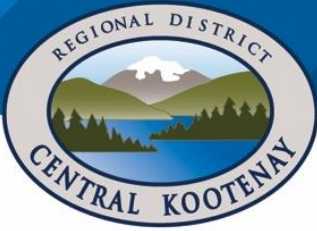
## 2023

- Project manager - Design complete for solar arrays installation at Creston & District Recreation Centre (CDCC)
- Project manager - Successful application for [Basin Charge Up Grant](#) to install an electric vehicle charger and an electric vehicle for Lakeside Office, RFQ issued for new fleet EV / workplace charger at Lakeside Drive
- Champion, Promote & facilitate - Published [high performance residences case studies](#) (5 total)
- Collaborative work in the form of work groups, CAP peer network, Regional Building Official meetings, and [Tamarack Cohort](#)
- Project manager - Completion of pre-application for [FCM/GMF Community Financing](#) application for REEP
- Project manager - Successful application for [FCM/GMF GHG Emissions Reduction Pathway](#) Study Application

- Policy & Program Development - Coordination of regional training opportunities leading to more qualified contractors (new and retrofit), and good feedback from contractors

2024

- Project manager - FCM/GMF Pathway Study project start / selection of consultant
- Champion, Promote & facilitate - Facility manager/operator training / peer network development
- Project manager - Arrow Creek Water Treatment Plant study
- Project Manager – completion of solar array project for CDCC
- Champion, Promote & facilitate - Completed Energy Wise Network Program
- Champion, Promote & facilitate - RDCK services are starting to think energy efficiency / emissions reduction in their retrofit projects – and keeping SES in the loop
- Policy & Program Development - Development of FCM/GMF Community Efficiency Financing grant application for REEP
- Project manager - Application for bridge funding from FortisBC for REEP for extra rural outreach and contractor support
- Champion, Promote & facilitate - Working with partners on contractor capacity, barriers to REEP uptake, support for low income persons
- Champion, Promote & facilitate - Strong line up of contractor training offerings for spring 2024 and setting up for fall 2024
- Champion, Promote & facilitate - Home Performance Stakeholder Council (HPSC) quarterly meetings set up and registrants are increasing as issues are being addressed
- Project manager - EV charger installed at Lakeside Office
- Champion, Promote & facilitate - Collective Impact strategy for rural multi-modal transportation strategy



# Board Report

**Date of Report:** September 19, 2024  
**Date & Type of Meeting:** October 17, 2024 Board Meeting  
**Author:** Zachari Giacomazzo, Planner  
**Subject:** STRATA TITLE CONVERSION  
**File:** ST2301E – 1377323 BC LTD.  
**Electoral Area/Municipality** E

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Board to consider “Endorsement” of a Strata Title Conversion application for the conversion of an existing industrial building to 16 strata units at 1155 Insight Drive in Electoral Area ‘E’. The applicants have provided Staff with the required information that were identified as conditions of the approval when this application was presented to the Board for initial consideration or “Approval in Principle” in July 2023.

Staff recommend that the Board issue its endorsement of the strata plan, with due consideration of the Strata Property Act as discussed in this report.

## SECTION 2: BACKGROUND/ANALYSIS

### 2.1 PROPOSAL SUMMARY AND BACKGROUND INFORMATION

GENERAL INFORMATION
<b>Property Owner:</b> 1377323 BC Ltd.
<b>Property Location:</b> 1155 Insight Drive, Electoral Area ‘E’
<b>Legal Description:</b> LOT A DISTRICT LOT 5665 KOOTENAY DISTRICT PLAN NEP66434 EXCEPT PLA NEP68359 (PID: 024-736-449)
<b>Property Size:</b> 2.34 hectares (5.79 acres)

#### **Proposal**

The applicants propose to convert an existing building into 16 commercial strata units. The subject property is a 2.34 ha parcel located on Insight Drive and adjacent to Hwy 3A, approximately 4 km west of the City of Nelson. Excerpts from the strata plan have been included as figures 2 and 3 in this report. The complete strata plan (EPS10379) is included as Attachment ‘A’ to this report.

ST2301E - Location map



REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 Box 590, 202 Lakeside Drive,  
 Nelson, BC V1L 5R4  
 Phone: 1-800-268-7325 www.rdck.bc.ca  
 maps@rdck.bc.ca

**Legend**

-  Electoral Areas
-  RDCK Streets
-  Cadastre
-  Address Points

**Map Scale:**

1:5,000

Date: July 5, 2023



The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.

Figure 1 - Location Map

## **Background**

The subject property was previously occupied by Pacific Insight Electronics Corp. and the existing building has been vacant for a number of years. 1377323 BC Ltd. purchased the property with the intention of submitting this Strata Title Conversion application to divide the existing building into several strata units. In September 2023, the Board issued its Approval of the Strata Title Conversion application (Resolution 580/23) subject to 3 conditions:

1. Confirmation of water and wastewater services to the satisfaction of the RDCK and Interior Health Authority.
2. Preparation of a restrictive covenant on title for each proposed Strata Unit in order to notify individual unit owners that the use of the units is limited to those uses approved for the F2 category in the BC Building Code and if other uses are proposed, a building permit would be required and;
3. Preparation of a restrictive covenant on title for each proposed Strata Unit in order to notify individual unit owners that the on-site wastewater system is only designed to accommodate conventional domestic waste and other treatment solutions (e.g. pre-treatment) are required to be installed by the unit owner if commercial or industrial waste/by-products are handled/processed or to be flushed down any of the drains that feed into the shared septic system.

Since July 2023, the applicants have engaged Professional Engineers who submitted the required information to Interior Health Authority (IHA) in order to receive approval to operate the small water system (Attachment 'B') and the Letter of Certification for the on-site wastewater system was also accepted by IHA (Attachment 'C'). The applicant has also worked with a notary to prepare the restrictive covenants that were identified in conditions 2 and 3. The DRAFT covenants are attached to this report as Attachments 'D' and 'E'.

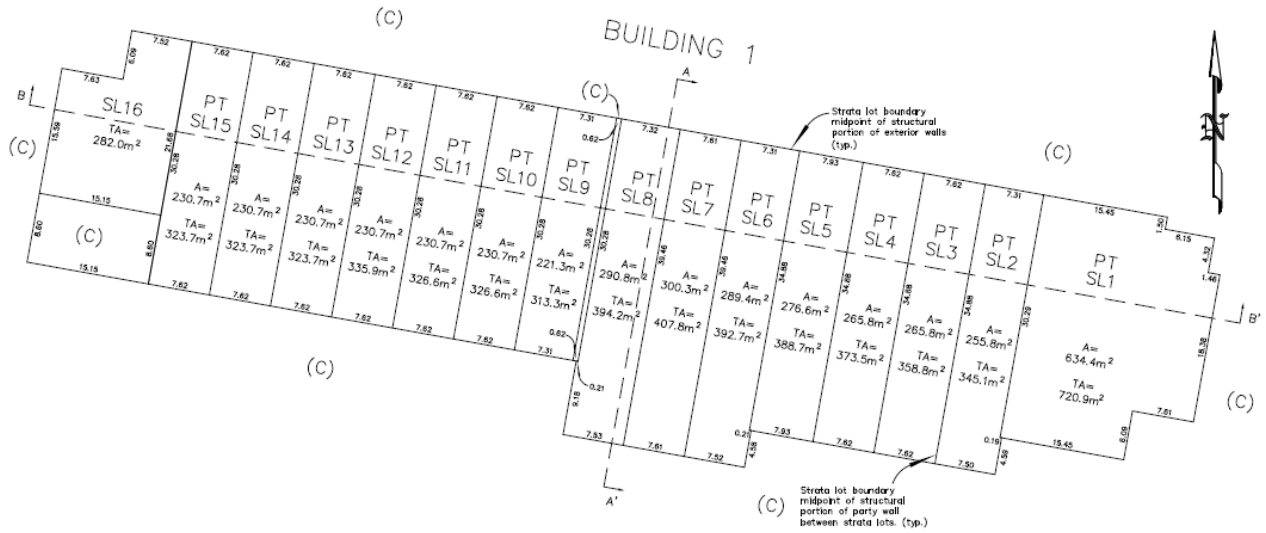
**BUILDING 1**  
FIRST FLOOR DIMENSIONS (2 FLOORS TOTAL)

SCALE 1: 300



This plan shows horizontal ground level distances in metres.

The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:300.



LCP is not designated on this Strata Plan

Note: Stairs to mezzanines not shown.

Section arrows on this plan point in the direction of view.

This sheet shows strata lot boundary dimensions to the midpoint of the structural portion of exterior walls and the midpoint between structural columns of party walls between strata lots.

**WARD ENGINEERING AND LAND SURVEYING LTD.**  
1014 Seventh Street Nelson, British Columbia V1L 7C2  
Tel: (250) 354-1860 Fax: 22-071  
Web: www.wels.ca DRAWING: 22-071 STRATA

Peter Ward, BCLS #753  
March 20, 2024.

Figure 2 - Proposed Strata Plan (first floor of existing building)



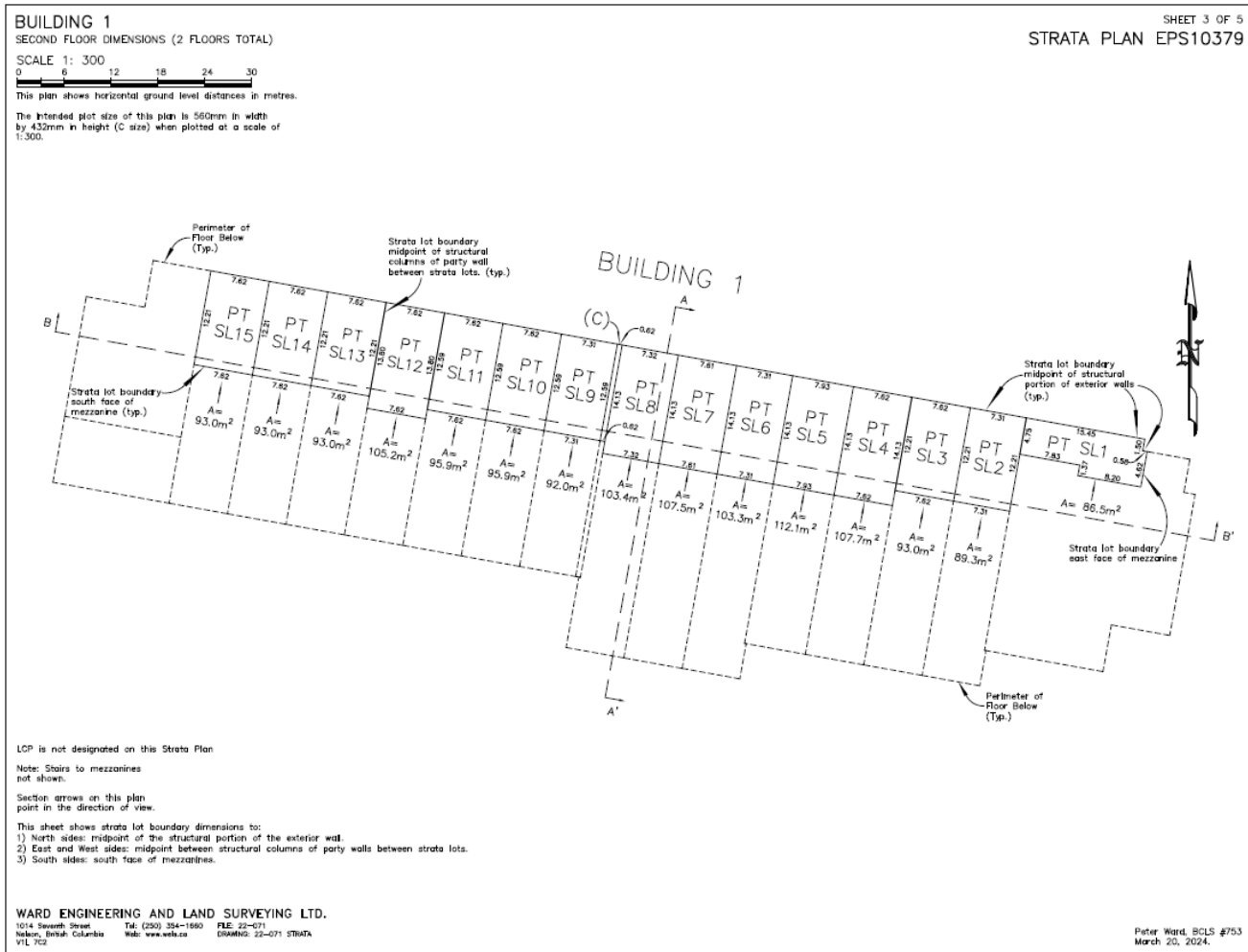


Figure 3 - Proposed Strata Plan (second floor mezzanine plan)

## 2.2 ANALYSIS

Under the *Strata Property Act* the Regional Board is the approving authority for conversion of previously occupied buildings. The approving authority may approve the strata plan, approve the strata plan subject to terms and conditions, refuse to approve the strata plan, or refuse to approve the strata plan until terms and conditions imposed by the approving authority are met. The Board's decision is final and cannot be appealed.

The Board cannot approve the strata plan unless the building substantially complies with the applicable bylaws of the Regional District and the building regulations of the *Building Act*. Pursuant to Section 242 (6) of the *Strata Property Act*, the Board must also consider the following:

- the priority of rental accommodation over privately owned housing in the area,
- any proposals for the relocation of persons occupying a residential building,
- the life expectancy of the building,
- projected major increases in maintenance costs due to the condition of the building, and
- any other matters that, in its opinion, are relevant.

Below staff outline the Board's considerations as per the *Strata Property Act*.



### **Applicable Bylaws of the Regional District**

Electoral Area 'E' is not subject to a zoning bylaw, and the subject property is located in a portion of Electoral Area 'E' where there is no Official Community Plan in Effect. Therefore, the only applicable land use regulations to this portion of Electoral Area 'E' are the RDCK Subdivision Bylaw No. 2159, 2011, Building Bylaw No. 2200, 2010, and the Floodplain Management Bylaw No. 2080.

#### *Subdivision Bylaw No. 2080, 2009*

The Subdivision Bylaw applies to all lands within the RDCK and is relevant to applications for bare land stratas, however when considering strata title conversions of previously occupied buildings, section 242 of the Strata Property Act identifies what should be considered and establishes that the approving authority is the local government. Based on the foregoing a subdivision application and consideration of the RDCK Subdivision Bylaw is not required for this application.

#### *Building Bylaw No. 2200, 2010*

As discussed in more detail in Building Regulations, the applicant has submitted a "report on existing structure" and have subsequently applied for a Building Permit to complete improvements and renovations in order to bring the existing building into "substantial compliance" with the BC Building Code.

#### *Floodplain Management Bylaw No. 2080, 2009*

The subject property is not adjacent to any watercourses and therefore there are no concerns related to the Floodplain Management Bylaw.

### **Building Regulations**

The applicants have submitted a report completed by F2a Architecture and Construction dated March 16, 2023 (Attachment 'B'). The report outlines the work that needs to be completed, and the architect concludes that the building will substantially comply with the current BC Building Code once all the recommendations of the report have been addressed through the completion of the associated Building Permit application.

### **Servicing Requirements**

The property is serviced by a drilled well and an on-site wastewater (septic) system. The applicant has provided the RDCK with sufficient information to confirm that the Letter of Certification for the on-site wastewater system has been accepted by IHA and that the Interior Health Small Water Systems team has approved the water system to operate.

### **Priority of Rental Accommodation**

The building was not constructed for residential purposes and was never intended to be used for residential uses. Further, there are no land use policies that address the priority of rental accommodation because there is no OCP applicable to the subject property. The existing building has also been vacant for a number of years. As such, this item was not considered in the application.

### **Relocation of Occupants**

A relocation of existing tenants plan has not been submitted and is not required because there are presently no occupants or tenants.

### **Life Expectancy of the Building**

The architect's report indicates that the structure is in good condition and that work is currently being done to upgrade the building and bring it into substantial compliance with the BC Building Code.

### **Projected Major Increases in Maintenance Costs**

The architect's report has not indicated any major increases in maintenance costs, and upgrades are currently being completed to bring it into substantial compliance with the BC Building Code.

## **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 \$2200 application fee was paid in accordance with the Planning Procedures and Fees Bylaw No. 2457, 2015.

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

This application was processed in accordance with the Planning Procedures and Fees Bylaw No. 2547, 2015.

### **3.3 Environmental Considerations**

None anticipated with the change in ownership.

### **3.4 Social Considerations:**

The subject property is improved with an industrial/commercial building and the building is currently vacant. The applicants were not required to provide a relocation of existing tenants plan.

### **3.5 Economic Considerations:**

The conversion to strata units would allow local business owners with opportunities to purchase indoor commercial space.

### **3.6 Communication Considerations:**

The application was referred to seven (7) neighbouring property owners, internal departments, the APHC for Electoral Area 'E' and other government agencies. The following responses were received:

#### **Interior Health Authority – Specialist Environmental Health Officer**

*Sewerage System: I can confirm that the screenshots are valid and the RSS was reviewed and LOC was accepted.*

*Water System: Their file was reviewed. The drinking water system is approved and has approval to operate.*

*Hope this can be sufficient for formal confirmation of "proof of services". Let me know if you would like to discuss further.*

#### **Nelson Hydro – Design & Facilities Technician 1**

*Nelson Hydro does not have any issues with the proposed strata.*

#### **Fortis BC – Contract Land Agent**

*There are no FortisBC Inc (Electric) ("FBC(E)") facilities affected by this application. As such FBC(E) has no concerns with this circulation.*

#### **RDCK Building Services**

*Original Comments from initial consideration:*

As previously stated in this report, the architectural consultant has provided a report including drawings that have been permitted as substantially complying with the current edition of the BC Building Code.

The owners have cooperatively undertaken to understand fire fighting concerns beyond that identified in the building code. They are now having designs drawn that reflect concerns of the City of Nelson Fire Department, which upon supply and construction will see provision for water supply and fire alarm reflective of a building of this size and complexity.

Updated comments from Building Services:

A building permit has been issued for the partitioning of the 16 strata units. Occupancy cannot be granted until the Strata Title Conversion is approved but the applicant is working with Building Services towards occupancy and the permit application is in good standing.

### **Electoral Area 'E' APHC**

- **Note: this is an excerpt from the APPROVED minutes for the meeting that was held on July 13, 2023.**
- That the Area E Advisory Planning Commission SUPPORT the Strata Tile Conversion Application STC2301E to Ward Engineering and Land Surveying for the property located 1155 Insight Drive and legally described as LOT A DISTRICT LOT 5665 KOOTENAY DISTRICT PLAN NEP66434 EXCEPT PLAN NEP68359
- The purpose of the application is to convert the existing vacant building to 16 separate commercial units. The applicant was represented by Peter Ward (Ward Engineering and Land Surveying) who was in attendance via Webex.

### **Comments received from the public**

1. We generally have no objection to this application
2. Being a residential neighbourhood directly above subject property, we request if possible wording in their (strata bylaws or on title) concerning possible noise from manufacturing. Something that would follow most noise bylaws , No noise prior to 7am or after 9pm M-Saturday , No noise on Sundays
3. Site and exterior building lighting, to take into consideration for night skies and lighting be restricted to lighting surrounding grounds and not up the hill side.

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

The processing of strata title conversion applications is part of the Planning Services Department's role.

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

None.

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

### **SUMMARY**

The report outlines information required under the Strata Property Act for the board to consider a Strata Title Conversion application for the conversion of an existing industrial/commercial building to 16 strata units at 1155 Insight Drive in Electoral Area 'E', as local governments are the Approving Authority for subdivision of previously occupied buildings. This Strata Title Conversion application received conditional approval from the RDCK Board of Directors on September 14, 2023 and the approval was based on the following three conditions:

1. Confirmation of water and wastewater services to the satisfaction of the RDCK and Interior Health Authority.
2. Preparation of a restrictive covenant on title for each proposed Strata Unit in order to notify individual unit owners that the use of the units is limited to those uses approved for the F2 category in the BC Building Code and if other uses are proposed, a building permit would be required and;
3. Preparation of a restrictive covenant on title for each proposed Strata Unit in order to notify individual unit owners that the on-site wastewater system is only designed to accommodate conventional domestic waste and other treatment solutions (e.g. pre-treatment) are required to be installed by the unit owner if commercial or industrial waste/by-products are handled/processed or to be flushed down any of the drains that feed into the shared septic system.

Staff have received all required information from the applicant in order to satisfy these three conditions. The documentation to satisfy condition 1 is included as Attachments 'B' and 'C'. The Draft covenants to satisfy conditions 2 and 3 are included as Attachments 'D' and 'E', respectively.

The Board may issue its endorsement of the strata plan or refuse to issue its endorsement of the strata plan until additional terms and conditions imposed by the approving authority are met. Staff are recommending that the Board issue its endorsement of the Strata Plan based on the fact that the three conditions imposed by the Board during initial consideration of the application in September 2023 have now been satisfied.

## **OPTIONS**

### **Option 1 – Board Endorsement of the proposed Strata Plan**

That the Board APPROVE the Strata Title Conversion ST2301E for the property located at 1155 Insight Drive and legally described as LOT A DISTRICT LOT 5665 KOOTENAY DISTRICT PLAN NEP66434 EXCEPT PLAN NEP68359 (PID 024-736-449) for the conversion of the existing building to 16 strata units.

### **Option 2 – Refuse Board Endorsement of the Strata Plan**

That the Board NOT APPROVE the Strata Title Conversion ST2301E for the property located at 1155 Insight Drive and legally described as LOT A DISTRICT LOT 5665 KOOTENAY DISTRICT PLAN NEP66434 EXCEPT PLAN NEP68359 (PID 024-736-449) for the conversion of the existing building to 16 strata units.

## **SECTION 5: RECOMMENDATIONS**

That the Board APPROVE the Strata Title Conversion ST2301E for the property located at 1155 Insight Drive and legally described as LOT A DISTRICT LOT 5665 KOOTENAY DISTRICT PLAN NEP66434 EXCEPT PLAN NEP68359 (PID 024-736-449) for the conversion of the existing building to 16 strata units.

Respectfully submitted,  
Zachari Giacomazzo, Planner

## CONCURRENCE

Planning Manager – Nelson Wight	Approved
General Manager Development & Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved

### ATTACHMENTS:

- Attachment A – Sealed Strata Plans (EPS10379)
- Attachment B – IHA approval to operate the small water system
- Attachment C – Approval of Letter of Certification for on-site wastewater system
- Attachment D – Restrictive covenant (F2 Building Code Use Restriction)
- Attachment E – Restrictive covenant (Wastewater System Acknowledgement)

**SURVEY PLAN CERTIFICATION  
PROVINCE OF BRITISH COLUMBIA**

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

**Peter Ward**  
**BXMLUY**  
Digitally signed by Peter Ward BXMLUY  
Date: 2024.06.14 13:23:03 -07'00'

1. BC LAND SURVEYOR: (Name, address, phone number)

**Peter Ward**  
**1014 7th Street**

Tel: 250 354 1660  
email: peter@wels.ca  
File: 22-071 Strata

**Nelson** **BC V1L 7C2**

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **171-839-6583**

Plan Number: **EPS10379**

This original plan number assignment was done under Commission #: **753**

3. CERTIFICATION:

Form 9     Explanatory Plan     Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: **2024 March 20** (YYYY/Month/DD)    The checklist was filed under ECR#: **282860**  
The plan was completed and checked on: **2024 June 14** (YYYY/Month/DD)

None     Strata Form S

None     Strata Form U1     Strata Form U1/U2

I am a British Columbia land surveyor and certify that the buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan

Certification Date: **2024 June 14** (YYYY/Month/DD)

Arterial Highway

Remainder Parcel (Airspace)

4. ALTERATION:

STRATA PLAN OF LOT 1, DISTRICT  
 LOT 5665, KOOTENAY DISTRICT,  
 PLAN EPP136241.

BCGS 82F.044



This plan shows horizontal ground level distances in metres.

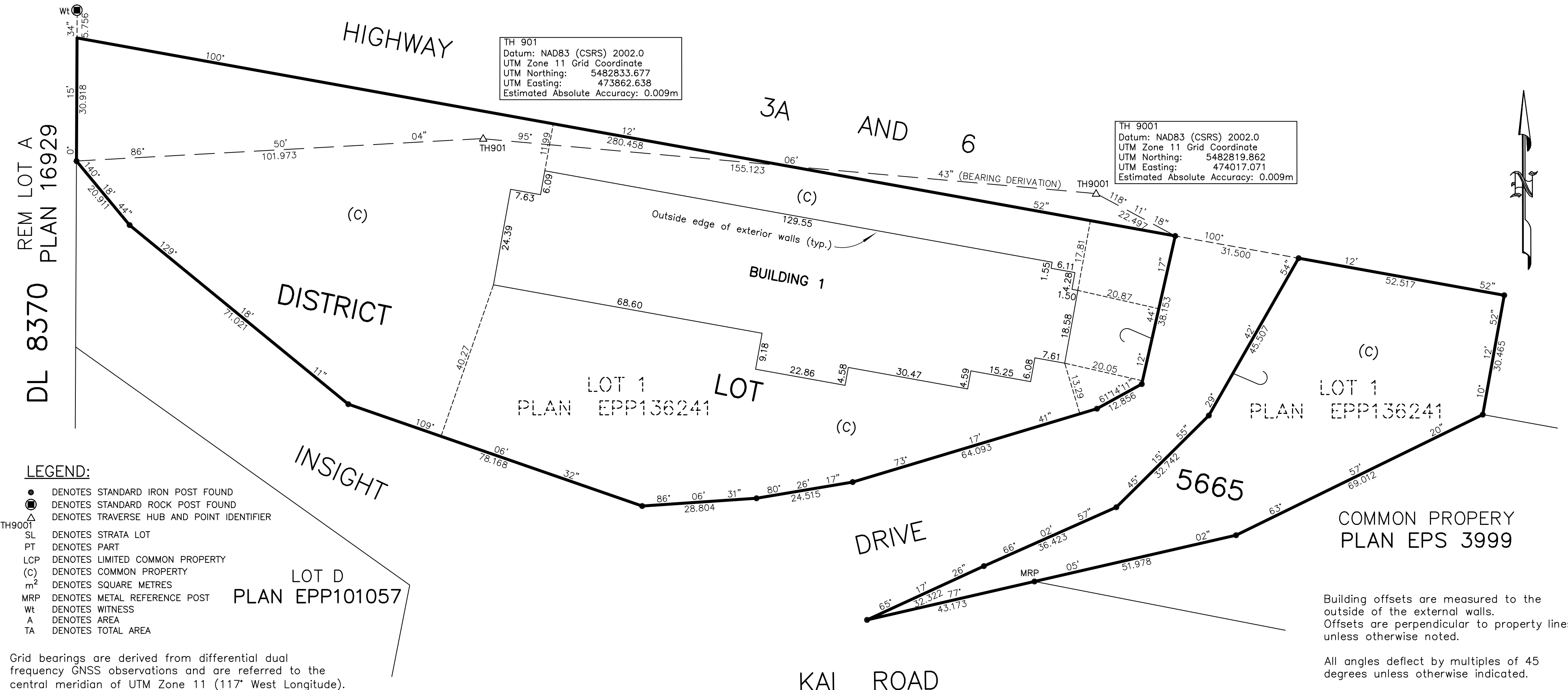
The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:750.

**CIVIC ADDRESS:**

1155 Insight Drive  
 Nelson, B.C. Canada

TH 901  
 Datum: NAD83 (CSRS) 2002.0  
 UTM Zone 11 Grid Coordinate  
 UTM Northing: 5482833.677  
 UTM Easting: 473862.638  
 Estimated Absolute Accuracy: 0.009m

TH 9001  
 Datum: NAD83 (CSRS) 2002.0  
 UTM Zone 11 Grid Coordinate  
 UTM Northing: 5482819.862  
 UTM Easting: 474017.071  
 Estimated Absolute Accuracy: 0.009m



**LEGEND:**

- DENOTES STANDARD IRON POST FOUND
- ⊙ DENOTES STANDARD ROCK POST FOUND
- △ DENOTES TRAVERSE HUB AND POINT IDENTIFIER
- TH9001
- SL DENOTES STRATA LOT
- PT DENOTES PART
- LCP DENOTES LIMITED COMMON PROPERTY
- (C) DENOTES COMMON PROPERTY
- m<sup>2</sup> DENOTES SQUARE METRES
- MRP DENOTES METAL REFERENCE POST
- Wt DENOTES WITNESS
- A DENOTES AREA
- TA DENOTES TOTAL AREA

LOT D  
 PLAN EPP101057

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11 (117° West Longitude).

This plan shows horizontal ground level distances in metres, unless otherwise specified. To compute grid distances, multiply ground level distances by the average combined factor of 0.999525. The average combined factor has been determined based on an ellipsoidal elevation of 533 metres.

The UTM coordinates and estimated absolute accuracy achieved are derived using 5.5 hours of GNSS dual frequency observations to TH9001 and processed using the Precise Point Positioning Application provided by Natural Resources Canada.

Note: This plan shows one or more witness posts which are not set on the true corner(s).

**WARD ENGINEERING AND LAND SURVEYING LTD.**

1014 Seventh Street Nelson, British Columbia V1L 7C2  
 Tel: (250) 354-1660 Web: www.wels.ca  
 FILE: 22-071 DRAWING: 22-071 STRATA

This plan lies within the Regional District of Central Kootenay and the Nelson Trail Assessment Authority.

**COMMON PROPERTY  
 PLAN EPS 3999**

Building offsets are measured to the outside of the external walls. Offsets are perpendicular to property lines unless otherwise noted.

All angles deflect by multiples of 45 degrees unless otherwise indicated.

The building included in this strata plan has been previously occupied.

The buildings shown hereon are within the external boundaries of the land that is the subject of the Strata Plan.

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

The field survey represented by this plan was completed on the 20th day of March, 2024.  
 Peter Ward, BCLS #753

# BUILDING 1

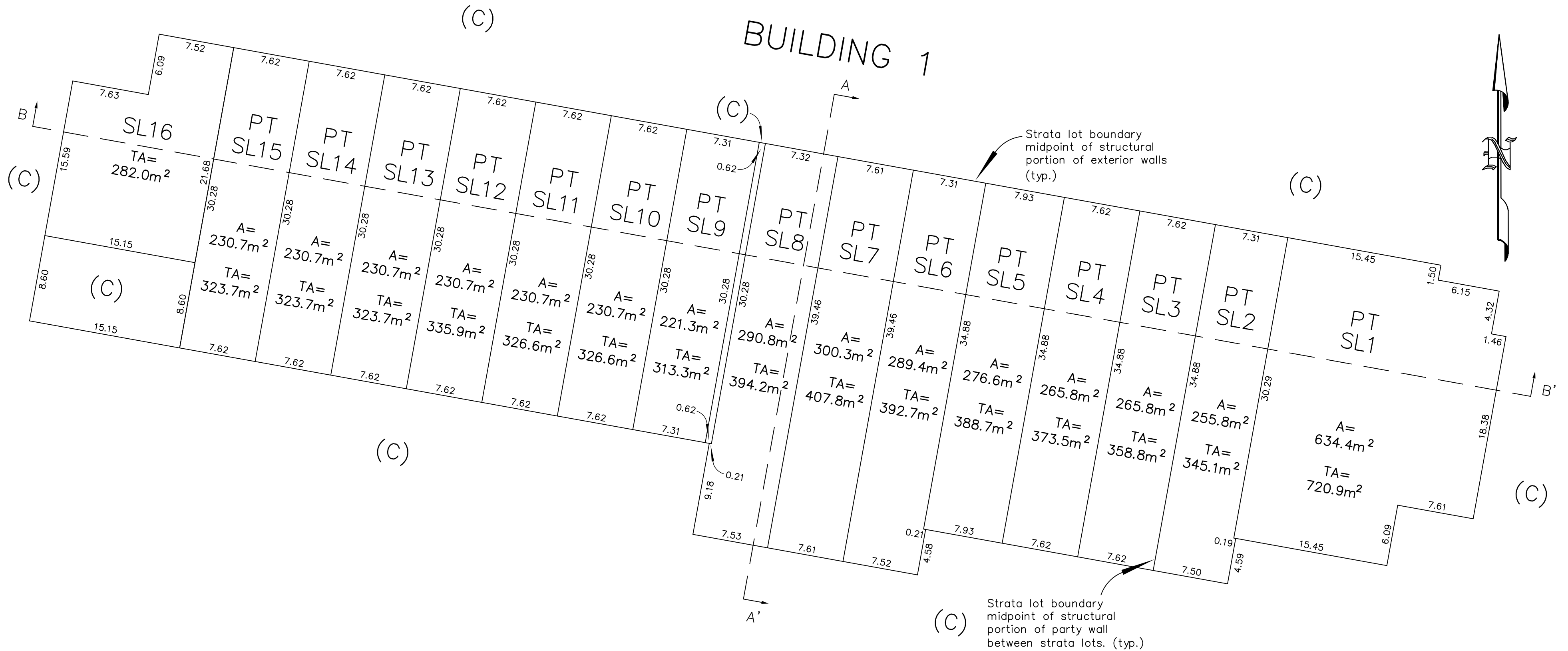
FIRST FLOOR DIMENSIONS (2 FLOORS TOTAL)

SCALE 1: 300



This plan shows horizontal ground level distances in metres.

The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:300.



LCP is not designated on this Strata Plan

Note: Stairs to mezzanines not shown.

Section arrows on this plan point in the direction of view.

This sheet shows strata lot boundary dimensions to the midpoint of the structural portion of exterior walls and the midpoint between structural columns of party walls between strata lots.

## WARD ENGINEERING AND LAND SURVEYING LTD.

1014 Seventh Street Nelson, British Columbia V1L 7C2  
 Tel: (250) 354-1660 Web: www.wels.ca  
 FILE: 22-071 DRAWING: 22-071 STRATA

Peter Ward, BCLS #753  
 March 20, 2024.



# BUILDING 1

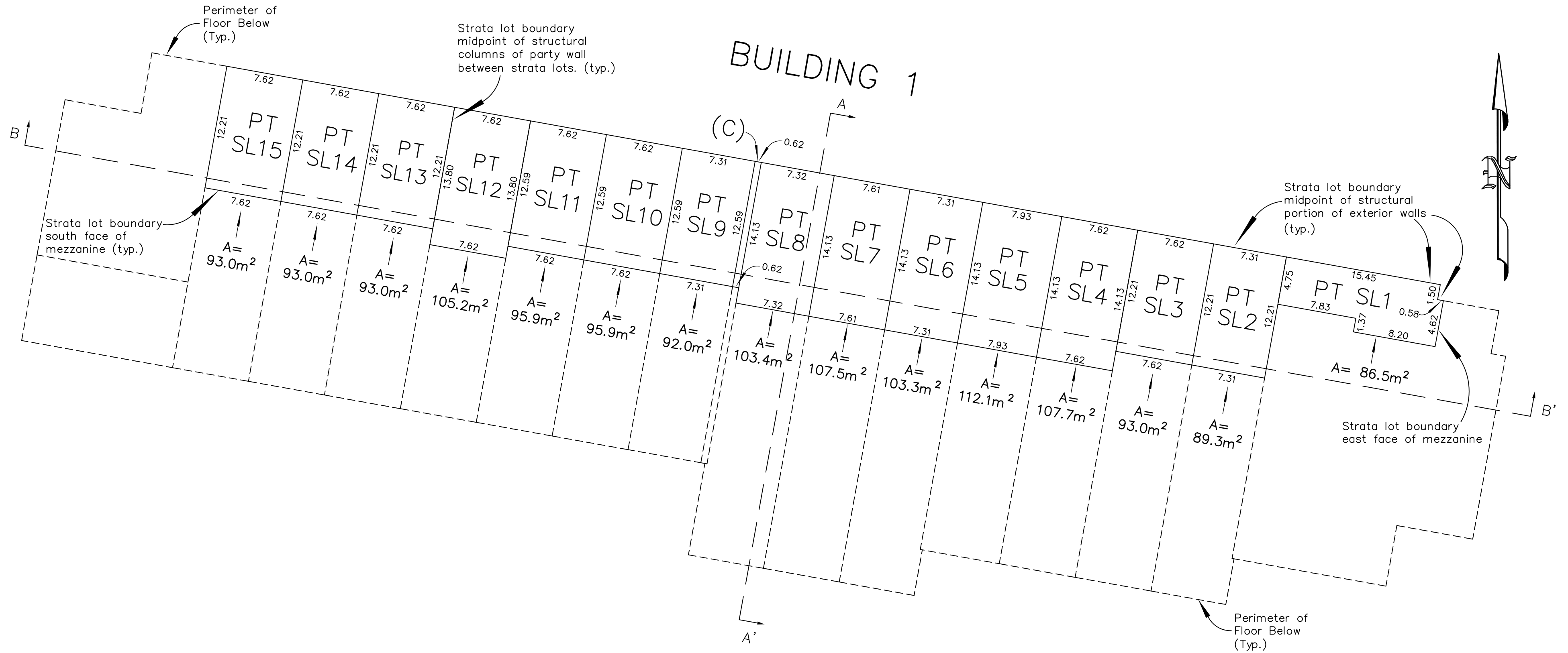
SECOND FLOOR DIMENSIONS (2 FLOORS TOTAL)

SCALE 1: 300



This plan shows horizontal ground level distances in metres.

The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:300.



LCP is not designated on this Strata Plan

Note: Stairs to mezzanines not shown.

Section arrows on this plan point in the direction of view.

This sheet shows strata lot boundary dimensions to:

- 1) North sides: midpoint of the structural portion of the exterior wall.
- 2) East and West sides: midpoint between structural columns of party walls between strata lots.
- 3) South sides: south face of mezzanines.

### WARD ENGINEERING AND LAND SURVEYING LTD.

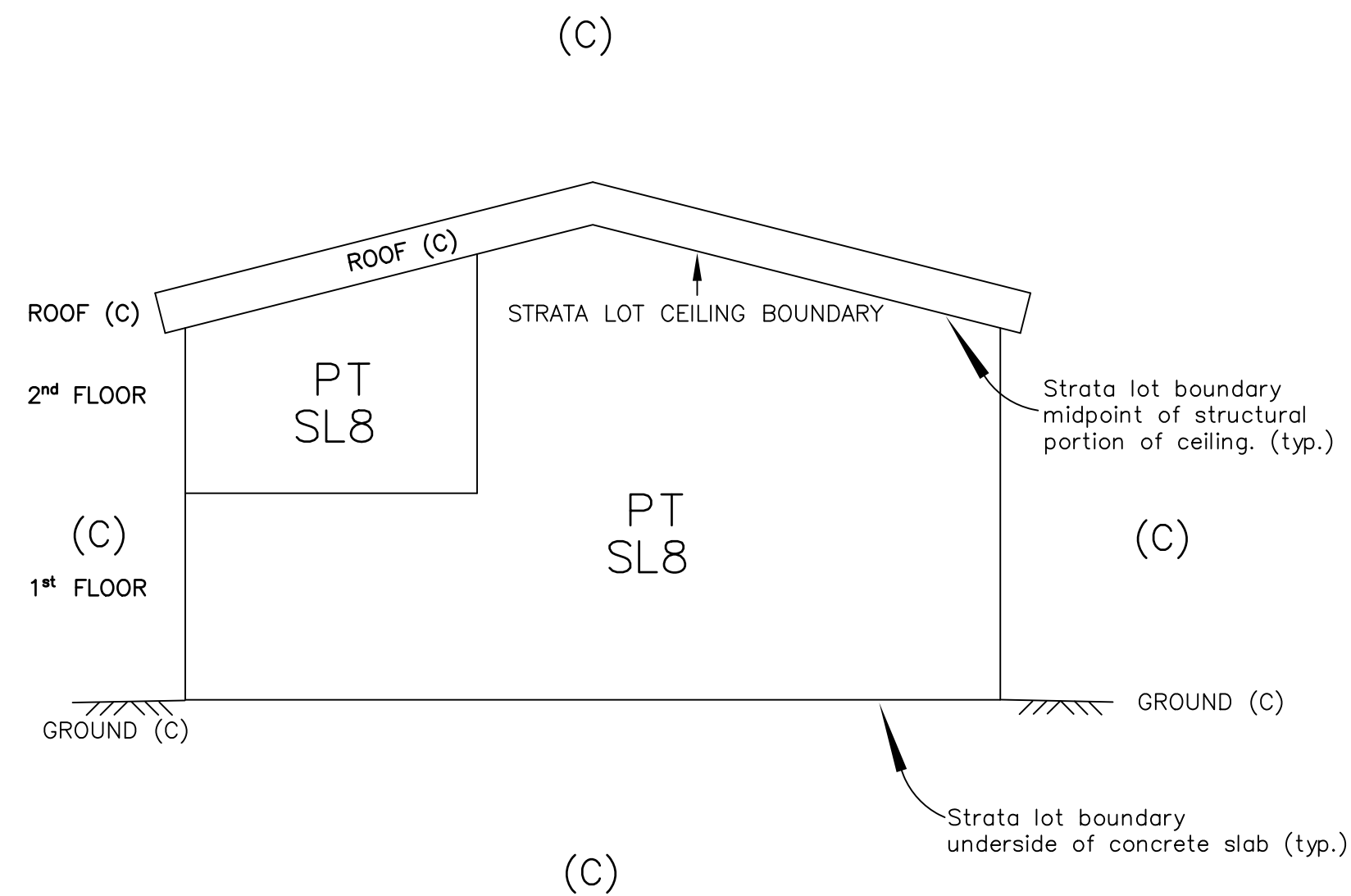
1014 Seventh Street Nelson, British Columbia V1L 7C2  
 Tel: (250) 354-1660 Web: www.wels.ca  
 FILE: 22-071 DRAWING: 22-071 STRATA

Peter Ward, BCLS #753  
 March 20, 2024.

**BUILDING 1**  
**BUILDING SECTIONS A – A'**

SCALE: NOT TO SCALE

The intended plot size of this plan is 560mm in width  
by 432mm in height (C size) when plotted at a scale of  
1:300.

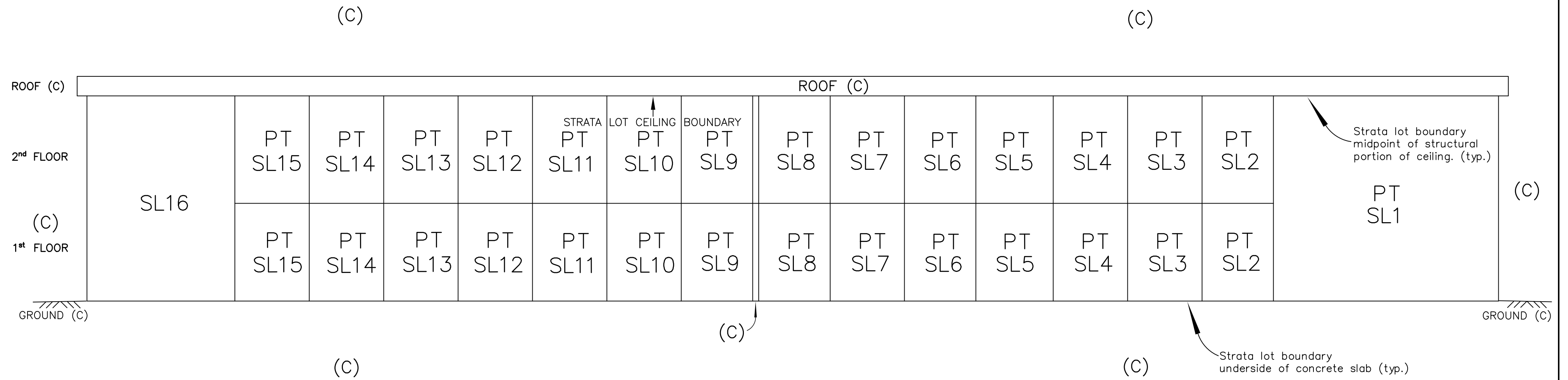


**SECTION A – A'**

HORIZONTAL STRATA LOT BOUNDARIES  
ARE DEFINED ON SHEETS 2 AND 3.

SCALE: NOT TO SCALE

The intended plot size of this plan is 560mm in width  
 by 432mm in height (C size) when plotted at a scale of  
 1:300.



**SECTION B – B'**

HORIZONTAL STRATA LOT BOUNDARIES  
 ARE DEFINED ON SHEETS 2 AND 3.

## Zachari Giacomazzo

---

**From:** Environmental Assessment [IH] <EA@interiorhealth.ca>  
**Sent:** September 25, 2024 1:36 PM  
**To:** Zachari Giacomazzo  
**Cc:** IH Small Water Systems [IH]  
**Subject:** RE: Purcell Business Center Sewage system IHA Final Approval File 22-071

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

A. ernoon Zach,

**Sewerage System:**

I can confirm that the screenshots are valid and the RSS was reviewed and LOC was accepted.

**Water System:**

Their file was reviewed. The drinking water system is approved and has approval to operate.

Hope this can be sufficient for formal confirmation of “proof of services”. Let me know if you would like to discuss further.

Thanks,

**May-Lee Guan, CPHI (C)**

Specialist Environmental Health Officer  
Environmental Assessment Program

**Interior Health**

p: 778-943-0034 | ext. 56732

e: [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)

[www.interiorhealth.ca](http://www.interiorhealth.ca)



---

**From:** Zachari Giacomazzo <ZGiacomazzo@rdck.bc.ca>

**Sent:** Wednesday, September 25, 2024 12:06 PM

**To:** Environmental Assessment [IH] <EA@interiorhealth.ca>; IH Small Water Systems [IH] <IHSWS@interiorhealth.ca>

**Subject:** RE: Purcell Business Center Sewage system IHA Final Approval File 22-071

**Caution:** This email originated from outside of Interior Health. Do not click links or open attachments unless you recognize the sender, their email address, and know the content is safe. If you suspect this is a phishing or fraudulent email please forward it to [spam@interiorhealth.ca](mailto:spam@interiorhealth.ca).

Hello,

Further to my previous email, can you please confirm if the information in the attached emails provide sufficient information to confirm the servicing requirements or if IHA provides a more formal confirmation of “proof of services”?

The attached emails contain the following:

- Screenshot of IHA portal with Trisha Cole confirming that Peter Ward’s Letter of Certification has been accepted for the wastewater system.
- Email chain forwarded to me from Don Schuster with email from Keyana Bjornson indicating “We [IHA] have approved the water system to operate.”

Thank you,

**Zachari Giacomazzo | Planner**

**Phone:** 250.352.8190 | **Fax:** 250.352.9300

---

**From:** Zachari Giacomazzo  
**Sent:** September 20, 2024 9:25 AM  
**To:** Environmental Assessment [IH] <[EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)>  
**Subject:** RE: Purcell Business Center Sewage system IHA Final Approval File 22-071

Hi EA team,

Just forwarding the attachments from my original email as I don’t think they were attached to Shawna’s email.

**Zachari Giacomazzo | Planner**

**Phone:** 250.352.8190 | **Fax:** 250.352.9300

---

**From:** HBE [IH] <[HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca)>  
**Sent:** September 20, 2024 9:21 AM  
**To:** Zachari Giacomazzo <[ZGiacomazzo@rdck.bc.ca](mailto:ZGiacomazzo@rdck.bc.ca)>  
**Cc:** Environmental Assessment [IH] <[EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)>  
**Subject:** RE: Purcell Business Center Sewage system IHA Final Approval File 22-071

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

---

Morning Zachari,  
I am sending this to the EA team who are able to speak more specifically to the septic records.  
Kind regards,  
Shawna

---

**From:** Zachari Giacomazzo <[ZGiacomazzo@rdck.bc.ca](mailto:ZGiacomazzo@rdck.bc.ca)>  
**Sent:** Thursday, September 19, 2024 2:55 PM  
**To:** HBE [IH] <[HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca)>  
**Subject:** FW: Purcell Business Center Sewage system IHA Final Approval File 22-071

**Caution:** This email originated from outside of Interior Health. Do not click links or open attachments unless you recognize the sender, their email address, and know the content is safe. If you suspect this is a phishing or fraudulent email please forward it to [spam@interiorhealth.ca](mailto:spam@interiorhealth.ca).

Hi HBE Team,

Please forward this to the appropriate people if this is not an HBE item...

I would like to confirm if any additional approvals are required with regards to a proposed community water and community wastewater system for a 16 lot strata building that is being considered by the RDCK through a Strata Title Conversion application.

In July 2023, the RDCK Board issued its "Approval in Principle" of the Strata Title Conversion application (Resolution 580/23) subject to 3 conditions:

1. Confirmation of water and wastewater services to the satisfaction of the RDCK and Interior Health Authority.
2. Preparation of a restrictive covenant on title for each proposed Strata Unit in order to notify individual unit owners that the use of the units is limited to those uses approved for the F2 category in the BC Building Code and if other uses are proposed, a building permit would be required and;
3. Preparation of a restrictive covenant on title for each proposed Strata Unit in order to notify individual unit owners that the on-site wastewater system is only designed to accommodate conventional domestic waste and other treatment solutions (e.g. pre-treatment) are required to be installed by the unit owner if commercial or industrial waste/by-products are handled/processed or to be flushed down any of the drains that feed into the shared septic system.

In relation to condition 1 (above):

The applicants have provided me with the attached construction permit issued under Section 7 of the DWPA in order to satisfy the RDCK's proof of water requirement. Is this typically the formal approval that is issued for new community water systems?

They have also provided me with the Record of Sewerage System filing and screenshots that show that IHA has accepted the Letter of Certification that was prepared by the engineer, Peter Ward.

Is there typically anything else that is provided when IHA is approving a new water supply system or wastewater system? I am hesitant to rely on screen shots of the IHA submission portal in order to document that IHA has formally issued the approvals for a community wastewater system.

Please let me know what documentation I should be expecting to receive to confirm that IHA has approved both the community water and community wastewater system for this proposed strata development.

Kind regards,

**Zachari Giacomazzo | Planner**

**Phone:** 250.352.8190 | **Fax:** 250.352.9300

---

**From:** Peter Ward <[peter@wels.ca](mailto:peter@wels.ca)>

**Sent:** September 11, 2024 11:09 AM

**To:** Zachari Giacomazzo <[ZGiacomazzo@rdck.bc.ca](mailto:ZGiacomazzo@rdck.bc.ca)>

**Cc:** Don Schuster <[don@formaconstruction.ca](mailto:don@formaconstruction.ca)>; Caitlyn Maida <[Caitlyn@wels.ca](mailto:Caitlyn@wels.ca)>

**Subject:** RE: Purcell Business Center Sewage system IHA Final Approval File 22-071

**CAUTION**

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

# Sewerage System

**Certified** **Paid**

## Property Details

**City:** Nelson

**Street Address:** 1155 Insight Drive

**Legal Description:** Lot A, Plan NEP66434, District Lot 5665

**Tax Roll Number:** 21-707-07921.000

**Parcel ID:** 024-736-449

Owner

Sewerage System

Documents

**Comments**

History

Certification

## Comments



**Cole, Trisha**

Hi Peter. Your LOC has been accepted. Have a great evening. Trisha C

Tue. 2024-Jun-18 17:25



**McKay, Gloria**

Good afternoon Peter, the RSS for the property at 1155 Insight Dr, Nelson, BC has been accepted, please proceed with payment. Thank you, Gloria.

Tue. 2023-Oct-10 13:43

Type your message here...

Send

**TERMS OF INSTRUMENT – PART 2  
SECTION 219 COVENANT - USE RESTRICTIONS**

**THIS AGREEMENT** is dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2024.

BETWEEN:

**1377323 B.C. LTD.** (Inc. No. BC1377323), a company duly incorporated under the laws of the Province of British Columbia and having an address at 11<sup>th</sup> Floor – 938 Howe Street, Vancouver, BC V6Z 1N9

(the “**Owner**”)

AND:

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**, having an office at Box 590, 202 Lakeside Drive, Nelson, British Columbia V1L 5R4

(the “**District**”)

**WHEREAS:**

- A. Capitalized terms used in these Recitals and in this Agreement have the meanings given to them in Section 1.1 below;
- B. The Owner is the registered owner of the Lands;
- C. The Owner has applied to the District to approve Strata Title Conversion ST2301E for the Lands (the “**Strata Subdivision**”) for the conversion of the existing building on the Lands to sixteen (16) strata lots (collectively, the “**Strata Lots**”);
- D. As a condition of the District’s approval of the Strata Subdivision, the Owner has agreed to grant to the District a covenant under section 219 of the *Land Title Act* for the purposes of notifying individual Strata Lot owners that use of the Strata Lots is limited to those uses approved for the F2 Category; and
- E. Section 219 of the *Land Title Act* permits the registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land and that land is or is not to be subdivided or built on except in accordance with the covenant.

**NOW THEREFORE** in consideration of the matters referred to in the foregoing recitals, the covenants and agreements herein contained and the sum of Ten Dollars (\$10.00) now paid by the District to the Owner and other and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the parties), the parties hereto hereby covenant and agree as follows:

**ARTICLE 1  
DEFINITIONS**

**1.1 Definitions**

The terms defined in this Section 1.1 for all purposes of this Agreement, unless specifically provided herein, shall have the following meanings hereinafter specified. The defined terms are:



- (a) “**Agreement**” or “**this Agreement**” means this agreement and includes all recitals and schedules to this agreement and all instruments comprising this agreement;
- (b) “**Building Code**” means the British Columbia Building Code (2024), as amended or replaced;
- (c) “**Business Day**” means a day which is not a Saturday, Sunday or statutory holiday (as defined in the *Employment Standards Act* (British Columbia)) in British Columbia;
- (d) “**F2 Category**” means the F2 major occupancy classification under the Building Code indicating that the principal occupancy for which a building or part thereof is used or intended to be used shall be for “medium-hazard industrial occupancies”, being an industrial occupancy in which the combustible content is more than 50 kg/m<sup>2</sup> or 1,200 MJ/m<sup>2</sup> of floor area and not classified as a “high hazard industrial occupancy”;
- (e) “**Lands**” means those lands and premises legally described in Item 2 of the Form C General Instrument Part 1 to which these Terms of Instrument are attached;
- (f) “**Land Title Act**” means the *Land Title Act*, R.S.B.C. 1996, c. 250, as amended or replaced; and
- (g) “**Owner**” means the Transferor(s) described in Item 5 of the *Land Title Act* Form C General Instrument constituting Part 1 of this Agreement together with any successors in title to the Lands or any portion of the Lands.

## ARTICLE 2 SECTION 219 COVENANT

### 2.1 Section 219 Covenant

Pursuant to section 219 of the *Land Title Act*, as a covenant in respect to the use of the Lands and annexed to and running with the Lands, the Owner covenants and agrees with the District that:

#### Restrictions on Use

- (a) notwithstanding that the Owner may be otherwise entitled and subject to Section 2.1(b) below, from and after the Strata Subdivision the Owner shall not use, or permit to be used, the Strata Lots for any use other than those uses approved for the F2 Category;
- (b) if the Owner wishes to use one or more Strata Lots for any use not approved under the F2 Category, the Owner must apply to the District for a building permit authorizing such use;
- (c) The Owner shall, prior to occupancy of a Strata Lot, inform any Strata Lot owner, occupier, tenant or lessee of the restrictions on use imposed under this Agreement.

#### Indemnity and Release

- (d) the Owner hereby covenants and agrees to indemnify and save harmless the District from and against all damages, losses, costs (including legal costs) actions, causes of action, claims, demands, liabilities, indirect or consequential damages (including loss of profits, loss of use and damages arising out of delays), expenses of every nature or kind

whatsoever, which may arise or accrue to any person, firm or corporation against the District arising out of or in connection with, directly or indirectly, or that would not or could not have occurred “but for” this Agreement, including without limitation any breach by the Owner of any covenant or agreement contained in this Agreement; and

- (e) the Owner hereby waives, remises, releases and discharges absolutely the District from and against all damages, losses, costs (including legal costs), actions, causes of action, claims, demands, liabilities, indirect, or consequential damages (including loss of profit and loss of use and damages arising out of delays) and expenses of every nature or kind whatsoever which may arise or accrue to the Owner or any person, firm, or corporation against the District arising out of or in connection with, directly or indirectly, or that would not or could not have occurred “but for” this Agreement, including without limitation any breach by the Owner of any covenant or agreement contained in this Agreement.

The indemnity and release set out above are an integral part of this Agreement and shall survive the discharge or termination of this Agreement.

For greater certainty, the obligations of the Owner under this Section 2.1 shall not apply until such time as the Strata Subdivision is completed and titles to the Strata Lots are raised in the Land Title Office.

### **ARTICLE 3 GENERAL PROVISIONS**

#### **3.1 Owner’s Representations and Warranties**

The Owner represents and warrants to and covenants and agrees with the District that:

- (a) it has the full and complete power, authority and capacity to enter into, execute, and deliver this Agreement and to bind all legal and beneficial interests in the title to the Lands with the interests in land created hereby;
- (b) upon execution and delivery of this Agreement and registration thereof, the interests in land created hereby shall encumber all legal and beneficial interests in the title to the Lands;
- (c) this Agreement shall be fully and completely binding upon the Owner in accordance with the terms hereof and the Owner shall perform all of its obligations under this Agreement in accordance with the terms hereof; and
- (d) the foregoing representations, warranties, covenants, and agreement shall have force and effect notwithstanding any knowledge on the part of the District whether actual or constructive concerning the status of the Owner with regard to the Lands or any other matter whatsoever.

#### **3.2 Interpretation**

The following provisions shall apply to this Agreement:

- (a) the laws of British Columbia are to govern its interpretation and enforcement;
- (b) each of the District and Owner accepts the jurisdiction of the courts of British Columbia;

- (c) if a court finds any provision invalid, illegal, or unenforceable, and severs it from the remainder of this Agreement, the remaining provisions are to remain in force and effect;
- (d) time shall be of the essence, and if the District or Owner expressly or impliedly waives that requirement, the District or Owner may re-instate it by delivering notice to the other;
- (e) waiver of a default by the District or Owner or failure or delay by the District or Owner in exercising a right or remedy does not mean that the District or Owner waives any other default or that the District or Owner has waived its right to exercise such right or remedy;
- (f) no amendment is to have any force or effect unless the District and Owner have signed it;
- (g) this Agreement represents the entire agreement between the District and Owner regarding the matters set out in this Agreement, and supersedes all prior agreements, letters of intent, or understandings about those matters;
- (h) any reference to a statute is to the statute and its regulations in force on the date the Owner signs the Form C, and to subsequent amendments to or replacements of the statute or regulations;
- (i) the exercise of any particular remedy by the District or Owner under this Agreement or at law or at equity shall not prejudice or preclude that party from invoking or exercising any other remedy, and no remedy shall be exclusive, and each of the District or Owner may exercise all its remedies independently or in combination and, in particular, the Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise), or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement;
- (j) if the Owner consists of more than one person, firm, or corporation, the Owner obligations under this Agreement shall be joint and several; and
- (k) wherever the singular or masculine is used herein the same shall be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

### **3.3 Continuing Effect**

The covenants contained in this Agreement shall enure to the benefit of and be binding upon each of the parties hereto and each of their successors and assigns. The covenants contained in this Agreement shall run with the land and shall enure to the benefit of and be binding upon the Owner and the Owner's successors in title and their respective heirs, executors, administrators, trustees and successors.

### **3.4 Runs with the Lands**

This Agreement will run with the Lands and will bind the Lands and will attach thereto and run with each and every part into which the same may be subdivided or consolidated whether by strata plan, subdivision plan or otherwise (including, without limitation, the Strata Lots).

**3.5 No Liability**

Notwithstanding anything contained herein, the Owner shall not be liable under any of the covenants and agreements contained herein where such liability arises by reason of an act or omission occurring after the Owner ceases to have any further interest in the Lands.

**3.6 Notice.**

Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and delivered by hand or sent by prepaid mail to the party to which it is to be given as follows:

- (a) to the District:

Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4

Attention: District Planner; and

- (b) to the Owner, to the address as set out on the title for the Lands,

or to such other address as any party may in writing advise. Any notice or communication shall be deemed to have been given when delivered if delivered by hand, and two (2) Business Days following mailing if sent by prepaid mail.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the General Instrument - Part 1, which is a part hereof.

**END OF DOCUMENT**

**TERMS OF INSTRUMENT – PART 2**  
**SECTION 219 COVENANT – WASTEWATER SYSTEM ACKNOWLEDGMENT**

**THIS AGREEMENT** is dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2024.

BETWEEN:

**1377323 B.C. LTD.** (Inc. No. BC1377323), a company duly incorporated under the laws of the Province of British Columbia and having an address at 11<sup>th</sup> Floor – 938 Howe Street, Vancouver, BC V6Z 1N9

(the “**Owner**”)

AND:

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**, having an office at Box 590, 202 Lakeside Drive, Nelson, British Columbia V1L 5R4

(the “**District**”)

**WHEREAS:**

- A. Capitalized terms used in these Recitals and in this Agreement have the meanings given to them in Section 1.1 below;
- B. The Owner is the registered owner of the Lands;
- C. The Owner has applied to the District to approve Strata Title Conversion ST2301E for the Lands (the “**Strata Subdivision**”) for the conversion of the existing building on the Lands to sixteen (16) strata lots (collectively, the “**Strata Lots**”);
- D. As a condition of the District’s approval of the Strata Subdivision, the Owner has agreed to grant to the District a covenant under section 219 of the *Land Title Act* for the purposes of notifying individual Strata Lot owners of the intended use of the Wastewater System constructed on the Lands; and
- E. Section 219 of the *Land Title Act* permits the registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land and that land is or is not to be subdivided or built on except in accordance with the covenant.

**NOW THEREFORE** in consideration of the matters referred to in the foregoing recitals, the covenants and agreements herein contained and the sum of Ten Dollars (\$10.00) now paid by the District to the Owner and other and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the parties), the parties hereto hereby covenant and agree as follows:

**ARTICLE 1**  
**DEFINITIONS**

**1.1 Definitions**

The terms defined in this Section 1.1 for all purposes of this Agreement, unless specifically provided herein, shall have the following meanings hereinafter specified. The defined terms are:

- (a) “**Agreement**” or “**this Agreement**” means this agreement and includes all recitals and schedules to this agreement and all instruments comprising this agreement;
- (b) “**Business Day**” means a day which is not a Saturday, Sunday or statutory holiday (as defined in the *Employment Standards Act* (British Columbia)) in British Columbia;
- (c) “**Lands**” means those lands and premises legally described in Item 2 of the Form C General Instrument Part 1 to which these Terms of Instrument are attached;
- (d) “**Land Title Act**” means the *Land Title Act*, R.S.B.C. 1996, c. 250, as amended or replaced;
- (e) “**Owner**” means the Transferor(s) described in Item 5 of the *Land Title Act* Form C General Instrument constituting Part 1 of this Agreement together with any successors in title to the Lands or any portion of the Lands; and
- (f) “**Wastewater System**” means the on-site sanitary sewer and wastewater utility works and system existing on the Lands as of the date of this Agreement.

## ARTICLE 2 SECTION 219 COVENANT

### 2.1 Owner Acknowledgment

The Owner is aware and acknowledges that the Wastewater System is only designed to accommodate conventional domestic waste and is not intended to be used for the handling or disposal of industrial waste or by-products.

### 2.2 Section 219 Covenant

Pursuant to section 219 of the *Land Title Act*, as a covenant in respect to the use of the Lands and annexed to and running with the Lands, the Owner covenants and agrees with the District to only use the Wastewater System for conventional domestic waste unless, with the District’s prior written consent and at the Owner’s sole cost and expense, the Owner utilizes on the Lands other treatment solutions (for example, pre-treatment) and otherwise upgrades the Wastewater System in order to accommodate the handling or disposal of industrial/commercial waste or by-products. Such upgrades shall be completed in a good and workmanlike manner and in accordance with all permits required by the District and other governmental authorities having jurisdiction. The Owner shall, prior to occupancy of a Strata Lot, inform any Strata Lot owner, occupier, tenant or lessee of the restrictions on use imposed under this Agreement.

### 2.3 Indemnity and Release

- (a) The Owner hereby covenants and agrees to indemnify and save harmless the District from and against all damages, losses, costs (including legal costs) actions, causes of action, claims, demands, liabilities, indirect or consequential damages (including loss of profits, loss of use and damages arising out of delays), expenses of every nature or kind whatsoever, which may arise or accrue to any person, firm or corporation against the District arising out of or in connection with, directly or indirectly, or that would not or could not have occurred “but for” this Agreement, including without limitation any breach by the Owner of any covenant or agreement contained in this Agreement.

- (b) The Owner hereby waives, remises, releases and discharges absolutely the District from and against all damages, losses, costs (including legal costs), actions, causes of action, claims, demands, liabilities, indirect, or consequential damages (including loss of profit and loss of use and damages arising out of delays) and expenses of every nature or kind whatsoever which may arise or accrue to the Owner or any person, firm, or corporation against the District arising out of or in connection with, directly or indirectly, or that would not or could not have occurred “but for” this Agreement, including without limitation any breach by the Owner of any covenant or agreement contained in this Agreement.

The indemnity and release set out above are an integral part of this Agreement and shall survive the discharge or termination of this Agreement.

### **ARTICLE 3 GENERAL PROVISIONS**

#### **3.1 Owner’s Representations and Warranties**

The Owner represents and warrants to and covenants and agrees with the District that:

- (a) it has the full and complete power, authority and capacity to enter into, execute, and deliver this Agreement and to bind all legal and beneficial interests in the title to the Lands with the interests in land created hereby;
- (b) upon execution and delivery of this Agreement and registration thereof, the interests in land created hereby shall encumber all legal and beneficial interests in the title to the Lands;
- (c) this Agreement shall be fully and completely binding upon the Owner in accordance with the terms hereof and the Owner shall perform all of its obligations under this Agreement in accordance with the terms hereof; and
- (d) the foregoing representations, warranties, covenants, and agreement shall have force and effect notwithstanding any knowledge on the part of the District whether actual or constructive concerning the status of the Owner with regard to the Lands or any other matter whatsoever.

#### **3.2 Interpretation**

The following provisions shall apply to this Agreement:

- (a) the laws of British Columbia are to govern its interpretation and enforcement;
- (b) each of the District and Owner accepts the jurisdiction of the courts of British Columbia;
- (c) if a court finds any provision invalid, illegal, or unenforceable, and severs it from the remainder of this Agreement, the remaining provisions are to remain in force and effect;
- (d) time shall be of the essence, and if the District or Owner expressly or impliedly waives that requirement, the District or Owner may re-instate it by delivering notice to the other;

- (e) waiver of a default by the District or Owner or failure or delay by the District or Owner in exercising a right or remedy does not mean that the District or Owner waives any other default or that the District or Owner has waived its right to exercise such right or remedy;
- (f) no amendment is to have any force or effect unless the District and Owner have signed it;
- (g) this Agreement represents the entire agreement between the District and Owner regarding the matters set out in this Agreement, and supersedes all prior agreements, letters of intent, or understandings about those matters;
- (h) any reference to a statute is to the statute and its regulations in force on the date the Owner signs the Form C, and to subsequent amendments to or replacements of the statute or regulations;
- (i) the exercise of any particular remedy by the District or Owner under this Agreement or at law or at equity shall not prejudice or preclude that party from invoking or exercising any other remedy, and no remedy shall be exclusive, and each of the District or Owner may exercise all its remedies independently or in combination and, in particular, the Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise), or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement;
- (j) if the Owner consists of more than one person, firm, or corporation, the Owner obligations under this Agreement shall be joint and several; and
- (k) wherever the singular or masculine is used herein the same shall be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

### **3.3 Continuing Effect**

The covenants contained in this Agreement shall enure to the benefit of and be binding upon each of the parties hereto and each of their successors and assigns. The covenants contained in this Agreement shall run with the land and shall enure to the benefit of and be binding upon the Owner and the Owner's successors in title and their respective heirs, executors, administrators, trustees and successors.

### **3.4 Runs with the Lands**

This Agreement will run with the Lands and will bind the Lands and will attach thereto and run with each and every part into which the same may be subdivided or consolidated whether by strata plan, subdivision plan or otherwise (including, without limitation, the Strata Lots).

### **3.5 No Liability**

Notwithstanding anything contained herein, the Owner shall not be liable under any of the covenants and agreements contained herein where such liability arises by reason of an act or omission occurring after the Owner ceases to have any further interest in the Lands.

### **3.6 Notice.**



Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and delivered by hand or sent by prepaid mail to the party to which it is to be given as follows:

(a) to the District:

Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4

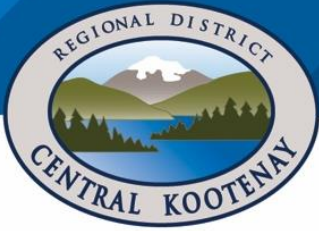
Attention: District Planner; and

(b) to the Owner, to the address as set out on the title for the Lands,

or to such other address as any party may in writing advise. Any notice or communication shall be deemed to have been given when delivered if delivered by hand, and two (2) Business Days following mailing if sent by prepaid mail.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the General Instrument - Part 1, which is a part hereof.

**END OF DOCUMENT**



# Board Report

<b>Date of Report:</b>	September 26, 2024
<b>Date &amp; Type of Meeting:</b>	October 17, 2024 Open Board Meeting
<b>Author:</b>	Dan Seguin, Manager of Community Sustainability
<b>Subject:</b>	Emergency Operations Centre – Activation Update
<b>File:</b>	N/A
<b>Electoral Area/Municipality:</b>	ALL AREAS

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the Emergency Operations Centre activation that took place in response to the 2024 wildfires in the RDCK this summer.

## SECTION 2: BACKGROUND/ANALYSIS

As a result of a lightning storm on July 17, 2024, 98 wildfires ignited within the RDCK, some eventually combining into complexes and 3 wildfires of note. The RDCK's Emergency Operations Centre (EOC) was immediately activated and remained in full-scale activation for five weeks. All evacuation orders and alerts were rescinded as of August 29. All EOC functions have since been absorbed into regular RDCK Emergency Management staff responsibilities, meaning staff from other departments have returned to their regular work.

### Unprecedented evacuation orders and alerts

Silverton, Slocan, New Denver, Area H and Area D were each under a State of Local Emergency. Declaring a State of Local Emergency is required to provide emergency responses as detailed in the Emergency and Disaster Management Act, such as ordering evacuations, prohibiting travel, or entering private property when an emergency threatens lives, property, or objects or sites of heritage value within the local authority's jurisdiction.

Silverton and Slocan were on evacuation orders due to the wildfires, and New Denver was on an evacuation alert. Portions of communities in Area H and Area D were on evacuation orders and alerts as well. As far back as corporate memory goes, there has never before been an evacuation order or alert for an entire municipality within the RDCK.

### Impacts on communities

- 14 evacuation orders and 5 evacuation alerts were issued, affecting 2113 addressed properties and PIDs.
- Orders and alerts affected 2 electoral areas and 3 municipalities.
- Six primary dwellings and 13 outbuildings were lost.
- Three homes and two outbuildings experienced structural damage.
- Many more homes were impacted, including loss of freezers and refrigerators as well as their contents.
- In addition to suffering from property damage and financial impacts, evacuations can impact evacuees' mental health and well-being.
- Air pollution from wildfires can also cause health impacts including inflammation, suppressed immune responses, worsening respiratory conditions, and worsening cardiovascular disease.

- Forests and watersheds were scorched to varying degrees by wildfires.
- Following a wildfire, the likelihood of occurrence of landslides, erosion, floods and snow avalanches within or downslope of the burned area can increase.
- Rebuilding will take time.

### **EOC responsibilities**

When an emergency or disaster occurs that requires site support (i.e. a significant number of people are at risk, response and resource coordination is required, there is a threat to people, property and/or the environment, etc.) the RDCK Emergency Operations Centre (EOC) is activated. The RDCK EOC is responsible for issuing evacuation orders and alerts under guidance from the hazard subject matter experts (e.g. BC Wildfire Service), maintaining security for evacuated areas and issuing Temporary Access Permits, if wildfire conditions permit, to grant access to an evacuation area for one of the following purposes:

- Critical Infrastructure or utility agencies may require access in order to service (i.e. refuel, inspect) or make repairs to affected critical equipment and sites;
- Members of the agriculture sector or residents that may need to make essential repairs to fencing, feed, or evacuate livestock, or tend to essential crops;
- Community members may request access so they can retrieve important documents or supplies (ex. medications, business items), or tend to their domestic animals.

### **Community supports**

#### *Reception Centres and Resiliency Centres*

Reception Centres were open during the evacuation orders to register residents, connect them with Emergency Support Services volunteers and support them in addressing their immediate needs. These centres were converted to Resilience Centres once the evacuation orders were rescinded. Resiliency Centers were open in Argenta, Silverton, and Slocan until September 6 to support residents returning home after evacuating. The Resiliency Centres were staffed by RDCK Community Navigators that offered essential information, resources, mental health support and connections with NGOs offering well-being support.

#### *Public information sessions*

The RDCK worked with wildfire response agencies like BCWS, the RCMP, MoTI, and other provincial ministries to hold information sessions for residents impacted by the evacuation orders and alerts. These information sessions gave residents the opportunity to hear directly from officials and have their questions answered.

#### *Community Recovery*

In consultation with the EMCR Advanced Recovery Operations Specialist, the RDCK requested funding to EMCR for a Community Recovery Manager (CRM) for up to six months to support recovery from the 2024 wildfires that impacted the region. The CRM plays a major role in leading the socio-economic recovery activities for individuals and the community following a disaster. As an RDCK representative, the CRM will guide community recovery support services to identify and address any unmet needs in the community.

### **Staffing**

During the month of July and August, approximately 60 RDCK staff participated in the EOC across various response roles. The EOC was staffed with a team of 20 to 30 each day. It was open, on average, seven days a week from 7:30 a.m. to 8:30 p.m. The EOC responsibilities were divided into four sections: Operations, Planning, Logistics and Finance. Staff came together from Emergency Management, Community Sustainability, Planning, GIS, Finance, Human Resources, Bylaw, Corporate Administration, Resource Recovery, Water Services and Fire

Services to support the EOC. Furthermore, the EOC was supported by municipal senior staff from Silverton, Slokan, and New Denver, as well as elected officials from all affected areas.

### **Partners and collaborators**

The RDCK EOC collaborated with the following partners during the wildfires:

- Elected officials of affected areas,
- Municipal staff for Silverton, Slokan and New Denver,
- Provincial ministries for emergency management, forestry, health and transportation, BC Wildfire Service, RCMP, Search and Rescue volunteers, and Volunteer RDCK firefighters;
- Approximately 70 Emergency Support Service volunteers from the RDCK and beyond, and
- A range of local businesses (from community halls to rental companies) and non-governmental organizations.

### **Next steps**

As described in British Columbia Emergency Management System (BCEMS), *continuous improvement* is supported by a sharing of research, plans, education, training, exercise, and experience. Learning about what works and what does not work can help partner organizations better prepare for future emergencies/disasters. Hence, operational reviews, documentation, and feedback from those involved in the emergency management process are critical.

Therefore, the RDCK Emergency Management Program:

- Will contract a Community Recovery Manager, through funding from the Ministry of Emergency Response and Climate Change (EMCR), to coordinate recovery in the impacted communities.
- Held four sessions for RDCK EOC staff to debrief the emotional elements of their time in the EOC.
- Will conduct four-part After-Action Review, through funding from the Ministry of Emergency Response and Climate Change (EMCR), with those involved in the 2024 wildfire response:
  - Internal to the RDCK EOC: functioning, processes, procedures, policies, etc.;
  - Interagency with RDCK EOC, SE PREOC, central PREOC, BCWS, RCMP, MoTI, YRB, SAR, RDCK Fire Service, HEMBC, ESS, Municipal staff, security companies, flagging companies, etc. functioning, processes, procedures, policies, etc.;
  - Elected Officials that were involved across Local Authorities, as well as their CAOs or other involved senior staff;
  - Residents of affected areas who were either on Evacuation Alert or Order.

Furthermore, post-wildfire risk assessments are currently underway by the Ministry of Forests with reports expected this fall and early winter. While the degree of hazard increase depends on various factors including the burn area, vegetation burn severity, soil burn severity, development of water-repellent soil, slope attributes, local hydrology, and local geomorphic conditions, all affected properties will be mailed a copy of the relevant report(s). All reports will also be [posted on the RDCK website](#).

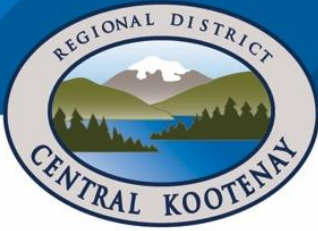
This report is for the Board's information.

Respectfully submitted,  
Dan Seguin, Manager of Community Sustainability

**CONCURRENCE**

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

**Approved**



# Board Report

**Date of Report:** September 16, 2024  
**Date & Type of Meeting:** October 17, 2024 RDCK Board Meeting  
**Author:** Todd Johnston, Environmental Services Coordinator  
**Subject:** WILDSIGHT 2022/2023 FINAL REPORT AND PROPOSAL  
DISCUSSION  
**File:** 12-6240-20  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present the Beyond Recycling Final Report for the 2023/2024 School Year and also to recommend a renewed contract as detailed in a proposal from Wildsight, for both the 2024/2025 and 2025/2026 school years.

## SECTION 2: BACKGROUND/ANALYSIS

### FINAL REPORT 2022/2023 SCHOOL YEAR

Wildsight, a regional non-profit organization, delivers the Beyond Recycling program (BR), and has been developing and delivering environmental education programs throughout the Columbia Basin since 2000: they have offered field trips and classroom programs to over 95,000 students over the last two decades.

BR is a locally-developed environmental education program, financially supported by the RDCK, and other funders, which guides students in making sustainable lifestyle choices.

Educators provide an action-oriented, solutions-focused curriculum, with 27 available weekly lessons for grade 5 to 7 classrooms to address environmental issues, inspire positive action and find creative solutions in living sustainably. BR empowers teachers to incorporate environmental education into their own practice, with every classroom teacher delivering seven of the 27 program lessons. This supports increased teacher buy-in, capacity and familiarity with program topics, and ultimately the ability for Beyond Recycling to expand its reach to more classes.

The BR program manager works with RDCK staff to ensure that RDCK's environmental and sustainability program information is integrated into the BR curriculum, specifically waste reduction, energy efficiency, water conservation, climate change, transportation alternatives, Firesmart, and local food production; all taught within an ecological footprint framework.

As part of the program, students visit RDCK landfills and transfer stations to reinforce their lessons in waste management.

In the 2023/24 school year, Wildsight launched the new online (subscription-based) "FutureMakers" program. FutureMakers is a set of environmental education resources designed to inspire students as design for a hope-filled future, based on new technologies and inspiring solutions.

FutureMakers was utilized in eight schools and reached 310 students, and the paid subscriptions were reportedly sold quickly in the RDCK.

The 2023/24 school highlights for schools in the RDCK include:

- Delivery of Beyond Recycling in four communities, in five schools, to 118 students.
- Each program delivered a minimum 25 lessons, at 75 minutes per lesson (approximately 156-169 hours of programming in the RDCK).
- Participating teachers taught 43 teacher-led Beyond Recycling lessons, addressing energy conservation, transportation, food systems and product lifecycles.
- Educators completed 17 blog posts to share the exciting activities that happened in the classroom at [www.beyondrecycling.ca/blog](http://www.beyondrecycling.ca/blog)

Below is a summary of classrooms that received the BR program in the 2023/2024 school year:

Community	School	# Students
Castlegar	Twin Rivers Elementary	21
Creston	Yaqaan Nukiy Elementary	27
Nelson	Blewett Elementary	24
Nelson	Rosemont Elementary	22
Robson	Robson Community School	24
<b>TOTAL</b>		<b>118</b>

For more details, see the Year-End report for the 2023/2024 school year (Attachment 01).

**WILDSIGHT PROPOSAL**

Since 2013, the RDCK has supported Wildsight’s BR program with three-year contracts; however the last two RDCK contracts were each for single school years, due to funding cuts from Columbia Basin Trust (CBT), which comprised 44% of their financial support. The shorter contracts with RDCK provided a buffer to continue the service in schools, while Wildsight made adjustments to their financial and service delivery models, such as the online paid “FutureMakers” programs.

On October 19, 2023 Staff presented a proposal from WildSight (See Attachment 03), with three potential RDCK funding scenarios, to support continued Beyond Recycling programs in the Central Kootenays. See the resulting Board Resolution below:

**654/23** *That the Board approve the RDCK enter into a one year contract with Wildsight for the delivery of the “Beyond Recycling” Program (five subsidized programs) for the 2023/2024 school year and that the contract include the option for a two year extension with a cost not to exceed \$27,640 plus applicable taxes and that the contract be funded by Service A102; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.*

After a successful school year under this new contract, Staff recommend renewing the Beyond Recycling contract for two more years.

It should be noted that Service A102, as cited in Board Resolution 654/23 above is an error; the actual Service funding the Beyond Recycling Program is actually A100.

## SECTION 3: DETAILED ANALYSIS

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

Included in Financial Plan:  Yes  No      Financial Plan Amendment:  Yes  No  
Debt Bylaw Required:  Yes  No      Public/Gov't Approvals Required:  Yes  No

In October of 2023, Staff recommended awarding a one-year contract at a cost not to exceed \$27,640 plus applicable taxes with an option to renew for an additional two years. The two year extension was made available, so that if Columbia Basin Trust (CBT) resumed funding support for the Beyond Recycling Program, the RDCK could re-evaluate their funding contribution. The two year extension would be at the same annual cost of \$27,640 plus applicable taxes.

The approved five year plan (2024-2028) has designated funds of \$27,640 per year (plus CPI) in A100 Environmental Services, for the Wildsight Beyond Recycling Program. A100 is the overhead service for all of Environmental Services, and the portion related to this program is funded via internal transfers from the three resource recovery services.

At this time, there are no CBT funds available for the 2024/2025 BR Program; and, as the CBT Strategic Plan (10 year plan) makes no mention of education funding opportunities, Staff are quite certain that no additional CBT funding will be made available to BR for 2025/2026 either.

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

Not Applicable.

### 3.3 Environmental Considerations

The Beyond Recycling program curriculum covers a wide range of environmental and sustainability topics including waste reduction, energy efficiency and micro-generation, water conservation, climate change, alternate transportation, and local food production.

### 3.4 Social Considerations:

Throughout this program, students will look critically at the impact, or ecological footprint, of their schools, homes and businesses.

### 3.5 Economic Considerations:

None at this time.

### 3.6 Communication Considerations:

In addition to ongoing communications with schools within the RDCK, Wildsight delivers promotion and outreach for the Beyond Recycling program, including: the Beyond Recycling website, media releases, and marketing materials, and the new subscription-based online "FutureMakers" program, designed to expand the reach of the BR program.

### 3.7 Staffing/Departmental Workplace Considerations:

The Environmental Services Coordinator administers the regional environmental education program. RDCK staff works with the Contractor to ensure a balanced curriculum that remains consistent with the RDCK's policies and environmental and sustainability objectives. RDCK staff also facilitates and assists in coordination of RDCK site visits, including landfill and recycling depot tours.



### 3.8 Board Strategic Plan/Priorities Considerations:

This request aligns with the Board priorities of:

- Develop relationships and partnerships
- Innovate to reduce the impact of waste

## SECTION 4: OPTIONS & PROS / CONS

### Option 1:

That the Board approve a two year extension of the current one year contract with Wildsight for the delivery of the “Beyond Recycling” Program for both the 2024/2025 and 2025/2026 school years, with a cost not to exceed \$27,640 plus applicable taxes per year, and that the contract be funded by Service A100 Environmental Services.

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

### PROS:

- Funding the Beyond Recycling Program will provide education to elementary school students on RDCK programs such as Resource Recovery, Water Conservation, Climate Action, and Firesmart.
- Educational programs help residents to understand the complex workings of our facilities and also how to utilize our facilities, and provides an opportunity for students to become environmental stewards.
- The funding costs are the same as the previous year, which provides the same number of lessons, classroom time, and full programs (five) as what has been provided for RDCK in previous years.
- Last year’s revisions expand the reach of the program to classrooms unable to participate in live programs, from previous years, through the selling of “FutureMaker” subscriptions.

### CONS:

- The current RDCK funding is making up a shortfall created by Columbia Basing Trust funding cuts.

### Option 2:

That the Board not approve a two year extension of the current one year contract with Wildsight for the delivery of the “Beyond Recycling” Program for both the 2024/2025 and 2025/2026 school years.

### PROS:

- Not funding the Beyond Recycling Program will reduce the A100 expenditures.

### CONS:

- Not funding the Beyond Recycling Program would end an immersive, long-standing, and successful environmental educational opportunity in the RDCK for elementary school students
- The Beyond Recycling Program fills a significant gap in helping the public to understand the role of RDCK, and the importance of delivering programs such as Resource Recovery, Water Conservation, Climate Action, and Firesmart.
- Educational programs help residents to understand the complex workings of our facilities and also how to utilize our facilities, and provides an opportunity for students to become environmental stewards.

## SECTION 5: RECOMMENDATIONS

That the Board approve a two year extension of the current one year contract with Wildsight for the delivery of the “Beyond Recycling” Program for both the 2024/2025 and 2025/2026 school years, with a cost not to exceed \$27,640 plus applicable taxes per year, and that the contract be funded through Service A100 Environmental Services; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

Respectfully submitted,  
Todd Johnston, Environmental Services Coordinator

## CONCURRENCE

Resource Recovery Manager – Amy Wilson

Approved

Chief Administrative Officer – Stuart Horn

Approved

### ATTACHMENTS:

Attachment 01 – Beyond Recycling Final Report 2023/2024

Attachment 02 – Beyond Recycling Two Year Extended Funding Proposal 2024-2026

Attachment 03 – 2023-10-19 WILDSIGHT 2022/2023 FINAL REPORT AND PROPOSAL DISCUSSION

Staff Report October 19, 2023 RDCK Board Meeting

Attachment 04 – DRAFT Extended 2024-2026 WildSight Service Agreement



**wildsight**  
EDUCATION

## **PROPOSAL 2024-2026 EDUCATION CONTRACT RENEWAL**

### **BEYOND RECYCLING**

The Beyond Recycling programs aim to equip students with the knowledge they need to make more sustainable lifestyle choices and prepare for a future in the face of climate change. Throughout this program, students look critically at their ecological footprint, through engaging lessons in topics including resource use, waste, product life cycles, energy use, transportation, water and food systems.

Students devise actions to shrink their own ecological footprints and to take environmental action, 'beyond' simply recycling. The program seeks to support teachers and students, as well as our partners and funders, in delivering key messages through our locally-developed environmental education program.

Wildsight has been delivering the Beyond Recycling program for 18 years. The program has grown and changed since it began, through feedback from educators, as well as the teachers, students and partners we work with.

We have had a partnership with the RDCK for over a decade to deliver the program, where Wildsight operates and has locally-based educators. The program consists of 25 lessons, projects and field trips as well as additional student and teacher resources and extension activities. A key component of the program is the 'waste field trip, supported by the RDCK staff, and highlighting solid waste management practices and key public messages.

### **UPDATE ON COLUMBIA BASIN TRUST FUNDING**

We have historically delivered this intensive program with additional funding, regionally, from the Columbia Basin Trust (the Trust), as well as other funders. The Trust's draft Strategic Plan was released this year, and contains no mention of funding Environmental Education of any kind. Despite our efforts, and those of our many supporters, we are operating without the Trust, our former core funder.

We continue to seek support from additional funders to subsidize program delivery costs, and are relying on funds from BC Gaming to run programs as outlined in the budget below.

# RENEWAL

As per our communications in October 2023, and the RDCK Board resolution, we are requesting a 2-year contract renewal for 2024-25 and 2025-26 school years.

## PROGRAM DELIVERY

The Beyond Recycling program includes:

- **Educator-led lessons (14)** - Garbology, History of Waste, It's All From Earth, It's a Plastic World, Lifecycle of Stuff, Lifecycle Presentations, Our Changing Climate, Path of Power, Energy Debates, Eco Footprint, Sustainability, Our Water, Fishing for Sustainability, We Are Nature.
- **Teacher-taught lessons (7)** - Lifecycle Research, Closing the Loop, Our Energy, Energy Research, Debate Prep, Transportation, True Cost of Food
- **Educator-led projects (4)** - Paper Making, Real Food Potluck, EcoChallenge, Earth Day
- **Field trips (2)** - Waste Field Trip, Good Food Field Trip
- **Built in RDCK content** - Adaptations to the BR have been made to strengthen the communication of RDCK programs and initiatives - see Appendix A in the BR Final report for details.
- **Availability** - Available to teachers in RDCK communities with Wildsight Educators.

The FutureMakers Online Program Subscription includes:

- **7 Teacher-led lessons** - An online program, based on some of the key content from our original Beyond Recycling program. A series of 7 flexible, video-based lessons for independent teacher use
- **Design challenge**-Culminating, hands-on and creative future design and build challenge project
- **Availability** - Available to teachers throughout the Regional District- including communities in which we do not have a Wildsight educator.

## BUDGET - PROGRAM DELIVERY COST PER SCHOOL YEAR

Program Cost	Full Cost	Cost to RDCK
5 Beyond Recycling Programs	\$35,310	\$25,000
14 FutureMaker Subscriptions	\$3,500	\$2,640
<b>Total</b>	<b>\$38,810</b>	<b>\$27,640 each year</b>



**wildsight**  
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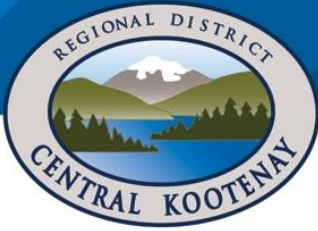
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14 FutureMaker Subscriptions	\$3,500	\$2,640
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# Board Report

**Date of Report:** August 09, 2023  
**Date & Type of Meeting:** October 19, 2023 RDCK Board Meeting  
**Author:** Todd Johnston, Environmental Services Coordinator  
**Subject:** WILDSIGHT 2022/2023 FINAL REPORT AND PROPOSAL  
DISCUSSION  
**File:** 12-6240-20  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present both the Beyond Recycling Final Report for the 2022/2023 School Year and also a proposal from Wildsight, with three potential alternative funding scenarios from the RDCK to support continued programs from the Beyond Recycling Program in the Central Kootenays, following a substantial cut to program funding from the Columbia Basin Trust.

## SECTION 2: BACKGROUND/ANALYSIS

### FINAL REPORT 2022/2023 SCHOOL YEAR

Wildsight, a regional non-profit organization, delivers the Beyond Recycling program (BR), and has been developing and delivering environmental education programs throughout the Columbia Basin since 2000: they have offered field trips and classroom programs to over 95,000 students over the last two decades.

BR is a locally-developed environmental education program, financially supported by the RDCK, and other funders, which guides students in making sustainable lifestyle choices.

Educators provide an action-oriented, solutions-focused curriculum, with 27 available weekly lessons for grade 5 to 7 classrooms to address environmental issues, inspire positive action and find creative solutions in living sustainably. BR also empowers teachers to incorporate environmental education into their own practice, with every classroom teacher delivering 7 of the 27 program lessons. This supports increased teacher buy-in, capacity and familiarity with program topics, and ultimately the ability for Beyond Recycling to expand its reach to more classes.

The BR program manager works with RDCK staff to ensure that RDCK's environmental and sustainability program information is integrated into the BR curriculum, specifically: waste reduction, energy efficiency, water conservation, climate change, transportation alternatives, Firesmart, and local food production, all taught within an ecological footprint framework.

As part of the program, students visit RDCK landfills and transfer stations to reinforce their lessons in waste management.

The 2022/23 school Highlights for schools in the RDCK include:

- Beyond Recycling was delivered in four communities, in five schools, to 131 students.
- Each program delivers 27 lessons, at 75 minutes per lesson for a total of just under 169 hours of programming in the RDCK (for Five schools).
- Participating teachers taught 35 teacher-led Beyond Recycling lessons as part of the program addressing topics including: energy conservation, transportation, food systems and product lifecycle.
- Participating teachers (throughout the entire Columbia Basin) shared feedback over 23 times to assess their experience in the Beyond Recycling program
- Our regional online Earth Day program engaged an additional 6 teachers in the RDCK, who downloaded the online resources
- Three RDCK teachers registered to pilot and provide an extensive review of new BR independent teacher resources
- BR educators completed 25 blog posts to share the exciting activities that happened in the classroom at [www.beyondrecycling.ca/blog](http://www.beyondrecycling.ca/blog)

Below is a summary of classrooms that received the BR program in the 2022/2023 school year:

Community	School	# Students
Canyon	Canyon-Lister Elementary	25
Castlegar	Kinnaird Elementary	27
Castlegar	Twin Rivers Elementary	26
Creston	Erickson Elementary	27
Kaslo	JV Humphries Elementary	26
<b>TOTAL</b>		<b>131</b>

For more details, see the Year-End report for the 2022/2023 school year (Attachment 01).

## **WILDSIGHT PROPOSAL**

Since 2013, the RDCK has supported Wildsight’s BR program (Attachment 01 and 03) with three year contracts; however the last contract was for a single school year, due to funding uncertainties from Columbia Basin Trust (CBT). CBT verbally indicated to Wildsight that they would not continue to fund environmental education, which comprised 44% of their financial support for the BR Program at the end of the 2022/2023 school year.

While it is confirmed that CBT will not be contributing funding for the current 2023/2024 school year, CBT has not yet released their final strategic plan. If their draft strategic plan is any indicator, environmental education is not cited as a regional priority, as it was in previous plans. That said, Wildsight and other organizations providing educational services encouraged organizations within their networks to attend CBT consultation events in spring of 2023 to voice support for environmental education.

To adapt, Wildsight has submitted a proposal (Attachment 02) requesting continued funding from the RDCK, with three potential alternative funding models, as summarized below:

### Scenario A – FOUR SUBSIDIZED PROGRAMS Program - Consistent Level of Funding



In 2022/23 Wildsight delivered five full programs with the RDCK’s contribution of \$22,640, in addition to support from CBT and other funders. Without CBT funding, Wildsight is proposing to deliver four full programs plus 14 subscriptions to their new “Communities of the Future” online program (Attachment 04) for the same price paid by RDCK in the last contract (\$22,640). The full cost of one program is \$7,062, however Wildsight is offering the programs at a rate of \$5,000 each, subsidized through other revenue sources.

The Communities of the Future program (CoF) was designed to expand the reach of the BR program. It is a subscription-based program that is currently being marketed to teachers that are not able to access the in-person BR Program; if a success, this new resource will generate additional income for program delivery. Subscriptions to CoF were piloted last year by nine participating teachers within the entire Columbia Basin. Subscriptions for the CoF are price at a base cost of \$250/subscription with options for additional paid supports and field trips. For more information, view the program link: <https://beyondrecycling.ca/ourfuturecommunity/>.

**Scenario A: Full BR Program Summary:**

- **14 Educator-led lessons per program.** This includes Garbology, History of Waste, It's All From Earth, It's a Plastic World, Lifecycle of Stuff, Lifecycle Presentations, Our Changing Climate, Path of Power, Energy Debates, Eco Footprint, Sustainability, Our Water, Fishing for Sustainability, We Are Nature.
- **Seven Teacher-taught lessons per program** - Lifecycle Research, Closing the Loop, Our Energy, Energy Research, Debate Prep, Transportation, True Cost of Food.
- **Four Educator-led projects per program**- Paper Making, Real Food Potluck, EcoChallenge, Earth Day.
- **Two Field trips per program** - Waste Field Trip, Good Food Field Trip.
- **EcoChallenge classroom projects.**

Program Element	Full Cost	Cost to RDCK
Full Beyond Recycling Program (four programs)	\$28,248	\$20,000
Up to 14 Communities of the Future subscriptions	\$3,500	\$2,640
<b>TOTAL</b>	<b>\$31,748</b>	<b>\$22,640</b>

Scenario B – FIVE SUBSIDIZED PROGRAMS - Consistent Level of Delivery

For the delivery of the same number of programs in 2023-2024, the cost to the RDCK, without Columbia Basin Trust subsidies, for five full programs, and subscriptions to WildSight’s new online program would be \$27,640.

This scenario would deliver the same level of service as was done in 2022/2023 (five programs), but at a higher overall cost to the RDCK. The full cost of one program is \$7,062. Wildsight can subsidize the cost of a program with other revenue sources and can offer five programs to the RDCK for \$5,000 each. This options would also include fourteen CoF subscriptions to further expand the program reach.

Program Element	Full Cost	Cost to RDCK
<b>Full Beyond Recycling Program (five programs)</b>	\$35,310	\$25,000
<b>Up to 14 Communities of the Future subscriptions</b>	\$3,500	\$2,640
<b>TOTAL</b>	<b>\$38,810</b>	<b>\$27,640</b>

Scenario C - Six Abbreviated Programs at the same 2022/2023 Cost

Scenario C would see six abbreviated programs (content cut out to make them shorter) offered to nine classes, at the same cost as was paid in 2022/2023. If this scenario is chosen, a final determination of which lessons to cut is required.

An abbreviated BR program includes:

- **Nine Educator-Led Lessons per program.** To be determined
- **Five teacher-taught lessons per program.** To be determined
- **One educator-led project per program** - Paper Making
- **One field trip per program** – Waste Field Trip

The full cost of an abbreviated program is \$4,341, however Wildsight can subsidize the cost of the program with other revenue sources and can offer six abbreviated programs to the RDCK for \$3,200 each. This scenarios would also include eighteen CoF subscriptions to further expand the program reach.

Program Element	Full Cost	Cost to RDCK
<b>Abbreviated Beyond Recycling Program (six programs)</b>	\$26,046	\$19,200
<b>Up to 18 Communities of the Future subscriptions</b>	\$4,500	\$3,440
<b>TOTAL</b>	<b>\$30,546</b>	<b>\$22,640</b>

## SECTION 3: DETAILED ANALYSIS

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

Included in Financial Plan:  Yes  No      Financial Plan Amendment:  Yes  No  
 Debt Bylaw Required:  Yes  No      Public/Gov't Approvals Required:  Yes  No

As the next Strategic Plan for CBT has not been finalized, there is a possibility that WildSight could obtain some funding from CBT for the 2024/2025 school year and beyond, however previous communications deem this as unlikely. Regardless, RDCK Staff recommend awarding a one year contract to WildSight, with an option to renew for an additional two years, should CBT not come up with any funding for the 2024/2025 or the 2025/2026 school years. Should RDCK elect to award a contract to WildSight for Scenario A or C, the contribution from RDCK would be the same as what was provided for the 2022/2023 school year. Scenario B would cost the RDCK \$5,000 above what was spent on the Beyond Recycling Program in 2022/2023. It is, however, worth noting that cost increases for the BR Program have been marginal since their first contract with RDCK in 2013, which started at \$20,000 per year, increasing to \$22,354 in 2019, and \$22,640 in 2023. When applying consumer price index data, the value of a \$20,000 contract issued in 2013, if keeping pace with inflation, would cost \$25,783.92 in 2023. This number derived using the Bank of Canada's Inflation Calculator (<https://www.bankofcanada.ca/rates/related/inflation-calculator/>).

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

Not Applicable.

### **3.3 Environmental Considerations**

The Beyond Recycling program curriculum covers a wide range of environmental and sustainability topics including waste reduction, energy efficiency and micro-generation, water conservation, climate change, alternate transportation, local food production, and ecological footprint. The program supports the BC Curriculum learning outcomes and explores environmental and sustainability issues and solutions through an ecological footprint framework. Through integral eco-challenge opportunities, significant reductions in greenhouse gases can be achieved and valuable life skills in sustainability are gained.

### **3.4 Social Considerations:**

The program provides an action-oriented, solutions-focused curriculum that is age appropriate, hands-on and engaging. *'The Beyond Recycling program aims to equip students with the knowledge they need to make important decisions for our planet. Throughout this program, students will look critically at the impact, or ecological footprint, of their schools, homes and businesses.'*

### **3.5 Economic Considerations:**

WildSight has lost 44% of their 2022/2023 environmental education funding for the 2023/2024 school year. Future funding from CBT for WildSight remains to be seen.

### **3.6 Communication Considerations:**

In addition to ongoing communications with schools within the RDCK, WildSight delivers promotion and outreach for the Beyond Recycling program, including: the Beyond Recycling website, media releases, and marketing materials. New to 2023/2024 is the subscription-based "Communities of the Future program", designed to expand the reach of the BR program.

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

The Environmental Services Coordinator administrates the regional environmental education program. RDCK staff works with the Contractor to ensure a balanced curriculum that remains consistent with the RDCK's policies and environmental and sustainability objectives. RDCK staff also facilitates and assists in coordination of RDCK site visits, including landfill and recycling depot tours.

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

This request aligns with the Board priorities of:

- To Strengthen our Relationships with our Community Partners

- To Adapt to Our Changing Climate and Mitigate Greenhouse Gas Emissions

## SECTION 4: OPTIONS & PROS / CONS

### Option 1:

That the Board approve the RDCK enter into a one year contract with Wildsight for the delivery of the “Beyond Recycling” Program (four subsidized programs) for the 2023/2024 school year and that the contract include the option for a two year extension with a cost not to exceed \$22,640 plus applicable taxes and that the contract be funded by Service A102.

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

### PROS:

- Funding the Beyond Recycling Program will provide education to elementary school students, on RDCK programs such as Resource Recovery, Water Conservation, Climate Action, and Firesmart.
- Educational programs help residents to understand the complex workings of our facilities and also how to utilize our facilities, and provides an opportunity for students to become environmental stewards.
- Scenario “A” provides the same number of lessons and classroom time for each program as what has been previously provided for RDCK.
- Scenario “A” costs \$22,640 per year and is the same annual cost as what was paid in last year’s contract.
- Scenario “A” is for classes in the RDCK only
- Scenario “A” expands the reach of the program to classrooms unable to participate in live programs, from previous years, through the selling of “Communities of the Future” subscriptions

### CONS:

- Scenario “A” has four full programs, whereas the RDCK received five full programs in 2022/2023 for the same price. This was due to subsidized funding from the Columbia Basin Trust last year.

### Option 2:

That the Board approve the RDCK enter into a one year contract with Wildsight for the delivery of the “Beyond Recycling” Program (five subsidized programs) for the 2023/2024 school year and that the contract include the option for a two year extension with a cost not to exceed \$27,640 plus applicable taxes and that the contract be funded by Service A102.

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

### PROS:

- Funding the Beyond Recycling Program will provide education to elementary school students, on RDCK programs such as Resource Recovery, Water Conservation, Climate Action, and Firesmart.

- Educational programs help residents to understand the complex workings of our facilities and also how to utilize our facilities, and provides an opportunity for students to become environmental stewards.
- Scenario “B” provides the same number of lessons and classroom time, and the same number of full programs (five) as what has been previously provided for RDCK.
- Scenario “B” is for classes in the RDCK only
- Scenario “B” expands the reach of the program to classrooms unable to participate in live programs, from previous years, through the selling of “Communities of the Future” subscriptions

**CONS:**

- Scenario “B” costs \$27,640 per year which is \$5,000 more per year than what was paid in last year’s contract.

**Option 3:**

That the Board approve the RDCK enter into a one year contract with Wildsight for the delivery of the “Beyond Recycling” Program (six abbreviated programs) for the 2023/2024 school year and that the contract include the option for a two year extension with a cost not to exceed \$22,640 plus applicable taxes and that the contract be funded by Service A102.

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

**PROS:**

- Funding the Beyond Recycling Program will provide education to elementary school students, on RDCK programs such as Resource Recovery, Water Conservation, Climate Action, and Firesmart.
- Educational programs help residents to understand the complex workings of our facilities and also how to utilize our facilities, and provides an opportunity for students to become environmental stewards.
- Scenario “C” costs \$22,640 per year, the same amount paid for in 2022/2023.
- Scenario “C” provides more full programs (nine) than what was provided for RDCK in 2022/2023.
- Scenario “C” is for classes in the RDCK only
- Scenario “C” expands the reach of the program to classrooms unable to participate in live programs, from previous years, through the selling of “Communities of the Future” subscriptions


**CONS:**

- Scenario “C” provides less lessons and classroom time

## SECTION 5: RECOMMENDATIONS

That the Board approve the RDCK enter into a one year contract with Wildsight for the delivery of the “Beyond Recycling” Program (five subsidized programs) for the 2023/2024 school year and that the contract include the option for a two year extension with a cost not to exceed \$27,640 plus applicable taxes and that the contract be funded by Service A102. AND FURTHER that the Chair and Corporate Officer by authorized to sign the necessary documents.

Respectfully submitted,



Todd Johnston, Environmental Services Coordinator

## CONCURRENCE

General Manager of Environmental Services – Uli Wolf

Chief Administrative Officer – Stuart Horn

### ATTACHMENTS:

Attachment 01 – Beyond Recycling Final Report 2022/2023

Attachment 02 – Beyond Recycling Funding Proposal 2023/2024

Attachment 03 – Beyond Recycling Promotional Poster

Attachment 04 – Communities of the Future Promotional Poster



# Services Agreement

**Contract #: 2024-243-ENV**  
**Project: Environmental Education Program 2024-2026**  
**GL Code: 54030 / OVR119-100**

THIS AGREEMENT executed and dated for reference the:

\_\_\_\_\_ day of \_\_\_\_\_, 2024  
(Day) (Month) (Year)

## BETWEEN

### REGIONAL DISTRICT OF CENTRAL KOOTENAY

(hereinafter called the **RDCK**)

at the following address:

Box 590, 202 Lakeside Drive

Nelson, BC V1L 5R4

Agreement Administrator: Todd Johnston

Telephone #: 250.352.1523

Email: [TJohnston@rdck.bc.ca](mailto:TJohnston@rdck.bc.ca)

**AND**

### WILDSIGHT

(hereinafter called the **Contractor**)

at the following address:

#2 – 495 Wallinger Avenue

Kimberley, BC V1A 1Z6

Agreement Administrator: Monica Nissen

Telephone #: 250.427.9325

Email: [monica@wildsight.ca](mailto:monica@wildsight.ca)

## 1 FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE RDCK AND THE CONTRACTOR AGREE AS FOLLOWS:

- (a) **SERVICES:** The Contractor shall provide the services detailed in **Schedule A** of this Agreement (the **Services**).
- (b) **CHANGES TO SERVICES:** The RDCK and the Contractor acknowledge that it may be necessary to modify the Services, the Project schedule and/or the Budget in order to complete the Project. In the event that the RDCK or the Contractor wishes to make a change or changes to the Services, the Project schedule and/or the Budget it shall notify the other of the proposed change and reason(s) therefore. The party receiving the notification shall review and consider the proposal for change and shall as soon as is reasonably possible and no longer than within five (5) working days, advise in writing the party proposing the change whether it agrees to the change. Where the parties agree to the change, such agreement will form part of this Agreement and be formalized by means of an Agreement Amendment.
- (c) **TERM:** Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in Schedule A hereof commencing on **September 5, 2024** and ending on **June 30, 2026** (the **Term**).

- (d) **LOCATION:** The location for delivery of the Services shall be as outlined in Schedule A.
- (e) **CONTRACT PRICE/RATE:** \$27,640.00 (excluding GST) and on the terms set out in Schedule B.
- (f) **BILLING DATE:** At the end of the 2024/2025 and 2025/2026 school years.
- (g) Schedules A and B are incorporated into, and form part of this Agreement.
- (h) The following terms and conditions are incorporated into, and form part of this Agreement:

## THE CONTRACTOR'S OBLIGATIONS

### 2 The Contractor shall:

- (a) Undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise in Schedule A;
- (b) Upon the request of the Regional District of Central Kootenay (herein after called the **RDCK**) fully inform the RDCK of the work done by the Contractor in connection with the provision of the Services and permit the RDCK at all reasonable times to inspect, review and copy all works, productions, buildings, accounting records, findings, data, specifications, drawings, working papers, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this agreement;
- (c) Comply with all applicable municipal, provincial and federal legislation and regulations;
- (d) At its own expense, obtain all permits and licenses necessary for the performance of the Services, and on request provide the RDCK with proof of having obtained such licenses or permits;
- (e) Promptly pay all persons employed by it;
- (f) Not assign this Agreement, not subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the RDCK;
- (g) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services;
- (h) At all times, treat as confidential all information and material supplied to or obtained by the Contractor or subcontractor as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDCK;
- (i) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the RDCK, may give rise to a conflict of interest;
- (j) Be an independent Contractor and not the servant, employee or agent of the RDCK;
- (k) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;
- (l) Accept instructions from the RDCK, provided that the Contractor shall not be subject to the control of the RDCK in respect of the manner in which such instructions are carried out;
- (m) At its own expense, obtain Workers Compensation Board coverage for itself, all workers and any



shareholders, directors, partners or other individuals employed or engaged in the execution of the Services. Upon request, the Contractor shall provide the RDCK with proof of such compliance;

- (n) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments;
- (o) Ensure that all personnel hired by the Contractor to perform the Services will be the employees of the Contractor and not to the RDCK with the Contractor being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee;
- (p) Not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money;
- (q) Establish and maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred;
- (r) Notwithstanding the provision of any insurance coverage by the RDCK, indemnify and save harmless the RDCK, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as **Claims**), that the RDCK may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Contractor or its subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the RDCK its other contractor(s), assign(s) and authorized representative(s) or any other persons;
- (s) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever;
- (t) The Contractor must provide the RDCK with a certificate of insurance upon execution of this Agreement in a form acceptable to the Chief Financial Officer of the Regional District and shall, during the Term of this Agreement, take out and maintain the following insurance coverage:
  - ~~(i) Automobile Liability (third party) insurance with a minimum limit of \$5,000,000.~~
  - (ii) comprehensive commercial general liability insurance against claims for bodily injury, death or property damage arising out of this Agreement or the provision of the Services in the amount of **\$5,000,000 dollars per occurrence** with a **maximum deductible of \$2,500**;

Such insurance will:

- (A) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;
- ~~(B) include the Contractor's Blanket contractual liability;~~
- (C) include a Cross Liability clause;
- (D) include occurrence property damage;

- (E) include personal injury;
- ~~(F) include premises & operations insurance;~~
- (G) include a Waiver of Subrogation clause in favor of the RDCK whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the RDCK for any property loss or damage claim(s);
- (H) be primary in respect to the operation of the named insured pursuant to the contract with the RDCK. Any insurance or self-insurance maintained by the RDCK will be in excess of such insurance policy (policies) and will not contribute to it;
- (I) require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand.

~~(iii) professional liability coverage in the amount of \$ Amount of Insurance dollars per claim and \$ Amount of Insurance dollars aggregate, with a maximum deductible of \$50,000;~~

~~(iv) pollution/environmental impairment liability insurance in the amount of \$ Amount of Insurance dollars per occurrence and \$ Amount of Insurance dollars aggregate, with a maximum deductible of \$50,000;~~

Such insurance will:

- ~~(A) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;~~
- ~~(B) include the Contractor's Blanket contractual liability;~~
- ~~(C) include a Cross Liability clause;~~
- ~~(D) include occurrence property damage;~~
- ~~(E) include a Waiver of Subrogation clause in favor of the RDCK whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the RDCK for any property loss or damage claim(s);~~
- ~~(F) be primary in respect to the operation of the named insured pursuant to the contract with the RDCK. Any insurance or self-insurance maintained by the RDCK will be in excess of such insurance policy (policies) and will not contribute to it;~~
- ~~(G) require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand.~~

- ~~(v) course of construction/builders risk coverage in the amount of \$ **Amount of Insurance** dollars with a maximum \$10,000 deductible;~~
- ~~(vi) all risk property coverage in an amount sufficient to cover the cost of the contractor's equipment and tools needed for this contract, as well as work product in progress prior to delivery.~~
- (u) Inspect the site where the Services are to be performed (the **Site**) and become familiar with all conditions pertaining thereto prior to commencement of the Services;
- (v) Where materials and supplies are to be provided by the Contractor, use only the best quality available;
- (w) Where samples of materials or supplies are requested by the RDCK, submit them to the RDCK for the RDCK's approval prior to their use;
- ~~(x) Not cover up any works without the prior approval or consent of the RDCK and, if so required by the RDCK, uncover such works at the Contractor's expense; and~~
- ~~(y) Keep the Site free of accumulated waste material and rubbish caused by it or the Services and, on the completion of the Services, leave the Site in a safe, clean and sanitary condition.~~

## THE REGIONAL DISTRICT OF CENTRAL KOOTENAY'S OBLIGATIONS

- 3 The RDCK shall:
- (a) Subject to the provisions of this Agreement, pay the Contractor, in full payment for the Services which in the opinion of the RDCK at the times set out in Schedule B of this Agreement (herein called **Contract Price**), and the Contractor shall accept such payment as full payment for the Services;
  - ~~(b) Notwithstanding Subsection 3(a), not be under any obligation to advance to the Contractor more than 90% of the Contract Price for Services rendered in accordance with Schedule A to the satisfaction of the RDCK. The 10% holdback shall be retained and paid back in accordance with the *Builder Lien Act*;~~
  - ~~(c) Providing that it is not in breach of any of its obligations under this Agreement, holdback from the Contract Price in addition to the 10% holdback contemplated in Subsection 3(b), sufficient monies to indemnify the RDCK completely against any lien or claim of lien arising in connection with the provision of the Services;~~
  - (d) Make available to the Contractor all available information considered by the RDCK to be pertinent to the Services;
  - (e) Give the Contractor reasonable notice of anything the RDCK considers likely to materially affect the provision of the Services; and
  - (f) Examine all studies, reports, sketches, proposals and documents provided by the Contractor under this Agreement, and render decisions pertaining thereto within a reasonable time.

## TERMINATION OF AGREEMENT

- 4 In the event of a substantial failure of a party to perform in accordance with the terms and conditions of this Agreement, it may be terminated by the other party on five (5) days' written notice.
- 5 The RDCK may, at its sole discretion, terminate this Agreement on ten (10) days' notice, and the payment

of funds required to be made pursuant to Section 6 shall discharge the RDCK of all of its liability to the Contractor under this Agreement.

- 6 Where this Agreement expires or is terminated before 100% completion of the Services, the RDCK shall pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the RDCK prior to expiration or termination.
- 7 Where the Contractor fails to perform or comply with the provisions of this Agreement the RDCK may, in addition to terminating this Agreement, pursue such remedies as it deems necessary.

## GENERAL TERMS

- 8 The RDCK shall be the sole judge of the work, material and the standards of workmanship in respect of both quality and quantity of the Services, and his decision on all questions in dispute with regard thereto, or as to the meaning and intentions of this contract, and as to the meaning or interpretation of the plans, drawings and specifications, shall be final, and no Services shall be deemed to have been performed as to entitle the Contractor to payment therefrom, until the RDCK is satisfied therewith.
- 9 The RDCK certifies that the Service purchased pursuant to this Agreement are for the use of and are being purchased by the RDCK and are therefore subject to the *Excise Tax Act* (Canada).
- 10 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 11 Time shall be of the essence of this Agreement.
- 12 Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
- 13 This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
- 14 A waiver of any provision or breach by the Contractor of any provision of this Agreement shall be effective only if it is in writing and signed by the RDCK.
- 15 A waiver under Section 14 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
- 16 Everything produced, received or acquired (the **Material**) by the Contractor or subcontractor as a result of this Agreement, including any property provided by the RDCK to the Contractor or subcontractor, shall:
  - (a) be the exclusive property of the RDCK; and
  - (b) be delivered by the Contractor to the RDCK immediately upon the RDCK giving notice of such request to the Contractor.
- 17 The copyright in the Material belongs to the RDCK.
- 18 The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed.
- 19 Where the Contractor is a corporation, it does hereby covenant that the signatory hereto has been duly

authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Contractor.

- 20 Where the Contractor is a partnership, all partners are to execute this Agreement.
- 21 Sections 2 b), i), j), r), and 17 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.
- ~~22 Parts 2, 3 and 4 of the Request for Quote/Request for Proposals/Invitation to Tender of the RDCK dated [Date] and the Contractor's Quote/Proposal/Bid provided in response are hereby incorporated into and forms part of this Agreement.~~
- 23 Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of the RDCK in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

REGIONAL DISTRICT OF CENTRAL KOOTENAY	WILDSIGHT
<hr/>	<hr/>
(Signature of Authorized Signatory)	(Signature of Authorized Signatory)
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(Name and Title of Authorized Signatory)	(Name and Title of Authorized Signatory)
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(Signature of Authorized Signatory)	(Signature of Authorized Signatory)
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(Name and Title of Authorized Signatory)	(Name and Title of Authorized Signatory)

## SCHEDULE A: SERVICES

The Contractor shall provide a curriculum based, classroom based education program (Beyond Recycling) from the Education for Sustainable Living series for intermediate students for the 2024 - 2026 school years as per their Proposal and Work Plan attached hereto as Schedule C.

The Contractor shall work with the RDCK, School Districts, principals, and teachers to coordinate the Beyond Recycling program in the schools.

1. The Contractor shall provide the RDCK with a list of potential participating schools for each school year in advance of finalizing the annual program plan so that the RDCK may review the list and work with the Contractor to ensure regional representation.
2. The Contractor shall deliver the full Beyond Recycling program to a minimum of five classes within the RDCK.
3. The Contractor shall make all efforts to provide 14 Communities of the Future online program subscriptions to classes within the RDCK that are unable to access in-person full classroom programs.
4. The Contractor shall provide the curriculum to the RDCK for review prior to implementation in the schools. Themes may include but are not limited to: waste reduction, zero waste philosophy, extended producer responsibility, climate change, science and systems, energy use, sustainability, natural resource extraction, ecological footprint, Provincial Firesmart practices, water conservation, social responsibility and other environmental topics.
5. The Contractor shall include the RDCK logo on all curriculum materials. The RDCK logo shall not be used for any other purpose.
6. The Contractor shall recruit, educate and use volunteers in the program where appropriate.
7. The Contractor shall provide a final report to the RDCK. The final report shall include feedback from participants, teachers and principals, photographs, samples of student work, a budget summary (including expenses and revenues) and future program recommendations.
8. The Contractor shall provide an electronic copy of all reports. Reporting dates will be established by the RDCK prior to commencement of the Contract.
9. The Contractor shall provide a clear criminal record check with a vulnerable sector clearance for all employees of Wildsight that will be providing services as part of this agreement.

## SCHEDULE B: CONTRACT PAYMENT TERMS

- 1 Total budget shall not exceed \$27,640.00 (excluding GST).
- 2 Invoices to be submitted at the end of the 2024/2025 and 2025/2026 school years.

The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **2024-243-ENV**

GL Code: **54030 / OVR119-100**

Invoices should be emailed to [ap@rdck.bc.ca](mailto:ap@rdck.bc.ca), with the contract administrator identified on the first page of this contract in cc.

- 3 Invoices to be paid on net 30 day term.
- 4 The Contractor's GST number must be included on invoices where GST is applicable, in which case, GST shall also be listed as a separate line item.
- 5 The Contractor's name on the invoice must match the name identified in the first page of this contract.

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# 2024 Union of BC Municipalities Convention

## Province Meetings Summary Notes

**Report Date:** 10-07-2024

**Prepared By:** Mike Morrison, Corporate Officer

### Provincial Responsibility and Regulation on Waterfront Properties and the Riparian Area

**Meeting Date:** Wednesday September 18, 2024

**RDCK Attendees:** Diana Lockwood – RDCK Board Vice Chair, Garry Jackman – Area A Director, Kelly Vandenberghe – Area C Director, Cheryl Graham – Area E Director, Stuart Horn – Chief Administrative Officer, Mike Morrison – Corporate Officer

**Ministry Attendees:** James Mack - Assistant Deputy Minister of Water, Land & Resource Stewardship

#### Background:

Our local Indigenous community desire for more regulation and protection along our riparian areas. We expend considerable staff time on applications and non-compliance (overlapping C&E by NRO's and the local federal fisheries warden). The RDCK has varied floodplain and environmental permit area regulations across the waterfront property areas in its region, including areas that are unzoned and do not have an OCP. These differences in regulation cause an inequity amongst property owners who live very close to each other. We would like to explore what the Province can do under its regulatory framework to take on riparian area permitting and enforcement.

#### Discussion Summary:

- RDCK is seeking provincial involvement in the compliance and enforcement of Environmental Development Permit Areas (EDPA's).
- RDCK was an early adopter within BC of the Riparian Areas Protection Regulation (RAPR), EDPAS have been put in place in the RDCK over the past 15 years.
- Requirements vary within the RDCK – 15 m setbacks from watercourses in some areas vs. 30m in others. Differing Official Community Plans are the origin of the setback requirements.
- Local First Nations are interested in having more consistent regulation and better enforcement of the RAPR, but RDCK has limited capacity for enforcement.
- RDCK actions to date have included foreshore inventory mapping and creation of foreshore development guidance documents that recognize culturally sensitive areas, and expansion of corridors and strategic lake acquisitions.
- Lack of RAPR enforcement is impairing relations with local stakeholders.

- Due to absence of a local Department of Fisheries and Oceans office the enforcement of federal fisheries regulations is also lacking.
- Improved enforcement of RAPR is currently being evaluated by provincial staff for, however RAPR was designed to be enforced by local governments through issuance of Development Permits.
- While other local governments have requested that the province take on RAPR enforcement, the province still sees Development Permits issued by local governments as the primary decision making and enforcement tool.
- Province experiences a high volume of complaints about RAPR infractions and has difficulty responding to all complaints due to resource constraints.
- Province would prefer to see a standard default 30m setback for all local governments enforcing RAPR, with the understanding that variances could be approved upon the recommendation of qualified professionals.
- Province is working with the College of Applied Biologists to improve quality assurance with their members regarding RAPR-related projects.
- The Ministry currently has no mandate to evaluate alternatives to the current RAPR regulatory framework. Such a change would have to be initiated at the political level.

## Argenta /Johnson's Landing Post Fire Rehabilitation Concerns

**Meeting Date:** Wednesday September 18, 2024

**RDCK Attendees:** Diana Lockwood – RDCK Board Vice Chair, Garry Jackman - Area A Director, Stuart Horn – Chief Administrative Officer, Mike Morrison – Corporate Officer

**Ministry Attendees:** Bruce Ralston – Minister of Forests, Rob Schweitzer - Executive Director for BC Wildfire Service, Jamie Jeffreys - Assistant Deputy Minister of Forests, Ministry staff

### **Background:**

The RDCK is looking for forestry ministry support for the community as they recover from a significant wildfire season. The damaged landscape will impact the community for years.

### **Discussion Summary:**

- Community of Argenta in RDCK Area D experienced a significant wildfire activity within the community watershed in the summer of 2024.
- RDCK is bringing forward concerns of the Argenta community regarding the post-wildfire salvage of timber, specifically that timber value is considered above the health and safety of the community.
- A post-wildfire assessment will be conducted which includes natural hazard assessments involving geotechnical and geomorphological considerations, as well as risks to the community.
- Critical rehabilitation work will proceed in fall 2024 (e.g. removing fill from creeks to restore free drainage) and less critical work (e.g. restoring fire guard areas) will happen next year.
- Trees felled to create fire guards will be removed immediately to prevent insect infestations.
- Any salvage logging blocks offered up after the post-wildfire assessments are complete will be advertised publicly.
- Given the concern already shown by the community about post-wildfire logging the Ministry of Forests will likely convene a community meeting to discuss their future plans in the Argenta vicinity.

## Provincial Homeowner Grants and the Lack of Increase Over The Last Decade

**Meeting Date:** Thursday September 19, 2024

**RDCK Attendees:** Diana Lockwood – RDCK Board Vice Chair, Stuart Horn – Chief Administrative Officer, Mike Morrison – Corporate Officer

**Ministry Attendees:** Katrine Conroy - Minister of Finance, Ministry staff

### **Background:**

Our rural property owners have consistently seen an increase in their assessment from BC assessment, and although a higher assessment does not equate directly to the same increase in property taxation, it can have a significant impact. Particularly for our homeowners over the age of 65, and on fixed incomes, the increased burden on local government from provincially downloaded responsibilities has left homeowners with increased property taxes. One way the Province can take some of that tax burden off homeowners is to increase the annual homeowner grant with a significant increase in 2025, and annual increases thereafter.

### **Discussion Summary:**

- RDCK residents, many of them senior citizens, have reached out to the RDCK to express frustration with their taxation assessments.
- With the homeowner grant not increasing over the past 15 years, the homeowner's out of pocket share of the tax bill is proportionally higher than in the past.
- The homeowner grant program costs the Province \$1,000,000,000 in revenue annually and is evaluated each December when the eligibility threshold (based on the assessed property value) is set.
- Any increase to the homeowner grant would require that corresponding revenue would have to be raised through another form of taxation.
- Generally speaking, the Province considers property taxation to be a fair and equitable way to raise revenue.
- Given the current and forecasted economic challenges it may not be desirable to increase the grant in the upcoming budget year.
- Ministry staff noted that the property tax deferral program can be used by those experiencing difficulty in paying their property tax.

## Review of the Agriculture Land Reserve

**Meeting Date:** Tuesday September 17, 2024

**RDCK Attendees:** Diana Lockwood – RDCK Board Vice Chair, Kelly Vandenberghe – Area C Director, Garry Jackman – Area A Director, Stuart Horn – Chief Administrative Officer, Mike Morrison – Corporate Officer

**Ministry Attendees:** Eric Kristianson - Assistant Deputy Minister of Agriculture and Food, Michelle Koski - Assistant Deputy Minister of Agriculture and Food

### **Background:**

The ALR has not been reviewed in decades, with a good portion of the land base not having agriculture capability. Determining suitable land for housing projects is becoming more and more difficult, and a review of the ALR land base could show that there are parcels that do not have agriculture capability and could be used for housing if removed from the ALR. The RDCK is requesting that the Ministry of Agriculture work with the Agricultural Land Commission to review the ALR land base and update the agriculture capability ratings, with the goal of removing land from the ALR that could be used for housing projects.

### **Discussion Summary:**

- RDCK is regularly requested to support applications for removal of land from the Agricultural Land Reserve (ALR).
- ALR land requested for removal is often not suitable for agricultural production and is not being used for agriculture.
- RDCK is generally supportive of local agriculture but experiences challenges when ALR removal applications come forward for land not suited for agriculture.
- RDCK wishes for better process at the Agricultural Land Commission (ALC) to distinguish valuable agricultural lands from unsuitable agricultural lands currently within the ALR land base.
- Ministry staff note that the ALC has jurisdiction here, and that their processes remain largely unchanged over time. There has been no recent direction given to review the mandate of the ALC, and none is anticipated in the near future.
- Staff have not been directed to evaluate any significant policy changes regarding agricultural land. Ministry staff only provide policy options and evaluation to elected officials.
- Any direction to Ministry staff to look at differentiating between different types of agricultural land within future policy or regulatory changes would come only from the political level.
- RDCK suggests that land affordability and the economics of farming should drive policy considerations to encourage younger farmers. Smaller zoned parcels would be more affordable, more acceptable to communities, and encourage intensive production.
- Ministry staff note there are challenging economics for small farms in general, and that it is currently gathering data on small farms to provide recommendations to this portion of the agricultural sector.
- The Ministry is currently undertaking an agricultural land inventory to be completed by the end of 2027. This will provide a detailed analysis of actual uses of agricultural land in BC. The data will be shared with local governments to assist in land use planning and decision making.

# Water Licensing Delays and Impacts on Rural Communities

**Meeting Date:** Tuesday September 17, 2024

**RDCK Attendees:** Diana Lockwood – RDCK Board Vice Chair, Cheryl Graham – Area E Director, Stuart Horn – Chief Administrative Officer, Mike Morrison – Corporate Officer

**Ministry Attendees:** Nathan Cullen - Minister of Water, Land and Resource Stewardship, Lori Halls - Deputy Minister of Water, Land and Resource Stewardship, Ministry staff

## Background:

Residents and businesses in the RDCK are becoming frustrated with the time it takes to process water licenses through the provincial approval process. While we understand the scrutiny required to ensure protection of an important natural resource, the delays are overly significant and are impacting the livelihoods of our residents.

## Discussion Summary:

- In 2021 the following resolution put forward by the RDCK was endorsed by the Union of BC Municipalities at the annual convention:  
*'Whereas local governments can be reliant on surface water sources to support development; And whereas water licenses can take the province years to issue: Therefore be it resolved that UBCM ask the Ministry of Forest, Lands, Natural Resources and Rural Development to provide clarity on what is causing delays in the issuance of water licenses.'*
- Since 2021 the RDCK has not observed a substantive change in the length of time it takes to process water licenses.
- Ministry staff acknowledged there is currently a large backlog of water license applications in the Kootenay-Boundary area, influenced by the following factors:
  - High overall volume of permit applications driven by increased interest in developing rural and semi-rural property
  - Complexity of the overall development permitting system, of which water licenses are one part.
  - Provincial requirements for First Nation referral and consultation
  - Quality control/quality assurance obligations on Ministry staff for technical information submitted by qualified professionals in support of license applications. Staff noted the importance of quality assurance as new permit issuances are increasingly being challenged by third parties.
  - Ongoing drought in BC placing stress on existing water sources and aquifers.
- The Province's goals are to increase not only the speed of water license approvals but the durability of those approvals in surviving challenges to the approval.
- RDCK noted that excessive permitting delays are being experienced where the applications have lower impacts on water sources and other stakeholder interests, such as with applications for lake-source draws and micro-hydro projects. There does not seem to be strategic prioritizing based on the types of applications.
- The Province requests that local governments identify to them where delays on a water licensing decision will hold up priority projects or other subsequent decisions or approvals. They are building processes to prioritize the important permits.

- RDCK noted that Ministry approval practices vary depending on which region of BC the application is for. Province staff identified they are trying to improve consistency across their regional offices.
- Due to ongoing drought there are some water sources that might not support further development, and for which new permits cannot be issued.

## Recycle BC and Regulation Amendments to Serve Rural Communities

**Meeting Date:** Tuesday September 17, 2024

**RDCK Attendees:** Diana Lockwood – RDCK Board Vice Chair, Garry Jackman – Area A Director, Walter Popoff - Area H Director, Stuart Horn – Chief Administrative Officer, Mike Morrison – Corporate Officer

**Ministry Attendees:** George Heyman - Minister of Environment and Climate Change Strategy

### Background:

The EPR action plan falls short of including many household hazardous wastes; HHW events & depots cost the RDCK \$320k/yr. Industrial, Commercial, and Institutional programs continue to be a gap in the recycling regulation, forcing local government to use tax dollars to fund these programs, or for this material to end up in the landfill. The RDCK contributes approx. \$1.7M/yr in taxation to support our residential recycling program, RBC incentives only contribute \$336K. Communities under 5,000 population are very much viable for curbside Recycle BC service. The RDCK has 6 municipalities with population under this level and many dense rural communities that could support curbside programs.

### Discussion Summary:

- RDCK has met many times over the past ten years with Ministers of Environment and staff to discuss the ongoing challenges with rural resident access to Extended Producer Responsibility (EPR) programs.
- Some programs, for example the Major Appliance Recycling Roundtable, provide adequate service in our area, but most do not. Household hazardous waste and waste oil are particular problems for us.
- RDCK has been diligent in funding services to fill gaps left by inadequate EPR programs (e.g. HHW Round Up events, funding of satellite recycling depots) but the costs of this are not sustainable. The current taxation impacts to RDCK residents to maintain suitable service levels for the Recycle BC program materials alone is around \$1,000,000 annually.
- EPR programs in general, and the Recycle BC program specifically, are continually attempting to erode service levels to rural residents. An examples of this is the proposed reduction in number of Recycle BC funded core depots within the RDCK.
- The province expands the types of materials covered under EPR programs, but does little to require improvements to existing programs within the approval of stewardship plan renewals.
- The province understands the challenges with rural EPR service delivery and that progress on improvements is being made slowly.
- The inclusion of Industrial, Commercial and Institutional (ICI) recycling in the Recycle BC program is pending, but no timeline for that is suggested yet. RDCK noted that Recycle BC has not offered any certainty that local pilot projects for inclusion of ICI materials in the Recycle BC collection stream will be expanded.
- An internal ministry reorganization has placed EPR stewardship plan renewals under the Authorization Section now, which should improve the focus on the public's issues and rural accessibility.
- The province is still analyzing the data collected for their household recycling accessibility study, however they expect that most rural areas will indicate similar concerns with access to services.



## Increased Supports for Rural and Remote Health Care

**Meeting Date:** Tuesday September 17, 2024

**West Kootenay Boundary Regional Hospital District Attendees:** Frank Marino, RDKB Director - Village of Warfield; Sharon Gibbs, RDKB Director - Area E; Suzan Hewat, WKBRHD Board Chair/RDCK Director - Village of Kaslo; Terry Martin, RDKB Director - City of Trail; Walter Popoff, RDCK Director - Area H, Brittny Anderson – MLA, Mike Morrison - RDCK Corporate Officer

**Ministry Attendees:** Darryl Sturtevant - Assistant Deputy Minister of Health, Ministry staff

### Background:

The RDCK and RDKB are looking to discuss the availability of health care in the rural areas, including the following: 1. Recruitment and retention of healthcare workers - the retention of qualified workers is a key struggle in the rural areas. 2. Mental health and addiction supports. Many of the issues our communities are dealing with are a direct result of mental health and addiction, and increased supports around these issues is critically required. 3. Access to health care services is limited by transit accessibility in rural areas. This issues presents itself not only for services in larger centres (Kelowna) but also locally (i.e. Kaslo to Trail)

### Discussion Summary:

- RDCK wishes to highlight three issues that are negatively affecting the provision of care in rural communities:
  - Recruitment and retention of health care workers in rural areas
  - Mental health and addictions support
  - Patient transportation
- WKBRHD directors identified that lack of housing is a significant barrier to recruitment and retention of health care workers in small communities. Suggestion that health authorities evaluate the possibility of purchasing accommodation in small communities for use by locums and temporary assignments.
- Several local examples were provided to Ministry staff of medical service interruptions and temporary facility closures occurring within the WKBRHD service area that result from medical staff shortages. Ministry staff identified that the same challenges are faced by most rural BC communities.
- Ministry staff acknowledged that health care professionals are not being trained fast enough to meet the current and projected gaps in staffing. Some recent initiatives to reduce the impact of staffing shortages include:
  - Expanding scope for other professionals to reduce demands on doctors (e.g. Nurse Practitioners and Pharmacists)
  - Expanded use of video technology to enable rural and remote residents to access specialized services located in larger centers
  - Improving the process for evaluating and approving professional credentials obtained outside of BC to encourage in-migration of health care professionals to BC
  - Supported 'laddering' and micro-credentialing programs to enable working health care professionals in small communities to upgrade and certify for vacant positions their communities
- WKBRHD Directors acknowledged the recent investments in temporary shelter beds in Trail, and identified additional gaps in services.

- No mental health services available on weekends in many places
- No supportive housing available to transition shelter residents to. This results in the shelter becoming a semi-permanent option for some
  
- The Ministry is now looking at the continuum of care and providing a housing mix to support that.
- The Road to Recovery model, introduced in the 2023 provincial budget, will provide improved access to addictions treatment and recovery support. The model was introduced in Vancouver and the provincial health authorities are now planning the system expansion for the rest of BC.
- Concerns of WKBHRD directors were noted about the lack of reliable transportation options for rural residents accessing specialized services in larger centres. Many communities are not served by public transit and Handy Dart services are not comprehensive.
- There is an over-reliance on the support from volunteer drivers, which is observed to be diminishing due to the responsibility of care and associated costs.
- Lack of transportation limits the ability of seniors to age in place in rural communities.

# Nelson Kootenay Lake Tourism Five-Year Strategic Plan 2025–2029 MRDT Renewal Application

APPENDIX I.2 Five-Year Strategic Business Plan



*Designated Recipient* Nelson Kootenay Lake Tourism Society

*Community Names:* Nelson, Balfour, Ainsworth Hot Springs, Kaslo, Lardeau, Meadow Creek, Crawford Bay, Boswell, Destiny Bay, Wynndel

*Date Prepared* August 1, 2024

*MRDT Repeal Date* March 1, 2025

*Five-Year Period* 2025 to 2029

*Submitted by*  
Peter Moynes, Executive Director  
Nelson Kootenay Lake Tourism  
peter@nelsonkootenaylake.com





## SECTION I

# Five-Year Strategic Overview

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In the last five years, the world has changed in ways few people could have imagined. In March 2020, Covid caused the world's operating systems to grind to a halt within the span of a few days.

Tourism—and even the freedom to travel within some towns and cities—was restricted, and at times it was outright banned. Everyone, including destination marketing organizations, was forced to rethink travel patterns.

When travel restrictions loosened and Nelson Kootenay Lake Tourism (NKLT) began to slowly market the idea of regional travel again, our income from the Municipal and Regional District Tax (MRDT) allowed us to pivot our messaging quickly and activate strategies that got people returning to our area.

NKLT is an industry-led, membership-based non-profit society and is the “eligible entity” for the MRDT. NKLT was incorporated in October 2009 and is responsible for the management, administration, and governance of the region's MRDT funds and the overall strategic plan and budget.

Access to MRDT funding to creative effective marketing initiatives is essential to the Nelson Kootenay Lake region. Many regional DMOs that are located on the Trans-Canada Highway or other major transportation arteries will, by default, accrue hotel visitations with travellers who are passing through their catchment, with no intention to stay and visit. Nelson Kootenay Lake, however, and its surrounding communities, are not really “on the way” to anywhere. We are truly a destination, and one that needs to market itself effectively and successfully to attract more people to our area.

The development of this five-year strategic business plan is to seek







engagement with the community on tourism growth and economic development opportunities for the Nelson Kootenay Lake region for the next five-year MRDT term (2025–2029) at the rate of two percent MRDT.

Over the past five years, our organization has done incredible marketing work with the MRDT funds it has received. Our Kootenay Lake Road Trip app is a new experience that offers fun and informative self-guided audio tours around our region. For the development of this app, NKLT won the award of Business Excellence from the Nelson and District Chamber in 2023. MRDT funds help propel our authentic, fresh, and successful marketing campaigns, allowing us to continuously generate photo and video content that helps us draw visitors to our area.

## **Vision**

Nelson Kootenay Lake is globally renowned as a vibrant, welcoming, year-round mountain and cultural destination known for its exceptional experiences; authenticity; and diverse, unique communities.

## **Mission**

To attract value-aligned travellers based on data-informed destination-management strategies and effective marketing initiatives intended to increase visitations and length of stays, which increases stakeholder revenues and contributes to the region’s economic sustainability.



Our **Guiding Principles** help direct the performance and values of the board of directors and NKLT staff:

*ABC (Always Bettering Community)*

It is the most basic of our guiding principles, but also the most important. All NKLT initiatives and output can be measured against this question: will this action or request help benefit the communities in our region?

*Difference Creates Desirability*

The Nelson Kootenay Lake region is comprised of 10 different and unique communities, all nestled along the shore of beautiful and historic Kootenay Lake. Each community is different, offering travellers a more diverse and robust tourist experience than any other destination in Canada. Our area is often described as quirky, quaint, and authentic. NKLT uses marketing strategies intended to celebrate and leverage the uniqueness of our region and target audiences who have similar values.

*Authenticity*

We know from years of data collection that the Nelson Kootenay Lake region is known and appreciated for being a creative, real, and authentic place. Authenticity is a bedrock of community well-being and a direct reflection of the people who live here. To foster authenticity, NKLT is committed to working with local businesses and creatives on projects and initiatives that keep tourism dollars in the region. To preserve the region's authentic reputation, we have agreed to use AI only as a tool—not to create content. This commitment will help protect our authenticity. As more DMOs and businesses utilize AI, the content ecosystem will become more homogeneous over time.

*Stewardship*

We are respectful and cognitive of our actions and how they affect our community, our stakeholders, our partners, our local Indigenous communities, and the environment. Stewardship is a code of conduct that emphasizes the holistic care of natural and cultural resources. We work with local government and community, encouraging everyone to participate in preserving and enhancing our area, creating a richer and more meaningful experience for all.

*Collaborative, Engaging, Positive*

We are open and honest with sharing appropriate information from our organization with partners, visitors, and stakeholders. We are positive, inclusive, and willing to engage to achieve our stated goals and objectives. We distribute three separate newsletters for communication,



and we have two newsletters that go out monthly, one to our visitors and e-mail subscribers, and the other to our members. We also provide a quarterly business report to our accommodation partners and our members. NKLT hosts a bi-annual accommodator meeting for our MRDT contributing hoteliers, as well as an annual NKLT AGM.

*Accountability*

We develop clearly defined directions based on stakeholder input and engagement. We are fiscally responsible, measure results, adjust to changing market conditions, and are accountable to stakeholders.





# Strategic Context

Nelson Kootenay Lake Tourism Society is a not-for-profit self-sustaining destination marketing organization. It is industry-funded, research-based and membership-driven, covering the areas of Nelson (including Whitewater Ski Resort and Baldface Lodge), Kaslo (including Retalack Lodge), and RDCK areas A, D, E, and F. The region offers visitors an authentic Kootenay experience with heritage buildings, boutique accommodation, shops and dining, and one-of-a-kind outdoor experience all year round.

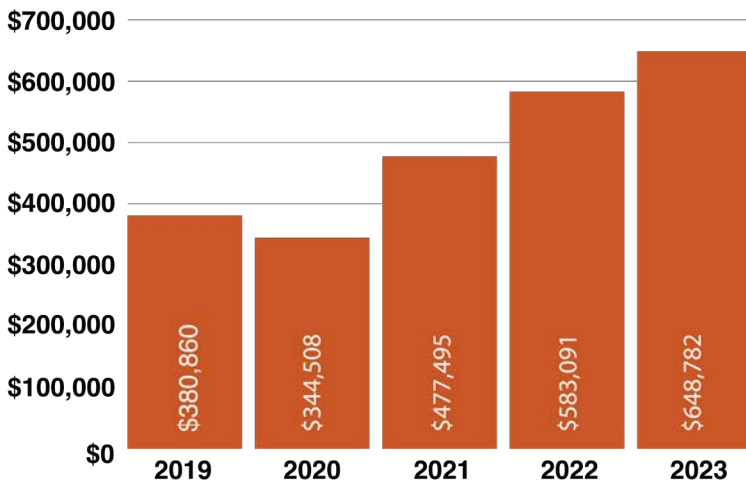
Our region is home to the largest number of cat- and heli-skiing operations in the world. Visitors describe the area as beautiful, cool, funky, free-spirited-yet-sophisticated, relaxing, and friendly. NKLT delivers that message in its marketing strategies. NKLT has seen consistent, year-over-year growth in its MRDT revenues.



## Economic Growth

MRDT report

2023	\$648,782.16
2022	-\$583,091.21
2021	\$477,495.00
2020	\$344,508.00
2019	\$380,860.00





# Tourism Conditions

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We know from Destination BC's 2022 *Value of Tourism* report that tourism is BC's leading primary industry, with over \$7.2 billion dollars in contribution to the GDP. Second was mining, with \$5.4 billion, followed by oil and gas at \$4.5 billion, agriculture and fishing at \$3.4 billion, and forestry and logging at \$1.7 billion.

Regionally, NKLT sees visitation growth, year after year, and new products are continually added to the tourism market, such as : restaurants, events, and experiential tourism products. We target potential visitors from an eight-hour radius, but we also see growth in international travellers from Europe and eastern USA. Cat- and heli-ski travellers are a very important audience; they use all of our amenities in the winter: dining, hotel rooms, ski hill, hot springs, shopping, and arts experiences. The marketing from Destination BC and Destination Canada is highly welcomed and appreciated by our locals, businesses, and organizations in our region.

## Challenges

1. *Weather:* Smoke and fires in the summer or abnormal temperatures and low precipitation in the winter have been affecting the visitor experience in recent years.
2. *Homelessness and Open Drug Use in Public Places:* Some visitors have expressed a feeling of being unsafe in our downtown corridor.
3. *Lack of Infrastructure funding:* A lack of infrastructure funding prevents us from showcasing what we have and improving the visitor experience. Having access to funds for things like rapid EV charging stations, and wayfinding signage would be a huge asset. We actively seek grant funding opportunities to support improvements to the visitor experience.
4. *Transportation:* The West Kootenay Regional Airport, as well as the highways and ferries, are challenged by several factors, and the hours at the international border have been reduced. When there is limited access to transportation and visitors cannot move easily within the region, we are negatively impacted. NKLT has been working hard with other area DMOs and regional businesses, hoping to find collaborative ways to improve transportation to and around our region. We have also been working with industry partners to advocate for increased border hours.
5. *Peak Seasons:* In the past few years, peak seasons seem to have shifted. July and August have historically been when our region is



close to capacity. Recently, we have seen a reduction in visitations and MRDT funds in the summer peak season. We will be watching this closely in 2024 and making marketing adjustments if necessary.

### Opportunities

1. NKLT has a diverse selection of tourism products that allows us to reach a variety of target markets and traveller types all year round.
2. We encompass a large geographical area—approximately 200 kilometres—that offers authentic, world-class experiences year round in our region’s lakes, rivers, and mountains.
3. We are in close proximity to the state of Washington’s border, which makes short one- to two-day trips from there a viable option. But longer stays are also encouraged.
4. We are located in a snow belt, and we host the largest number of cat-ski operators in the world.
5. Our region was just appointed an Indigenous representative, and there is an opportunity for us to increase visitor awareness of the region’s Indigenous heritage. The Ktunaxa First Nation operates and owns Ainsworth Hot Springs, creating a traditional Indigenous experience for visitors.
6. An increase in visitors equals an increase in dollars into the economy. Therefore, any improvements to visitor experience means more visitors.
7. Working toward attaining rainbow registered certification and improving messaging that NKLT is supportive of the 2SLGBTQI+ community

### Key Learnings

1. Promoting the entire region as a unified destination has enabled us to economically deliver our message.
2. Promoting the region’s primary strengths and enhancing them with authentic stories that capture the lesser known gems has been key to our success.
3. Using #findingawesome, #explorekootenaylake to tell our authentic story across all businesses and organizations has unified our message and increased our assets in photography and video.
4. Continuing to connect with Destination BC is an asset to our growth. When #exploreBC shares our social content, it has amplified our messages at certain key times.
5. Continuing collaboration between DMOs and businesses allows us to effectively respond to challenges and successes as one unified, informed, responsible tourism voice.
6. Staying informed of technologies that increase marketing opportunities makes us more competitive in an ever-changing consumer



landscape. Our popular, self-guided touring app is a prime example of this.

7. Grant writing has perhaps been underutilized as a funding source. We have been approved for the DBC grant-writing support program, and we will continuously look for grant funding.
8. Taking advantage of Kootenay Rockies Tourism development days, and other informative presentations, helps our organization stay at the cutting edge of marketing technologies and opportunities.





# Overall Goals, Objectives, and Targets

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## RESEARCH

*Goal:* Our goal is to gather as much data as possible from area visitors, locals, NKLТ stakeholders, and NKLТ members. A smart and effective tourism ecosystem is characterized by intensive information sharing among everyone with a stake in it, which highlights challenges and promotes finding solutions within the tourism industry. The changing economic, geo-political, and environmental landscapes all impact tourists and their decisions around travelling. The more up-to-date information that we have about these factors will only help us adapt more quickly in an ever-evolving world.

*Objective:* To create strategic and effective marketing plans based on collected data that will help us achieve our intended goals, including increased visitations and lengths of stay, and increased stakeholder revenues. To track visitor sentiment and make adjustments and improvements where needed.

*Targets:* Increased MRDT revenue from the previous year(s). Increased visitation to the region, with travellers staying two or more nights.

## VISITOR EXPERIENCE

*Goal:* To ensure visitors to our region have an enjoyable, memorable experience that meets or exceeds their expectations. We believe that a positive visitor experience is the essence of tourism sustainability in our region.

*Objective:* To ensure that we work closely with regional communities, governments, and private sectors to effectively steward and manage the area, ensuring it remains a vibrant and meaningful place for future generations. We also believe that a positive visitor experience creates symbiosis with the experience of locals. Therefore, our objective is to continuously engage and communicate with both visitors and locals to glean as much information as possible to ensure their experiences in our region are as awesome as possible.

*Targets:* Increased MRDT revenue from the previous year(s). Feedback from visitor surveys indicating their experience was positive and they intend to return.

## ECONOMIC CONTRIBUTION

*Goal:* To sustainably increase the value of the tourism economy in our region every year.

*Objective:* To increase the average length of a visitor's stay at all times



of year and put extra effort into increasing visitation and tourism activity in the shoulder seasons. We know that in 2023, the British Columbia tourism industry contributed more to the GDP than all other primary resource industries, adding \$7.2 billion to the provincial economy. We want to bring as much of this tourism economy as we can to this region so local business, NKLT partners, and NKLT stakeholders can all benefit.

*Targets:* Increased MRDT revenue from the previous year(s). Feedback from visitor surveys indicating their experience was positive and they intend to return.

## RESIDENT / COMMUNITY EXPERIENCE

*Goal:* Although our goal is to increase the value of tourism in our region year after year, we also have the goal to ensure that the type of tourism we are promoting is aligned with the desires of the residents who live in our communities, which is based on survey feedback, etc. We believe that the visitor experience and local experience are one in the same.

*Objective:* To keep close contact and open communications with local government and our communities so we receive feedback about our marketing initiatives and their effectiveness.

*Targets:* Community approval of our marketing strategies via resident feedback from annual surveys, AGMs, and accommodator meetings.



# Strategies and Key Actions

To achieve our goals and objectives, we will strategically incorporate a mix of marketing methods that include the following:

## Advertising and Promotional Initiatives

### 1. Spring billboard campaign in Spokane, Washington. *Ohhhh Canada #ExploreKootenayLake*

Data from our visitor centers show that visitation from Washington state is increasing year over year. Because Spokane is less than three hours away, we will continue to target the area to bring more Washington state visitors to our region. Current exchange rates continue to provide American visitors a nearly 30 percent discount. Our spring billboard campaign is intended to remind Americans that we are a great place to visit—and not far away.

### 2. Spring Advertising Campaign That Encourages Inter-Catchment Travel

NKLT has 10 different cities/towns within our region. We will be working with our accommodation and food and beverage members in each community to offer discounts for “local” travelers. 25% off dinner and accommodation in Nelson for those who live in Kaslo, Crawford Bay etc, and vice versa.

### 3. Winter Video Campaign

A total of three, 30- to 45-second videos will be produced to promote winter activities in our catchment. The videos will address meteorology and the natural forces that create incredible skiing. The Nelson Kootenay Lake region is not only the cat- and heli-skiing capital of the world, but we also boast several backcountry operations and a world-class ski resort. We know this to be true, but why? These three videos will suggest that it is the “People, Powder, and Place” that make our area the best in the world for winter recreation. These videos will run in the fall of 2025 as YouTube ads, using targeted interest and age-specific placements. They will also be used on our social-media channels.

### 4. Digital Ad Campaign

We will run targeted YouTube and Google ads to help further amplify marketing initiatives like Ohhhh Canada and the inter-catchment travel campaign. We will also continue to target our identified Explorer Quotients with our messaging of “Our Place, Your Pace.”







## 5. Print Ad Campaign

NKLT will likely advertise in a few print publications in specific geographical locations for spring 2025. *Out There Outdoors* magazine is printed in Spokane, Washington, and distributed throughout Washington and Idaho, two states from which we want to attract value-aligned visitors. *Out There Outdoors* offers an advertorial program, which means if we advertise, we also get a feature story, allowing us to create targeted messaging that aligns with our advertising campaign.

## 6. “One Charge Away” Campaign

NKLT already markets to those who are within a four- to eight-hour drive of our region. Aligning with our commitment to destination stewardship, NKLT will work with our regional district, as well as municipal, provincial, and federal governments, to improve and increase electric vehicle charging stations and awareness about those stations within our area. NKLT will take the lead on marketing initiatives that encourage electric-vehicle travel, and within our catchment area. Our marketing will inform visitors about the location of charging stations and which attractions are nearby. Our goal is to improve our area’s network of charging stations and amplify the message that the Nelson Kootenay Lake region is always just “One Charge Away.” We have already begun discussions with our local Indigenous community about using the charging areas as a “information portal”.

### Trade Show Partnerships with Other Regional DMOs

NKLT works closely and openly with the other DMOs in our corner of the province. We have determined two trade shows (winter and summer) that we feel are worth attending. We have also determined that sharing the costs and time managing the booth will help us reach our goals in a cost-effective and timely manner.

### Content and Asset Development Initiatives

In May, we began contracting photographers and videographers to gather much-needed summer content to use for marketing and promotional initiatives. Fires and smoke conditions were a concern for the later summer months, so we worked hard to create content early in the season. We will stick to this strategy in the coming years. We also did a forensic assessment of NKLT’s photography and video assets in the and determined areas of weakness and areas that needed new or improved assets. We will be working hard to create that new content in the coming month and years.



### **Travel Media and Travel Trade Initiatives Include FAM visits**

NKLT will continue to work closely with DBC and Kootenay Rockies to encourage media to visit our region and participate in the cultural, historical, and activity-based offerings of our region.

### **Social Media Engagements and Initiatives**

Contests remain a great way for us to engage with visitors and encourage them to visit our region. We often partner with local businesses and create valuable offerings where people can sign up to win. This strategy helps us build our newsletter subscriptions, further amplifying NKLT offers and messaging.

### **Further Development of Kootenay Lake Road Trip App Tours**

We currently have four successful, self-guided app tours available for download. We plan to increase these self-guided app tours to include more arts and culture tours, as well as a new tour for Kokanee Glacier Provincial Park. These apps are available in both French and English.

### **Stakeholder Engagement**

Communicating with our 350+ stakeholders is an important ongoing process that gives Nelson Kootenay Lake Tourism valuable information and guides its strategic directions. On April 18, 2024, NKLT's Executive Director Peter Moynes presented some ideas to the board for NKLT's new mission and vision, as well as its new guiding principles. Everyone agreed to meet in May to help shape these specific sections of the five-year strategic plan.

#### *Strategic Planning Session for NKLT's Mission and Vision*

*May 2024, Nelson Kootenay Lake office*

Stakeholders who attended this strategic-planning session were involved in a three-hour meeting to brainstorm the mission, vision, and guiding principles of the five-year strategic plan. At this time, NKLT was also working on revising its marketing plans, overall goals, and objectives for the strategic plan. Once the first draft of the five-year strategic plan was complete, it was presented to the board, where the board gave feedback to NKLT.

#### *Presentation of the Five-Year Strategic Plan to Nelson & District Chamber of Commerce*

*June 2024, Nelson & District Chamber of Commerce boardroom*

Peter Moynes presented NKLT's five-year strategic plan to the members of the Nelson & District Chamber of Commerce, looking for feedback. Peter shared examples of missions and visions from other DMOs for reference and context. NKLT also sought feedback about



the plan's proposed goals, objectives, and marketing campaigns.

There was a discussion about how NKLT, the City of Nelson, and the chamber could work together in certain initiatives, including the "One Charge Away" campaign. In this meeting, there was also an opportunity for all members of the chamber's board of directors, who represent business and government within our region, to communicate what they would like included in the plan.

#### *NKLT Accommodator Meeting*

*May 21, 2024, Prestige Lakeside Resort*

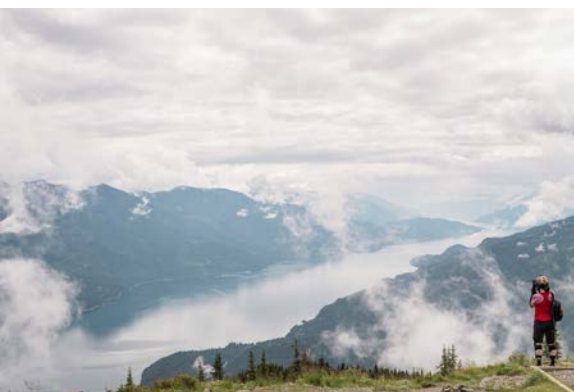
The main agenda items for the May 21 accommodator meeting were 1) feedback on the five-year strategic plan and 2) to discuss the option of moving to an MRDT rate of 3 percent.

The decision to stay at a two percent MRDT was based upon a survey provided to all 58 of our accommodation partners in early May 2024. Once the outcome was shared with our partners, we scheduled a meeting at the Prestige Lakeside Resort in Nelson on May 21 to discuss it. Minutes for that meeting can be found [here](#). Those who didn't want to move to a three percent MRDT simply felt that way because they didn't know how and where the money would be spent. At this meeting, we decided we would begin to put together an action plan to move to a three percent MRDT. Stakeholder and visitors have been surveyed annually over the past five years and will continue to be surveyed. They are asked about their perspective on the status of tourism and their visitor experience.

#### *Circulation of Five-Year Strategic Plan*

On August 7, the five-year strategic plan was uploaded to the NKLT website and is accessible to anyone who wants to view, access, and comment on it. The plan was also added to the NKLT August newsletter for feedback from all 378 members. Below is a list of other groups and organizations who were given the plan directly and asked for their feedback/input.

- All NKLT accommodators
- Nelson & District Chamber of Commerce (circulated to all chamber members)
- The City of Nelson (circulated to all city council members and mayor)
- The City of Kaslo (circulated to city council members)
- The Kootenay Lake Chamber of Commerce (circulated to the board)
- Kaslo Chamber of Commerce
- Nelson and District Arts Council
- Brittney Anderson, Nelson-Creston MLA, parliamentary secretary of tourism
- Regional District of Central Kootenay



### **Brand Positioning**

Our current brand positioning statement is “No better time, no better place.” Our vision is to be globally renowned as a vibrant, welcoming, year-round mountain and cultural destination, and that it is always a good time to visit our region. In winter, we offer some of the world’s greatest commercial skiing operations. In summer, there are 10 completely different and unique communities to explore in our region, sharing one unique similarity: they are all nestled along the shores of stunning Kootenay Lake, home to the world’s longest and most scenic free ferry.

### **Target Markets**

We know through our EQ survey that the travellers who most align with our region’s goals and values are the Free Spirit, Cultural Explorer, Authentic Traveller, and increasingly the Rejuvenator. Stakeholders we have recently engaged with have informed us of their desire to increase our marketing initiatives that target groups and organizations that would bring more sporting events, tournaments, and conferences to our region. Geographically, we target visitors within an eight-hour driving radius. One of our new marketing initiatives is a “One Charge Away” campaign that would target visitors with e-vehicles who are within a 500-kilometre radius. Destination BC appears to be targeting more European and international travellers with its new Iconics strategy. We would welcome more international travellers as we begin to more aggressively market our region as the cat- and heli-skiing capital and the greatest place to ski on Earth!



# Management, Governance, and Administration

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NKLT is the eligible entity that will manage all of the actions: marketing, finances, communications, and management. The executive director oversees all actions of NKLT, with exception of governance, which is managed by an external committee. NKLT is responsible for monitoring and reporting on the use of funds, even when outside contractors are hired to complete tasks and objectives. NKLT has two full-time employees who work 40 hours a week: Peter Moynes, executive director and Danica Heaton, marketing manager. NKLT hires local contractors to fill the other required roles for NKLT, including photographers, writers, event co-ordinators, etc.

The board of directors of Nelson Kootenay Lake Tourism Society is made up of 12 seats, each serving two-year terms, up to a maximum of six consecutive years. Our board consists of tourism-related businesses: three MRDT contributors, one food and beverage member, one summer and one winter member, one Nelson Chamber/Economic Development member, one Village of Kaslo/area D/Kaslo Chamber member, one Balfour/Area E and F member, one heritage/culture member, one retail member, and one member at large. The NKLT board meets every six weeks, nine times a year for 2 hours. NKLT's executive director currently sits on the following external boards and committees: Kootenay Dirt, West Koot Route, International Selkirk Loop, and the Highway 3 Tourism Alliance.

## **Sources of Funding**

Destination BC, Kootenay Rockies Tourism, cooperative advertising initiatives, grants

## **Affordable Housing**

NKLT has no plans to use MRDT revenues toward affordable housing initiatives at this time.

## **Special Thanks**

NKLT would like to thank all of the individuals, partners, and businesses, including Destination BC, who have helped in the development of this strategic plan.

## Creston Valley Tourism - Your Destination Marketing Organisation

Renowned for its agri-tourism, vibrant arts, rich history, first nations culture, abundant outdoor recreation, and rustic rural charm, the Creston Valley offers visitors a remarkable experience set against a backdrop of picturesque mountains, forests, rivers, lakes, and rolling farmlands.

Research commissioned by Creston Valley Tourism indicates that the Creston area welcomed approximately 80,000 visitors in 2021, significantly contributing to the local economy through their spending at area businesses during their visits.

CVTS is optimistic about the future growth potential of the Creston Valley's tourism sector, driven by its distinctive offerings. This anticipated growth is expected to result in increasing revenue for tourism businesses in the coming years. As the Destination Marketing Organization (DMO) for the region, CVTS is committed to supporting this growth through data-driven planning, innovative marketing strategies, and collaborative partnerships, fostering the prosperity and sustainability of the tourism industry in the Creston Valley area.

### What is a Destination Marketing Organisation (DMO)?

Destination Marketing Organizations (DMO's) are non-profit tourism industry associations that work to promote and market local attractions, accommodations, tourism services, and associated retail stores, restaurants, events & more. The primary function of Creston Valley Tourism is to market the Creston Area as a tourism destination of choice. This is achieved through strategic multi-year planning and targeted tactical marketing.

### Why do you need a DMO?

*"Destination marketing plays an integral and indispensable role in the competitiveness of the visitor economy by pooling resources to provide the scale and marketing infrastructure to promote a place to national and international markets."*

- Oxford Economics Destination Promotion - An Engine of Economic Development Nov 2014

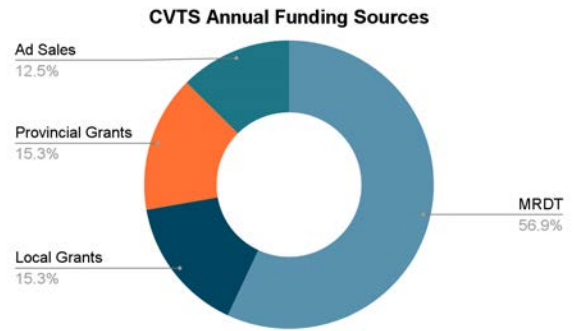
### Creston Valley Tourism is your DMO

Creston Valley Tourism Society was established as the DMO for the Creston Area in 2020. CVTS represents the area from Yahk in the east to the top of Kootenay Pass in the west, south to the Rykerts & Kingsgate border crossing and north to the bottom of Kootenay Lake. We also represent 150+ tourism stakeholders (accommodations, shops, restaurants, artisans, activity operators and attractions).

We are governed by a board of 11 directors representing the accommodation sector, tourism-related businesses, community organizations as well as local government. The board establishes the vision, mission, and objectives of the organization and approves the annual marketing plan and budgets. It ensures fiscal responsibility and fulfillment of the organization's mission via the execution of these marketing plans by staff and contractors.

### How is Creston Valley Tourism Funded?

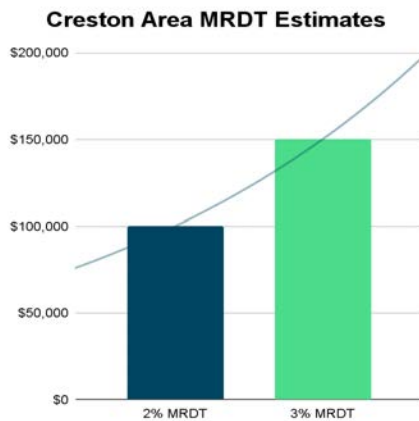
We are primarily funded by a 2% tax on overnight stays at accommodations in the area, known as the Municipal and Regional District Tax (MRDT), along with local and provincial grants and advertising sales for the visitor guide. The MRDT accounts for 55% of our budget.



### What is MRDT?

The Municipal and Regional District Tax (MRDT) was introduced in 1987, by the Provincial Government, to provide funding for local tourism marketing, programs, and projects. The tax is intended to help grow BC revenues, visitation, and jobs, and amplify BC's tourism marketing efforts in an increasingly competitive marketplace.

The MRDT is applied on the purchase of accommodation in the designated area. This tax is paid by the person booking the accommodation and remitted to the Ministry of Finance by the accommodation or booking platform (AirBnB, etc.). The BC Ministry of Finance then sends the funds to Creston Valley Tourism less an administration fee.



### Who sets the MRDT rate?

The MRDT program allows for a tax rate of 2% or 3%, selected according to the preference of the DMO and the eligible accommodators at the time of first applying or when renewing it. Once selected the rate is applied for the duration of the 5-year DMO mandate but may be changed at the next renewal, each five years after.

Currently in the MRDT program there are 66 community DMO's, of which 35 collect 2%, while 31 collect 3%, including Nelson, Fernie, Cranbrook & Rossland in the Kootenays

Guided by consultations with accommodators, CVTS applied and was approved for receiving the 2% rate from June 2020 to June 2025. CVTS will be undergoing the process throughout 2024 to renew the MRDT for another five years from June 2025 - June 2030, at either the current 2% or 3% as determined by consultation with area accommodations stakeholders (\*\*\*) See Appendix A for more information about this process.)

*"Having the marketing support from CVTS has made a noticeable impact on our business at Creston Hotel & Jimmy's Pub. The Visitor's Guide has been helpful in informing our guests about local attractions, encouraging them to explore more during their stay. As a result, we've seen a steady increase in both the length of stays and overall bookings over the past four years. Additionally, Jimmy's Pub has experienced an uptick in foot traffic, likely due to the increased number of guests staying at the hotel and seeking nearby dining options."*

**- Mimika Coleman - Creston Hotel & Jimmy's Pub**



## What is Our Vision, Mandate, Mission & Goals?

### Vision:

Our vision is that the Creston Valley will be transformed into an outstanding destination in BC through compelling marketing that attracts visitors to the area, provides a remarkable experience, and promotes sustainable tourism growth.

### Mandate:

To promote the Creston Valley & Area as an outstanding tourism destination in BC.

### Mission:

1. Work collaboratively with our community partners to provide strategic marketing that will attract more visitors to our area year-round (MARKETING);
2. Support remarkable visitor experiences that will celebrate our natural and cultural history and provide broad benefits to all members of the community (EXPERIENCES);
3. Provide industry leadership and create awareness within our community regarding the value of tourism (LEADERSHIP).

### Strategic Goals & Objectives:

#### Strategic Goal 1 - To Increase "Heads in Beds" at accommodations in the Creston Valley area

- To Increase overall annual occupancy
- To increase visitor stays during shoulder seasons
- To increase length of stay



#### Strategic Goal 2 - To support the economic development of the Creston Valley area's tourism sector

- To support visitors utilizing hospitality and tourism industry-related business services
- To support economic development & investment in tourism businesses
- To support jobs in the tourism sector

"Creston Valley Tourism has been invaluable to our business at Yahk Soap & Candle Company and Two Scoop Steve's. Many customers come in after finding our business in the Explore Creston Valley guides, on the website or on their Social Media. We also find the Visitor's Guide to be a fantastic resource to share with our customers when they have questions about what else to do in the area. We are sure this encourages people to stay and explore the area longer." - **Tammy Bessant, Yahk Soap & Two Scoop Steve**

## How Does Creston Tourism Support our Stakeholders?

CVTS plays a pivotal role in supporting our tourism stakeholders through three key areas:

### 1. Marketing:

- Develop and distribute destination marketing materials, such as the official visitor website, maps, and guides, to promote stakeholder businesses.
- Conduct targeted advertising campaigns in key markets across BC, Alberta, and the Northwest USA.
- Collaborate in regional and provincial marketing initiatives to expand exposure of the Creston area.
- Cultivate engagement on social media platforms, reaching followers on Instagram and Facebook.
- Facilitate visits by travel media and influencers to generate compelling stories about the Creston Valley, inspiring their readers and audiences.
- Offer advertising opportunities in prominent publications to stakeholders.
- Generate fresh photo and video content for the Creston Valley, supporting marketing efforts alongside Kootenay Rockies Tourism and Destination BC.



### 2. Research & Analysis:

- Gather, review, and analyze visitor data from sources including the Creston Valley Visitor Centre, Kootenay Rockies Tourism, and Destination BC.
- Conduct independent research to gain insights into visitor demographics, interests, and overall visitation to the area.
- Analyze data from marketing endeavors (e.g., website traffic, social media engagement, online ad performance) to evaluate the effectiveness of our promotional efforts.

### 3. Industry Leadership, Collaboration & Support:

- Engage stakeholders through regular communication channels such as our Business E-Newsletter, presentations, and participation in relevant committees and boards.
- Advocate for the tourism sector at local, provincial, and federal levels, addressing issues crucial to the industry's success.
- Provide support for new tourism initiatives through grants and loans, fostering development and growth within the sector.



*"We appreciate being able to provide guides and maps to our guests at the Motel. We've also had a number of customers book directly with us after finding us through [explorecrestonvalley.com](http://explorecrestonvalley.com), which saves us the significant commissions charged by online booking platforms." - Gillian Kemle - Valley View Motel*

## Highlights of Some of Our Work in 2023:

### Marketing:

1. Published 18,000 Visitors Guides, 3,000 Food & Farm Maps, and 3,000 Hiking Maps,
2. Distributed locally, regionally & provincially to 150 businesses, 20+ BC Visitor Centres, Hwy 3 from Cranbrook to Lethbridge, Canadian Rockies International Airport, & Kootenay Lake Ferry.
3. Maintained & updated official Visitors Website at [explorecrestonvalley.com](http://explorecrestonvalley.com), with 38,700 website visits with top traffic from Vancouver, Calgary, Edmonton, Cranbrook, & Seattle.
4. Oversaw digital advertising Campaigns on Google & Meta throughout 2023, reaching 1,506,713 people and driving 13,584 clicks to [explorecrestonvalley.com](http://explorecrestonvalley.com).
5. Oversaw Social Media marketing via @explorecrestonvalley Facebook & Instagram pages, with 3 posts & stories per week reaching 8,000 followers, predominantly from Calgary, Edmonton, Cranbrook, and Vancouver.
6. Facilitated local coordination and planning for 2 media & influencer Tours, including the Kootenay Rockies Tourism Media tour in fall 2023 and the International Selkirk Loop Social Media Influencer tour in Summer 2024.
7. Actively participated in joint regional and provincial marketing campaigns with partners like Kootenay Rockies Tourism, Destination BC, the International Selkirk Loop, BC Ale Trail, and BC Hwy 3 Campaigns.

### Research & Analysis:

1. Commissioned research report by Symphony Tourism Research on visitor demographics and typology to the Creston area for 2019, 2021, and 2022.
2. Collected, analyzed, and reviewed local, regional, and provincial visitor data from Kootenay Rockies Tourism, Destination BC, and the Creston Valley Visitor Centre.
3. Developed a real-time "Analytics Dashboard" to track and evaluate the impact of our digital marketing activities via our Website, Social Media, and Online Ad.

### Industry Leadership:

1. Engaged with stakeholders, other organizations, and the public by sharing news & updates via Business E-Newsletter to 150+ contacts.
2. Staff & board members sat on external boards and committees related to our mission and mandate, including the Highway 3 Tourism Alliance, International Selkirk Loop Board and CVKL Economic Action Partnership Steering Committee.
3. Advocated to local, regional, and provincial governments on behalf of the tourism industry, providing feedback on policies such as Creston Short Term Rentals Bylaws and CAN-USA Port of Entry Hours.
4. Supported new tourism developments through Letters of Support for grant applications for projects like Market Park, Hop To Vine Hustle, CVKL Signage project, CCF Mtn. Bike Trails, and the Kokanee Restock Project.

*"Having the support of CVTS through the Travel Guides & Maps has been very helpful to our business as we have seen an increase in visitors to our winery. We love being able to give these maps/guides out to promote all that the Creston Valley has to offer." - Myran Hagenfeldt - Baillie-Grohman Estate Winery*



## APPENDIX A. CRESTON VALLEY TOURISM - STRATEGIC PLAN & MRDT RENEWAL INITIATIVE

In 2024 CVTS will be reaching out to tourism stakeholders and accommodators to get your feedback on the future direction of tourism in the Creston area! This will inform our new 5 Year Strategic Plan for 2025-2030, which will then be submitted to the Province of BC to renew CVTS's authorization as the local recipient of the 2-3% Municipal Regional District Tax (MRDT) on accommodations stays for another 5 Year term. Find out below about what we have planned and how to share your thoughts and ideas with us!

### What Is the Timeline & Steps of the Strategic Planning Process?

#### February – June 2024

##### 1. Project launch

- Consultant procurement
- CVTS Board of Directors – Finalizing work plan

##### 2. Communication Plan

- Development of stakeholder/community information
- Development of surveys

##### 3. Accommodator Engagement

- 1-1 meeting/s w/ Accommodators
- Consultation on marketing ideas for renewal to increase heads in beds
- Decision on 2 or 3% MRDT 5 Year Renewal
- Direct involvement in development & review of the Strategic Plan

##### 4. Indigenous Engagement

- Invitation for Yaqan Nukiy partnership in CVTS
- Consultation and involvement of Yaqan Nukiy community to guide opportunities to share their story and honour their lands

##### 5. Municipal Leader Engagement

- Consultation with town of Creston, RDCK Directors to get Letters of support for MRDT renewal application

##### 6. Tourism Industry Engagement

- Stakeholder Survey with tourism related businesses & organizations

##### 7. Community Engagement

- Community survey – Query on communities perspective through the eyes of a tourist – assets, gaps
- Open house – sharing of CVTS Story, survey data, big ideas

##### 8. Research/Data Collection

- Creston Valley – Town/RDCK Official Community Plans (OCP's), economic development framework, CVTS annual reports, Destination Development Plans, CVTS's 2020 – 2025 strategic and tactical plans
- Consultation with Destination BC, Kootenay Rockies Tourism
- Research best practices of other like-sized Destination Marketing Organizations
- Assessment of Creston Valley's unique tourism offerings & opportunities – Agri-Tourism, New campaigns - Highway 3 – Rainforest to Rockies Campaign, SE BC Iconic

#### June – September/December 2024

##### (Dependent on renewal percent)

##### 9. Creation of Five Year Strategic Plan

- Utilization of information gathered from all engagement sessions, research and best practices reviews
- Collect Letters of Support – Municipal leaders
- Development of 5 year strategy and:
  - i. Financial Plan
  - ii. One year tactical plan
- Review of draft strategic plan by tourism stakeholders & CVTS Board for final input

##### 10. Submission of Strategic Plan & Renewal

- Submission of Strategic Plan & MRDT renewal to the Province of BC & Destination BC
- December 2024 - Submission of renewal is 3%
- August 2024 - Submission if renewal is 2%

#### More Resources, & Information:

About Creston Valley Tourism: [www.explorecrestonvalley.com/about-us](http://www.explorecrestonvalley.com/about-us)

MRDT Program Information: [www.destinationbc.ca/what-we-do/funding-sources/mrdt/](http://www.destinationbc.ca/what-we-do/funding-sources/mrdt/)

## APPENDIX A. CRESTON VALLEY TOURISM - STRATEGIC PLAN & MRDT RENEWAL INITIATIVE

### Who Is Leading the Strategic Planning Process?

Creston Valley Tourism has brought on consultant Tammy Verigin-Burk, to assist us with the engagement activities and development of the Strategic Plan & MRDT Renewal. Tammy is a highly respected & experienced consultant based in the Kootenays who has previously worked with the Creston Valley Chamber of Commerce, Creston Valley Tourism & Destination Castlegar in developing Strategic Plans. Tammy is also the current Executive Director of the Castlegar Chamber of Commerce and Destination Castlegar. Throughout this process CVTS Executive Director, Jesse Willicome, will also be working closely with Tammy and assist as needed.

### Why Does CVTS Want to Hear From Stakeholders?

Involvement & input from our local tourism stakeholders (businesses, organizations, local governments and community members) will help CVTS to:

- 1. Understand how stakeholders want the Creston area's tourism sector to develop**
- 2. The role of CVTS in supporting the tourism sector's development**
- 3. The marketing strategies and tactics CVTS can use to support the tourism sector's development and increase "Heads In Beds"**

The more input the better the outcome! CVTS invites all stakeholders to get involved and share your feedback to us through the public Surveys, Open Houses, Consultation Meetings and other activities which will be launched throughout the year!

### Why Is Accommodator Input So Important in this Process?

As the direct link between visitors coming to the area who pay the 2-3% MRDT and Creston Valley Tourism Society, accommodators with room 4+ are an important part of this process and have the authority to decide the rate for the 2025 – 2030 five year MRDT renewal (2 or 3%). As a result, there are a number of special consultation activities that CVTS will be undertaking to engage accommodators specifically in this process such as:

- **1-1 Consultation Meetings with Owners & Managers of local accommodations**
- **Survey of Tourism Related Business & Organizations**
- **Open House Meetings**
- **Review of Final Strategic Plan for feedback before final submission to Province of BC**

Following the application, accommodators are also encouraged to continue to stay involved by joining the CVTS Board of Directors, which is available to each accommodator who collects the MRDT!

### How Can I Get Involved or Learn More?

To stay in the loop and be notified about important engagement activities as they launch throughout the year, contact CVTS staff to sign up for our regular Stakeholder E-Newsletter! If you have specific questions about the Strategic Planning Process please contact:

**Lead Consultant, Tammy Verigin-Burk - [tammy.veriginburk@gmail.com](mailto:tammy.veriginburk@gmail.com)**

**CVTS Executive Director, Jesse Willicome - [jesse@explorecrestonvalley.com](mailto:jesse@explorecrestonvalley.com)**



# Board Report

**Date of Report:** October 1, 2024  
**Date & Type of Meeting:** October 17, 2024 General Board  
**Author:** Jeannine Bradley, Project Manager  
**Subject:** Ootischia Community Works Fund Reallocation  
**File:** 01-0600-20-2022 Projects-2022 Ootischia FH New Bay  
**Electoral Area/Municipality:** Area J

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request the Board approve the re-allocation of funds within Community Works Grant #293; AND FURTHER, that the Board award a change order to extend the CCDC2 Stipulated Price Contract with NDB Construction Ltd. for construction services of a vehicle bay expansion at the Ootischia Fire Hall for the period up to January 31, 2025.

## SECTION 2: BACKGROUND/ANALYSIS

The Ootischia Fire Hall in Electoral J was constructed in 1990. The hall has since required various upgrades to maintain its operational safety and efficiency. These upgrades include the construction of a vehicle bay expansion to accommodate an additional rescue truck, installation of a vehicle exhaust system to meet WorkSafe BC recommendations, and several minor improvements to address components that have reached the end of their useful lifespan.

In December 2024, Community Works Grant #249, valued \$500,000, was approved to finance several capital projects across the Ootischia and Robson Fire Halls. Of this total, \$409,824 was allocated for projects at the Ootischia Fire Hall, which included:

- Bay expansion project: \$286,224.45
- Vehicle exhaust extraction system installation: \$49,720.00
- Sundeck repairs, and smaller mechanical/electrical projects: \$32,911.00
- Soft costs (project management, permits, contingency): \$40,968.55

During the projects' execution, additional project expenses were identified relating to the bay expansion project, necessary building structure remediation, and the vehicle exhaust extraction system project. These cost increases were necessary to comply with regulatory requirements. In July 2022, the RDCK Board approved Community Works Fund #293, valued \$413,377.82, to finance the projects' continuation. This additional funding was allocated to the following projects:

- Bay expansion project increased scope: \$179,676.55
- Building structure remediation: \$86,930.54
- Supply and install of separate exhaust system: \$31,703.77
- Soft costs (Project management, permits, contingency): \$115,066.96

Further cost increases have been identified since the approval of the Community Works Grant #293:

- The bay expansion project has incurred additional cost increases, stemming from concealed conditions and delay-related compensation claims. An additional \$65,000 is now needed to complete the project.
- The vehicle exhaust extraction system and building structural remediation projects require additional consulting services to determine the scope of work required to maintain regulatory compliance. For this reason, both projects have been postponed, and the previously allocated Community Work Grant funds remain uncommitted until such a time that board direction can be sought and agreed due to these unknowns.

The project team is requesting that \$101,296.75 in unspent Community Works Grant funds, which were originally allocated for the completion of the vehicle exhaust extraction system and building structural remediation projects, be reallocated to finance the remaining costs of the bay expansion project, as outlined in Appendix A. This reallocation would enable the bay expansion project to be completed without further delays associated with identifying alternative funding sources. Budget for the outstanding vehicle exhaust extraction system and building structural upgrades projects will be included in the 2025 Financial Plan once the full scope of work has been determined.

### SECTION 3: DETAILED ANALYSIS

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

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

Refer to Appendix A for a breakdown of the proposed Community Work Grant fund reallocation of \$101,296.75 within CWF #293

Additional funds will need to be sourced at a later date to fulfil the project requirements of the vehicle exhaust extraction system and building structural remediation projects.

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

Agreement with recommendations will allow the project can continue in compliance with BC Building Code and related regulatory requirements.

#### 3.3 Environmental Considerations

N/A

#### 3.4 Social Considerations:

Completion of the bay expansion project is essential for the Ootischenia Fire Hall to continue providing effective fire services to the local community.

#### 3.5 Economic Considerations:

N/A

#### 3.6 Communication Considerations:

N/A

#### 3.7 Staffing/Departmental Workplan Considerations:

This project is in the work plan for the fire services and project management staff.

### 3.8 Board Strategic Plan/Priorities Considerations:

- Manage our Assets and Service Delivery in a Fiscally Responsible Manner

## SECTION 4: OPTIONS & PROS / CONS

**OPTION 1:** That the Board approve the re-allocation of \$101,296.75 within Community Work Grant #293; AND FURTHER, that the Board award a change order to extend the CCDC2 Stipulated Price Contract with NDB Construction Ltd. for construction services of a vehicle bay expansion at the Ootischenia Fire Hall for the period up to January 31, 2025, and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$605,538.00 plus GST; AND FURTHER, that the costs be included in the 2024 Financial Plan for Service S145 Fire Protection – Area J.

**PROS:**

- Work can continue in a timely manner and project will be completed by December 31, 2024.

**CONS:**

- Funding will no longer be available to partially finance the completion of the proposed vehicle exhaust extraction system and structural remediation projects.

**OPTION 2:** That the Board direct staff to source alternative funding to finance the completion of the Ootischenia Vehicle Bay Expansion project.

**PROS:**

- Funding will remain available to partially finance the completion of the proposed vehicle exhaust extraction system and structural remediation projects.

**CONS:**

- Delays will increase contractor's delay compensation claim.
- Delays will further increase construction costs to continue during winter months.
- Delays will continue to negatively impact fire service operations.

**OPTION 3:** That the Board direct staff to terminate outstanding contract with NDB Construction Ltd.

**PROS:**

- Funding will remain available to partially finance the completion of the proposed vehicle exhaust extraction system and structural remediation projects.

**CONS:**

- Funding will still be required to fulfill contractor's outstanding delay compensation claim.
- Project will not achieve occupancy, and new bay expansion will be unusable.
- Will be in violation of RDCK Building Bylaw.

## SECTION 5: RECOMMENDATIONS

That the Board approve the re-allocation of \$101,296.75 within Community Work Grant #293; AND FURTHER, that the Board award a change order to extend the CCDC2 Stipulated Price Contract with NDB Construction Ltd. for

construction services of a vehicle bay expansion at the Ootischenia Fire Hall for the period up to January 31, 2025, and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$605,538.00 plus GST;

AND FURTHER that the costs be included in the 2024 Financial Plans for S145 Fire Protection – Area J.

Respectfully submitted,  
Jeannine Bradley, Project Manager

**CONCURRENCE**

Regional Deputy Fire Chief – Grant Hume	Approved
Chief Administrative Officer – Stuart Horn	Approved

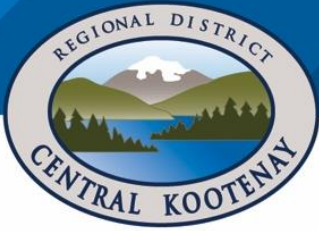
**ATTACHMENTS:**  
Attachment A – CWG 293 Proposed Re-allocation Breakdown

## APPENDIX A: CWG 293 PROPOSED RE-ALLOCATION BREAKDOWN

**Community Works Fund (Proposed Re-allocation Breakdown)**  
293-J-OOT\_FH

Project Revenue (Capital, Professional, Environmental Assessment, Employee, Equipment, Incremental)				
Item	Project Revenue	Value (\$) (Original)	Value (\$) (Reallocated)	Notes
Vehicle Bay Addition	Community Works Fund	\$ 413,377.82	\$ 413,377.82	
Vehicle Bay Addition	Growing Communities Fund	\$ 73,885.00	\$ 73,885.00	
Vehicle Bay Addition	Community Works Fund	\$ 286,224.45	\$ 286,224.45	
Replacement of back deck	Community Works Fund	\$ 20,000.00	\$ 20,000.00	
Exhaust extraction system	Community Works Fund	\$ 49,720.00	\$ 49,720.00	
Timer, DDC system, LED Upgrade	Community Works Fund	\$ 12,161.00	\$ 12,161.00	
Building Permit Fees	Community Works Fund	\$ 3,780.00	\$ 3,780.00	
Contingency	Community Works Fund	\$ 37,188.55	\$ 37,188.55	
Project Management Fees	Service Funds	\$ 9,500.00	\$ 9,500.00	
	<b>Total Project Revenue</b>	<b>\$ 905,836.82</b>	<b>\$ 905,836.82</b>	
Project Expenses (Capital, Professional, Environmental Assessment, Employee, Equipment, Incremental)				
Item	Description	Value (\$) (Original)	Value (\$) (Reallocated)	Notes
NDB Construction Ltd.	Construction of bay addition, deck, LED retrofits	\$ 487,832.00	\$ 605,538.00	Original contract 487,832 + changes to date \$52,706 + cost increases \$65,000
Cover Architecture Collaborative Ltd	Architectural bay addition design, construction admin	\$ 74,125.00	\$ 75,225.00	Updated to final expenditure
Hinterland Surveying	Land survey to aid bay addition design	\$ 3,030.00	\$ 3,030.00	
Crownsnest Engineering	Geotechnical engineering to aid bay addition design	\$ 5,960.00	\$ 6,150.00	Updated to final expenditure
Fortis	New electrical service drop for bay addition	\$ 1,000.00	\$ 1,000.00	
McElhanney Ltd.	Structural review/design of existing building	\$ 6,235.29	\$ 6,235.29	
Architectural fire protection review	Fire protection review/design of structural upgrade component	\$ 5,695.25	\$ -	Re-allocate \$5,695.25 uncommitted funds to finance increased bay expansion construction
Structural upgrades construction	Install of structural upgrade per design (estimate)	\$ 50,000.00	\$ -	Re-allocate \$50,000 uncommitted funds to finance increased bay expansion construction
Fire protection upgrade construction	Install of fire protection per design (estimate)	\$ 25,000.00	\$ -	Re-allocate \$25,000 uncommitted funds to finance increased bay expansion construction
Trican Filtration Group	Supply+ install of 2 independent exhaust systems	\$ 79,720.00	\$ 59,118.50	Re-allocate \$20,601.50 unspent funds to finance increased bay expansion construction
Exhaust system misc.	Wireless transmitter install, tailpipe mods, electrical.	\$ 1,703.77	\$ 1,703.77	
RDCK	Building Permit	\$ 6,461.50	\$ 6,461.50	
RDCK	Project Management Fees	\$ 85,768.12	\$ 85,768.12	
Other	Contingency	\$ 73,305.89	\$ 55,607.64	Left over contingency to be returned at bay expansion project end.
	<b>Total Project Expenses</b>	<b>\$ 905,836.82</b>	<b>\$ 905,837.82</b>	





# Board Report

<b>Date of Report:</b>	October 4, 2024
<b>Date &amp; Type of Meeting:</b>	October 17, 2024 Open Regular Board Meeting
<b>Author:</b>	Tristan Fehst, Regional Fire Chief
<b>Subject:</b>	UBCM CEPF Volunteer and Composite Fire Departments Equipment and Training Grant
<b>File:</b>	14/7750/01
<b>Electoral Area/Municipality:</b>	RDCK Area A, Area B, Area D, Area E, Area F, Area G, Area H, Area I, Area J, Slocan and Kaslo

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Board for staff to apply to the UBCM Community Emergency Preparedness Fund under the Volunteer & Composite Fire Department Equipment and Training grant-funding intake under a regional application.

## SECTION 2: BACKGROUND/ANALYSIS

The intent of this funding stream is to build the resiliency of volunteer and composite fire departments through the purchase of new or replacement equipment, and to facilitate the delivery of training and exercises. Ongoing operational costs and apparatus purchase costs are not accepted.

Volunteer fire departments are those that have no paid (career) staff, except paid on-call volunteers. Composite fire departments are those that have a mix of paid (career) staff and paid on-call volunteers.

Each Fire Department may apply for up to \$40,000, with UBCM providing 100% funding.

Staff are recommending the RDCK apply to UBCM as a regional application of 16 fire departments (Robson, Ootischenia, Tarrys, Pass Creek, Crescent Valley, Passmore, Winlaw, Slocan, Beasley, Blewett, Ymir, Yahk Kingsgate, Riondel, North Shore, Balfour Harrop and Kaslo) for a total grant of \$532,810.

This application would fund two, one year temporary, full time training positions; contract training and training props for RDCK fire stations and the RDCK regional training centre.

This proposal takes into consideration feedback received from both the Training Officers and Chiefs, fire department training records and current standing towards meeting the requirements of the BC Structure Firefighter Minimum Training Standards as published by the Office of the Fire Commissioner.

Two, one year temporary training positions would support:

All RDCK Fire Departments with meeting the standard requirements. The positions would focus on exterior, interior and live fire training for volunteer firefighters. Both positions would deliver training locally and sub regionally to RDCK departments on a schedule that supports our volunteers and their work / life balance.



Contract training would support:

Water Supply and Pump Operator Training, the development of RDCK Fire Service Incident Commanders, Team Leaders and Officers, and recruit firefighter exams costs. Additionally, contract training will fund instructor development contributing to more robust training capacity.

The purchase of training props and equipment would support:

The practical delivery of training at both the Live Fire training centre and individual fire departments. This includes training for new recruit firefighters as well as ongoing training for current incumbent firefighters.

### SECTION 3: DETAILED ANALYSIS

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

Included in Financial Plan:  Yes  No      Financial Plan Amendment:  Yes  No  
Debt Bylaw Required:  Yes  No      Public/Gov't Approvals Required:  Yes  No

If successful, grant funding of up to \$532,810 will be allocated to S101 Rural Administration, OVR106-102 Fire Services:

The budget for 2025 is:

\$185,000 for two, one year temporary, full time positions working up to 35 hours per week, including employer contributions and travel.

\$201,060 for contract training.

\$146,750 for training props and purchase of equipment.

Under the recommendation of staff and approval from UBCM, funds may be reallocated as required within the three aforementioned categories.

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

The Office of the Fire Commissioner requires the Authority Having Jurisdiction to declare service levels for each fire department, and train firefighters to the requirements of that service level.

#### 3.3 Environmental Considerations

Fire Departments mitigate impact on the environment at the incidents they attend.

#### 3.4 Social Considerations:

Service level specific training benefits the health and safety of each firefighter and supports a resilient fire force in every community.

#### 3.5 Economic Considerations:

Fire Protection supports business continuity and economic development for RDCK communities.

#### 3.6 Communication Considerations:

Regional Fire staff have solicited input from RDCK Fire Service fire department Chiefs.

### 3.7 Staffing/Departmental Workplan Considerations:

This recommendation is already considered in the department workplan.

### 3.8 Board Strategic Plan/Priorities Considerations:

- N/A

## SECTION 4: OPTIONS & PROS / CONS

Pros:

This grant provides funding to support required training for RDCK Fire Departments.

Cons:

By not applying to this grant, departments would experience challenges in accessing and delivering this needed provision of training.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to apply to the UBCM Community Emergency Preparedness Fund intake for Volunteer and Composite Fire Departments, with a \$33,238.13 per fire department grant application (totaling \$532,810) for each of Robson, Ootischenia, Tarrys, Pass Creek, Crescent Valley, Passmore, Winlaw, Slovan, Beasley, Blewett, Ymir, Yahk Kingsgate, Riondel, North Shore, Balfour Harrop and Kaslo fire departments;

And FURTHER, that if successful the grant funding to be allocated S101 Rural Administration Fire Services budget, and that staff proceed with the extension of the current two temporary full time training positions, contract training, purchase of training props and equipment.

Respectfully Submitted,

Tristan Fehst – Regional Fire Chief

## CONCURRENCE

Chief Administrative Officer – Stuart Horn

Approved

Chief Financial Officer – Yev Malloff

Approved

## ATTACHMENTS:

Nil



# 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> Selkirk College Foundation	<b>Date of Application:</b> 10/03/2024
<b>Contact Name:</b> Eden DuPont	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 301 Frank Beinder Way  Castlegar British Columbia V1N 4L3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 505-1321	<b>Email:</b> edupont@selkirk.ca

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Steps for Success campaign is specifically geared towards strengthening rural health care in our province by creating new scholarships and financial awards that support Rural Pre-Medicine program students in their journey to becoming rural health care professionals. The campaign was spurred by a generous individual gift of \$50,000 that requires matching funds from the general community. Community Donations towards the campaign will have double the impact towards offering financial support to rural and local students entering into health care programs

### 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:  
Anonymous Donor Matching Campaign - \$50K ...

Previous Discretionary Grants Received – Year and Amount: 0

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2024-10-03 12:31:44

Eden DuPont

### 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> Creston Valley Ministerial Association	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Helen Collins/Jon Delcaro	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 753  Creston British Columbia V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 977-5565	<b>Email:</b> cvmahamper@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Creston Valley Ministerial Christmas Hamper Drive is an annual community initiative that provides essential food and gifts to families in need during the holiday season. In 2023, the program supported 479 families, feeding approximately 1,162 individuals and providing gifts for 416 children. This effort is made possible through strong partnerships with local churches, food bank, businesses, and over 100 volunteers. Together, we ensure that families experiencing financial hardship can celebrate the holidays with dignity and joy, fostering a sense of community care and support.

**Grant Application:**

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: Gleaners: Funding Support (\$25,000-\$36,000) ...	
Previous Discretionary Grants Received – Year and Amount: 2022 - \$3000.00 - \$1000 from each area.	

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:  
2024-10-07 10:48:16

---

Signature

Jon Delcaro

---

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> Canyon Community Association	<b>Date of Application:</b> 09/18/2024
<b>Contact Name:</b> Lawrence Kolthammer	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 4110 43rd St  Canyon BC V0B1C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 254-4244	<b>Email:</b> canyonparkhall@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.*

We are beautifying the canyon area by painting the distasteful graffiti in our area. The money will be used to purchase quality outdoor paint.

**Grant Application:**

Total Grant Requested: \$ 580.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:	

Previous Discretionary Grants Received – Year and Amount: 1000.00 2024

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.

SK1    Signed at:  
2024-09-18 11:11:01  
\_\_\_\_\_  
Signature

Lawrence Kolthammer 1  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director    Signed by Directo	Total Grant Approved \$ 580.00
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> Canyon Lister Fire Department	<b>Date of Application:</b> 09/24/2024
<b>Contact Name:</b> Glenn Guthrie	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 3490 Jackson Rd.  Canyon BC V0B1C1	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-6750	<b>Email:</b> gguthrie@shaw.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

Funds will be used to host a family BBQ for the fire fighters of the Creston Valley, Grant will be used to purchase food and beverages.

**Grant Application:**

Total Grant Requested: \$750.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
---------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 Also applying to Electoral area C for \$750.00

Previous Discretionary Grants Received – Year and Amount: NA

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:  
2024-09-24 16:55:12

Glenn Guthrie

Signature

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> Ktunaxa Kinbasket	<b>Date of Application:</b> 09/11/2024
<b>Contact Name:</b> Kiterri Goulder	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 830 Simon Rd  Creston BC V0B1G3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-7414	<b>Email:</b> kiterri.goulder@ktunaxa.org

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach 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.*

Every year we host our Children's Christmas gathering for children in care and their families. This year it will be held on December 6, 2024 at the LKB gym in Creston, BC. We are currently seeking donations for this gathering. We provide a variety of services for children that are in care with East Kootenay families. 15% are Ktunaxa 85% are Indigenous, Inuit & Metis. This means there is no funding from Yaqaan Nuki.

These funds will be used to purchase both gifts for children and gift cards for our youth.

Thank you for care with this ask. ...

**Grant Application:**

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Discretionary Grants Received – Year and Amount:

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:  
2024-09-11 15:06:00  
\_\_\_\_\_  
Signature

Kiterri Goulder  
\_\_\_\_\_  
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> Creston Valley Hospice Society	<b>Date of Application:</b> 09/26/2024
<b>Contact Name:</b> Lorraine Ward	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 612  Creston BC V0B1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-7575	<b>Email:</b> Coordinator@crestonhospice.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

Our volunteers provide invaluable care and support to individuals and families during some of life's most challenging moments. Their dedication ensures that our community receives compassionate end-of-life care and emotional support, and we believe it is essential to show our gratitude for their hard work and commitment.

This dinner is a small but meaningful way to recognize and honor their contributions, and with your support, we can continue to express our appreciation for all that they do. We would be grateful for your assistance in helping us secure this funds

**Grant Application:**

<b>Total Grant Requested:</b> \$ 500	<b>Which funding criterial objective does this project meet?</b> <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:**  
Area A - \$750 requested and submitted ...

**Previous Discretionary Grants Received – Year and Amount:** 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:  
2024-09-26 16:17:50  
\_\_\_\_\_  
Signature

Jason Meidl  
\_\_\_\_\_  
Print Name

**Authorization**

<b>Signature of Area Director</b> Signed by Director	<b>Total Grant Approved \$</b> 500.00
<b>Board Approved Date:</b>	<b>Resolution #</b>





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley Ministerial Association	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Helen Collins/Jon Delcaro	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 753  Creston British Columbia V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 977-5565	<b>Email:</b> cvmahamper@gmail.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Creston Valley Ministerial Christmas Hamper Drive is an annual community initiative that provides essential food and gifts to families in need during the holiday season. In 2023, the program supported 479 families, feeding approximately 1,162 individuals and providing gifts for 416 children. This effort is made possible through strong partnerships with local churches, food bank, businesses, and over 100 volunteers. Together, we ensure that families experiencing financial hardship can celebrate the holidays with dignity and joy, fostering a sense of community care and support.

### Grant Application:

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Gleaners: Funding Support (\$25,000-\$36,000) ...

Previous Discretionary Grants Received – Year and Amount: 2022 - \$3000.00 - \$1000 from each area.

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:  
2024-10-07 10:49:12

---

Signature

Jon Delcaro

---

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> Canyon Lister Fire Department	<b>Date of Application:</b> 09/24/2024
<b>Contact Name:</b> Glenn Guthrie	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 3490 Jackson Rd.  Canyon BC V0B1C1	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-6750	<b>Email:</b> gguthrie@shaw.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

Funds will be used to rent a venue and purchase food and beverages, to host a fire fighters and family BBQ.

**Grant Application:**

Total Grant Requested: \$750.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
---------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: \$750 also requested from area B director

Previous Discretionary Grants Received – Year and Amount: NA

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:  
2024-09-24 17:00:53  
\_\_\_\_\_  
Signature

Glenn Guthrie  
\_\_\_\_\_  
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 Ministerial Association	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Helen Collins/Jon Delcaro	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 753  Creston British Columbia V0B 1G0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 977-5565	<b>Email:</b> cvmahamper@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Creston Valley Ministerial Christmas Hamper Drive is an annual community initiative that provides essential food and gifts to families in need during the holiday season. In 2023, the program supported 479 families, feeding approximately 1,162 individuals and providing gifts for 416 children. This effort is made possible through strong partnerships with local churches, food bank, businesses, and over 100 volunteers. Together, we ensure that families experiencing financial hardship can celebrate the holidays with dignity and joy, fostering a sense of community care and support.

**Grant Application:**

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Gleaners: Funding Support (\$25,000-\$36,000) ...

Previous Discretionary Grants Received – Year and Amount: 2022 - \$3000.00 - \$1000 from each area.

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: 2024-10-07 10:49:36 _____ Signature	Jon Delcaro _____ 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> Renee Hayes	<b>Date of Application:</b> 10/01/2024
<b>Contact Name:</b> Renee Hayes	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 661, Stn Main  Nelson BC V1L5R4	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 229-4541	<b>Email:</b> rtbhayes@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.*

Clean up Squatters Camp in Area E, pre-approval was provided by Director Cheryl Graham, Area E. Director Graham also has the pictures of the before and after. We were in communications with Cheryl while the clean up was in progress with costs.

**Grant Application:**

<b>Total Grant Requested:</b> \$419.65	<b>Which funding criterial objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> None	
<b>Previous Discretionary Grants Received – Year and Amount:</b> 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:**  
2024-10-02 10:03:48

---

Signature

Renee Hayes

---

Print Name

**Authorization**

Signature of Area Director    Signed by Director	Total Grant Approved \$    419.65
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> Boundary Regional Hospital & Health Foundation Society	<b>Date of Application:</b> 09/20/2024
<b>Contact Name:</b> Lisa Pasin	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1200 Hospital Bench  Trail BC V1R4M1	<b>Payment Type:</b> <input checked="" type="radio"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 364-3424	<b>Email:</b> lisa.pasin@interiorhealth.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach 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.*

Light-Up the Hospitals! Pledge Day is a regional initiative where all three hospital foundations collaborate to raise funds for improving healthcare across our region, annually. This year, the KBRH Health Foundation is focused on completing its \$750,000 fundraising goal for the Orthopedic Enhancement Project. The project will fund the purchase of essential medical equipment for the Operating Rooms at KBRH, which will increase capacity, support our team of orthopedic surgeons, and introduce 2 new procedures: total ankle replacements and one-day knee and hip replacements.

**Grant Application:**

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
-----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 The Project has reached a significant milestone, raising over \$550,000 to date through the generous support of community donors,...

Previous Discretionary Grants Received – Year and Amount: \$1,000 for Light-Up 2023 from Area I

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:  
2024-09-20 10:41:34

---

Signature

Rory Case

---

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> Castlegar & District Community Arts Council	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Katrina Vermette	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> PO Box 3051  Castlegar BC V1N 3W3	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-3237	<b>Email:</b> katrinav@telus.net

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization’s list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization’s most recently approved financial statements.*

The Castlegar Arts Council will host the Castlegar premiere of the documentary film, A New Economy, the film screens at the Castlegar Theatre in downtown Castlegar on Friday, October 18 as part of Co-op Week and coincidentally, the day after International Credit Union Day (Thursday, October 17). It screens at Castlegar United Church for a matinee as part of the United Church of Canada World Food Week October 19. The United Church believes that food is central to life and that our society must ensure a food supply for everyone that is safe, reliable, and affordable

**Grant Application:**

Total Grant Requested: \$ 750.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: StellerVista Credit Union                      \$1,500.00 ...	

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: 2024-10-07 13:51:01 _____ Signature	Katrina Vermette _____ 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> Robson Fire Department Social Club	<b>Date of Application:</b> 08/29/2024
<b>Contact Name:</b> Jeff Grant	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> box 70 3037 Waldie Ave Robson B.C. v0g1x0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-8223	<b>Email:</b> jgrant@rdck.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Robson Fire Department has proudly been providing emergency services to the residents of area J and beyond for 45 years. This funding is going to allow the organization invite the community to a free event in honor of this amazing milestone

**Grant Application:**

Total Grant Requested: \$ 1500.00	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:  
None

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:  
2024-08-29 13:49:09

---

Signature

Jeff Grant

---

Print Name

**Authorization**

Signature of Area Director    Signed by Director	Total Grant Approved \$ 1,500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Robson Fire and Rescue Society	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Wesley Greep	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 70  Robson Bc V0g1x0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 365-1554	<b>Email:</b> treasurer.rfrs@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.*

Every year we host an open house at the Robson rec hall for Halloween. We decorate the hall and provide candy, hot dogs, hot chocolate, ect. This is a free event and everyone is welcome. This year we would like to add a fireworks show.

### 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:

Previous Discretionary Grants Received – Year and Amount: 0

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

*W Greep* Signed at:  
2024-10-07 08:44:01

Wesley Greep

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> Burton Community Association	<b>Date of Application:</b> 09/09/2024
<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 BVFD require transparency for spend related to the operation of a volunteer fire department. The BCA licensed bookkeeper completed an audit for 2024 spend ytd Aug 31st 2024. The reports provided by the bookkeeper will be used to streamline the BVFD bank account transactions and prepare an operating budget.

**Grant Application:**

Total Grant Requested: \$ 650	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:

Previous Discretionary Grants Received – Year and Amount: \$400 - 2024

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:  
2024-09-09 16:33:01

---

Signature

Sarah Holst

---

Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 650.00
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> Village of Slokan - Earth Day	<b>Date of Application:</b> April 23, 2024
<b>Contact Name:</b> Michelle Gordon, CAO	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: SLOCAN <input checked="" type="checkbox"/> Municipality: SLOCAN
<b>Mailing Address:</b> PO Box 50 503 Slokan Street Slokan, BC V0G 2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> 250-355-2277	<b>Email:</b> cao@villageofslokan.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

Earth Day Event - April 21, 2024

**Grant Application:**

<b>Total Grant Requested:</b> \$ 300	<b>Which funding criterial objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Discretionary Grants Received – Year and Amount:

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signature

Michelle Gordon, CAO

Print Name

**Authorization**

Jessica Lunn, MAYOR

Signature of Area Director	Total Grant Approved \$ 300.00
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> 09/16/2024
<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> PO 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..)*

Project promotes a culture of values and skills, and provide services, related to repairing, making and sharing the items we use. This is a repair cafe, a makerspace, a tool and small equipment lending library, and a space to run workshops in these realms - available to the public in the Lardeau Valley and located in Argenta. The facility is staffed by one person, with additional resource people at times, initially open one day a week for drop-in use. Additional services include workshops for adults and youth, out-of-hours consultation, and developing resource materials.

**Grant Application:**

Total Grant Requested: \$ 5000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
ReDI Funding: Requested \$8,150, received \$5000  
CKCA: Requested \$2500, received \$0 ...

**Previous Community Development Grants Received – Year and Amount:**

2024: \$600 Argenta Lunch, 2023: \$50,000 Grid Stability, \$10,000 Generators 2022: \$15,025 Core/project Funding, 2021: \$12,000 Core Funding; ...

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:  
2024-09-16 12:17:04

Chelsey Jones

Signature

Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 5,000.00
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Board Approved Date:	Resolution #
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# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Argenta Safety and Preparedness Society	<b>Date of Application:</b> 09/27/2024
<b>Contact Name:</b> Spring Shine	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1246-#4 Argenta Rd General Delivery Argenta BC V0G1B0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 366-4337	<b>Email:</b> Springisshining@yahoo.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach 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..)*

Requesting funding for a ASAP fire crew member to attend the BRC conference in November in Penticton BC. She will be presenting information regarding the process and outcome for our fire crew working in conjunction with the BCWildfire Service crews this past summer on the Argenta Creek Fire, N71058. Expenses for this include conference fee; accomodation for 3 nights and fuel to drive there and back. Thank you for your consideration.

**Grant Application:**

Total Grant Requested: \$ 1675	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: n/a	
Previous Community Development Grants Received – Year and Amount: 2024- \$4000 for fire equipment	
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: 2024-09-27 11:25:21 _____ Signature	Spring Shine, Chair ASAP _____ Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 1,675.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Kaslo Community Services Society	<b>Date of Application:</b> 10/02/2024
<b>Contact Name:</b> Jane Ballantyne	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 336 B Avenue PO Box 546 Kaslo BC V0G1M0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 353-7691	<b>Email:</b> janeballantyne@kaslo.services

**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..)

Kaslo Community Services will provide Holiday Hampers to families and individuals in need living in Kaslo and RDCK Area D. Hampers will be distributed through the Kaslo Food Hub in late December 2024. Each hamper will include food for a holiday meal, appropriate to the size of the family, plus gifts for children. The project is overseen by KCS staff. Volunteers help to pack and distribute the hampers. In 2023, 105 hampers were provided to local residents. Funds will be used for staff wages, food and toys.

**Grant Application:**

Total Grant Requested: \$ 4000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 Village of Kaslo - Community Development Grant \$4,000 - pending  
 Columbia Power \$2,000 - pending / Donations \$4,000 - pending

**Previous Community Development Grants Received – Year and Amount:**

RDCK-D 2023 - \$4,000 Kaslo 2023 \$3500

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:  
2024-10-02 14:25:37  
 \_\_\_\_\_  
 Signature

janeballantyne  
 \_\_\_\_\_  
 Print Name

**Authorization**

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Taghum Hall Society	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Elaine Davis Zaitsoff	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 404 Sixth Street  Nelson BC V1L2Y3	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 509-0906	<b>Email:</b> nelsoncontradance@telus.net

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Monthly Contra Dances at Taghum Hall Oct-May 2024-25  
Dances taught and prompted with Live Music  
Caller Elaine Davis Zaitsoff Fiddle Zavallennahh Huscroft Guitar Roger Luckey Bass David Feldman  
6:30-9pm  
All ages welcome  
\$15 Adults \$10 Youth ...

### Grant Application:

<b>Total Grant Requested:</b> \$ 500	<b>Which funding critical objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> Area H Discretionary Grant \$200 requested Area F Discretionary Grant \$910 requested	
<b>Previous Community Development Grants Received – Year and Amount:</b> 2024 \$1000	
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: 2024-10-07 20:53:00	Elaine Zaitsoff <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Print Name
Signature	Print Name

### Authorization

Signature of Area Director SIGNED BY DIRECTOR	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Taghum Hall Society	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Elaine Zaitsoff	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: F <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 404 Sixth Street  Nelson BC V1L2Y3	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 509-0906	<b>Email:</b> nelsoncontradance@telus.net

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Monthly Contra Dances at Taghum Hall Oct-May 2024-25  
 Dances taught and prompted with Live Music  
 Caller Elaine Davis Zaitsoff Fiddle Zavallennahh Huscroft Guitar Roger Luckey Bass David Feldman  
 6:30-9pm  
 All ages welcome  
 \$15 Adults \$10 Youth ...

**Grant Application:**

Total Grant Requested: \$ 910	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 Area H \$200  
 Area E \$500

Previous Community Development Grants Received – Year and Amount:  
 2024 \$1000

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: 2024-10-07 21:19:47	Elaine Zaitsoff
Signature	Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 910.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Salmo Emergency Support Services Team	<b>Date of Application:</b> 10/07/2024
<b>Contact Name:</b> Keith Vonk	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 609 Sayward Ave PO Box 984 Salmo BC V0G 1Z0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 357-0009	<b>Email:</b> ckkids@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..)*

Monies will be used to both help recruit and support volunteer ESS responders as well as providing refreshments/snacks to the public when holding public information sessions on emergency preparedness, preregistration for evacuations, and assistance for community members in downloading and usage of the BC Services Card App to facilitate easier and more efficient processing of supports during evacuations, both large and small scale.

### Grant Application:

Total Grant Requested: \$ 800.00	Which funding critical objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: None	
Previous Community Development Grants Received – Year and Amount: None to my knowledge	
By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.	
 Signed at: 2024-10-07 20:06:17 _____ Signature	Keith Vonk _____ Print Name
<b>Authorization</b>	
Signature of Area Director Signed by Director	Total Grant Approved \$ 800.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Ymir Community Association	<b>Date of Application:</b> 10/03/2024
<b>Contact Name:</b> tamara rushforth	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> box 207  ymir BC v0g 2k0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 354-8369	<b>Email:</b> llama4@icloud.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

To erect a Ymir town history billboard.  
A covered light up sign to share the history of the area.  
It will be anchored in the ground using concrete footings.

**Grant Application:**

Total Grant Requested: \$ 4000.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
-----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

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:  
2024-10-03 20:52:09

---

Signature

tamara rushforth

---

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> SLOCAN VALLEY RAIL TRAIL SOCIETY	<b>Date of Application:</b> 09/28/2024
<b>Contact Name:</b> Gary Yakimchuk	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 22 Winlaw BC V0G2J0  Winlaw BC V0G 2J0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 226-6979	<b>Email:</b> garyyakimchuk@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Currently the SVRTS spends many volunteer hours mowing unwanted vegetative growth just to keep the 50km Slocan Valley Rail Trail clear and safe for summer and winter (track-set skiing) use. The society has investigated purchasing a flail mower which has the ability to mow grass and cut brambles, weeds, bushes, and small trees into tiny pieces of mulch to be left to decompose naturally – ideal for trail maintenance. This equipment would speed up cutting time and is far safer, compared to a rotary mower, over rough terrain because the rolling rotation of the flail axle does not project cuttings.

**Grant Application:**

Total Grant Requested: \$ 5000	Which funding critical 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:  
 StellerVista (requested) \$5000  
 Trans Canada Trail (requested) \$4300

Previous Community Development Grants Received – Year and Amount:  
 \$5000 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:*  
 2024-09-28 11:37:14

GARY YAKIMCHUK

Signature

Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 5,000.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Selkirk College Foundation	<b>Date of Application:</b> 10/03/2024
<b>Contact Name:</b> Eden DuPont	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 301 Frank Beinger Way  Castlegar British Columbia V1N 4L3	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 505-1321	<b>Email:</b> edupont@selkirk.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

The Steps for Success campaign is specifically geared towards strengthening rural health care in our province by creating new scholarships and financial awards that support Rural Pre-Medicine program students in their journey to becoming rural health care professionals. The campaign was spurred by a generous individual gift of \$50,000 that requires matching funds from the general community. Community Donations towards the campaign will have double the impact towards offering financial support to rural and local students entering into health care programs.

**Grant Application:**

Total Grant Requested: \$ 2000.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Anonymous Donor Matching Campaign - \$50K  
Matching Funds raised thus far: ...

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:  
2024-10-03 12:10:47

---

Signature

Eden DuPont

---

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> Deer Park Recreation Society	<b>Date of Application:</b> 09/30/2024
<b>Contact Name:</b> Anna Michael Krista	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 7630 Broadwater Road  Castlegar British Columbia V1N4V8	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 999-3182	<b>Email:</b> DeerParkTreasurer@proton.me

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

The funds will be used for operating the fire hall and the fire trucks. This will pay for insurances for the trucks, the hall and the directors, as well as for propane to heat the hall. It will pay for MVI's and for big repairs to the trucks. It will also pay for a printer for the new secretary, internet installation and access.

**Grant Application:**

Total Grant Requested: \$ 20,000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
----------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

2023 -- \$20,000

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

*A. Krista* Signed at:  
2024-10-01 00:01:46

Anna Michael Krista

Signature

Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 20,000.00
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Board Approved Date:	Resolution #
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# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar & District Chamber of Commerce	<b>Date of Application:</b> 10/01/2024
<b>Contact Name:</b> Ashley Costa	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1995 6th Avenue  Castlegar BC V1N 4B7	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 687-1902	<b>Email:</b> cdcoc@castlegar.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Every year, the Castlegar & District Chamber of Commerce, organizations, employees, and local business owners join together to honour and celebrate business excellence in Castlegar and area.

The Business Excellence Awards publicly recognize outstanding businesses, organizations, and individuals that demonstrate excellence in business and a passion for the community.

...

**Grant Application:**

Total Grant Requested: \$ 500	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 Award Sponsorship - 13 out of 15 awards as of October 1, 2024 have confirmed sponsorship, which is a total of \$5,600. (This covers the award cost, engraving and to put on the event). ...

**Previous Community Development Grants Received – Year and Amount:**

West Kootenay Trade Show 2024 - \$2,000 from Area I and \$1,000 from Area J

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:  
2024-10-01 11:49:03

Ashley Costa

Signature

Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Burton Community Association	<b>Date of Application:</b> 09/20/2024
<b>Contact Name:</b> Aeryn Foster	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 4690 Highway 6  Nakusp British Columbia V0G 1R1	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (587) 830-3350	<b>Email:</b> aerynfoster@mail.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 Burton Volunteer Firefighters annually provide a fundraising event to the community of Burton. This well attended event sells out each year and the funds raised go towards operations of the BVFD and their efforts to keep our community safe. The funds received from the RDCK will be to supply the BVFD enough financial support to get started with securing food, caterer, music, DJ, insurance, tickets, flyers, and posters. These are the main areas of spend but as you would know there are always hidden costs. The BCA and BVFD thank you for your consideration on the approval of this grant.

**Grant Application:**

<b>Total Grant Requested:</b> \$ 5500	<b>Which funding critical objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> N/A	
<b>Previous Community Development Grants Received – Year and Amount:</b> BVFD-May 16 2024-6789.08- secure equipment compound	
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: 2024-09-20 10:16:36 _____ Signature	Aeryn foster _____ Print Name
<b>Authorization</b>	
<b>Signature of Area Director</b> Signed by Director	<b>Total Grant Approved \$</b> 4,999.00
<b>Board Approved Date:</b>	<b>Resolution #</b>





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Grand Forks ATV	<b>Date of Application:</b> 09/27/2024
<b>Contact Name:</b> Doug Zorn	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 2020  Grand Forks British Columbia V0H 1H0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 442-3359	<b>Email:</b> doug@grandforksatv.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

The Grand Forks ATV club and Arrow Lakes Club have worked together for several years. We share trails in RDCK area K and many need safety repairs. These funds will be used to remove unsafe conditions so all trail users will have access to our trails.

**Grant Application:**

Total Grant Requested: \$ 1,000.00	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
Grand Forks ATV 1,000  
Arrow Lakes ATV 2,000

**Previous Community Development Grants Received – Year and Amount:**

We apologize for attaching the RDCKB information for e-transfer please let us know if this will be acceptable

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.

*Doug Zorn* Signed at:  
2024-09-27 18:21:20

Doug Zorn

Signature

Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 1,000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Nakusp and Area Development Board	<b>Date of Application:</b> 10/01/2024
<b>Contact Name:</b> Corinne Tessier	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 15  Nakusp BC V0G1R0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-9951	<b>Email:</b> tessiercl@me.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..)*

Supporting local agricultural production is one of NADB's key priorities. Based on research completed in Sept 2022 to determine the needs of local producers, we initiated the 'Grow Arrow Lakes' program. It offers an umbrella brand for Arrow Lakes products and supports business development. One component of the program is a map of local producers, most of them in Area K. The funds will be used to update the map information for spring 2025 release (print and online) and add additional producers. Detailed profile information will be added to our directory. See <https://nadb.ca/growarrowlakes/>

**Grant Application:**

Total Grant Requested: \$ 4000	Which funding critical objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
Nakusp and Area Development Board (NADB) has previously obtained funding from ETSI-BC, NACFOR and ASTA for research, program launch, and mapping. NADB also contributes from its own reserves to implement ongoing initiatives. For example, sponsorship and ...

**Previous Community Development Grants Received – Year and Amount:**

2021-\$13,000, 2022-\$10,000

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2024-10-01 15:20:28

---

Signature

Corinne Tessier

---

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> Arrow Lakes Search and Rescue Society	<b>Date of Application:</b> 10/01/2024
<b>Contact Name:</b> Daniel Abraham	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: K <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 201 Upper Brouse Road  Nakusp BC V0G 1R1	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 301-7000	<b>Email:</b> dan.abraham@alsar.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Our regional search and rescue team requires new helmets as our old ones are expired and pose a liability risk for our group. Helmets form the backbone of our PPE when we are in the field, and are critical in most of our operations. In addition, we would like to purchase new storage bags for the helmets and related PPE to keep unintended wear to a minimum.

**Grant Application:**

Total Grant Requested: \$ 4000	Which funding critical objective does this project meet? <input type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
--------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 NACFOR has pledged \$4375  
 ALSAR will contribute \$500

**Previous Community Development Grants Received – Year and Amount:**  
 2023 - \$5000

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at: 2024-10-01 11:14:15	Daniel Abraham
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> Nakusp & District Museum	<b>Date of Application:</b> 06/10/2024
<b>Contact Name:</b> Rhonda Tooley	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> 92 6th Avenue NW Box 584 Nakusp British Columbia V0G1R1	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 265-7432	<b>Email:</b> RRTtooley@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..)*

The Nakusp & District Museum would like to host a community spring tea party social event. We have many people in this community that volunteer to help sustain our Museum. Part of making ourselves involved with the people is having such events like this. It allows the Museum volunteers to socialize with the community and let them know the importance of coming in and just seeing what we do. This event promotes the culture of the community and the development. The Museum hosts tours for families and school groups, and requested tours, all year. This event helps our Museum and gives thanks back.

**Grant Application:**

Total Grant Requested: \$ 5,000	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
---------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Nakusp and Area Community Foundation \$1,500 Received

Previous Community Development Grants Received – Year and Amount:  
\$5,000 November 23, 2023

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:  
2024-06-10 09:05:33  
\_\_\_\_\_  
Signature

Rhonda Tooley  
\_\_\_\_\_  
Print Name

**Authorization**

Signature of Area Director Signed by Director	Total Grant Approved \$ 980.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Arrow Lakes Gymnastics Club	<b>Date of Application:</b> 08/28/2024
<b>Contact Name:</b> Amy Blatz	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Nakusp
<b>Mailing Address:</b> 206-3rd Ave NW Box 879 Nakusp BC V0G 1R0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (778) 594-5459	<b>Email:</b> arrowlakesgymnastics@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

The Arrow Lakes Gymnastics Club is a volunteer run not for profit organization that provides recreational Gymnastic BC and related programming for the residents of Nakusp and surrounding areas. We've completed a preliminary intent to register forma and are expecting over 110 children travelling from as far as Silverton, Edgewood and Trout Lake to participate in our programs for children aged 2-12.

This project is to help the Club purchase 30 floor gymnastics mats needed to run the program from the under utilized auditorium space in the Nakusp Sports Centre which will be the home of our Club.

**Grant Application:**

Total Grant Requested: \$ 9,000.00	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:  
 Nakusp Community Foundation- \$2,500 (Successful- funds used to train coaches through gymnastics BC & program development.)  
 ...

Previous Community Development Grants Received – Year and Amount:

0

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2024-08-28 14:56:04

Amy Blatz

Signature

Print Name

**Authorization**

Signature of Area Director signed by director	Total Grant Approved \$ 980.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> The Corporation of the Village of Salmo	<b>Date of Application:</b> 09/16/2024
<b>Contact Name:</b> Brandy Jessup	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Salmo
<b>Mailing Address:</b> PO Box 1000 423 Davies Avenue Salmo BC V0G 1Z0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 357-9433	<b>Email:</b> brandy.jessup@salmo.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Village has purchased two bear-proof garbage cans for two high-traffic areas of town. These two areas have a high volume of users but there are no garbage cans in the areas which is resulting in garbage being left behind. As we live in an area that has large quantities of wildlife, bear-proof garbage cans are necessary and will help keep these areas clean.

**Grant Application:**

Total Grant Requested: \$ 6000	Which funding critical objective does this project meet? <input type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
--------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

30,000 - 2023

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:  
2024-09-16 14:17:57

Brandy Jessup

Signature

Print Name

**Authorization**

Signature of Area Director    Signed by Director	Total Grant Approved \$ 6,000
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

<i>Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.</i>	
<b>Organization/Society Name:</b> VOS - Library Furniture	<b>Date of Application:</b> August 28, 2024
<b>Contact Name:</b> Michelle Gordon, CAO	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input checked="" type="checkbox"/> Municipality: SLOCAN
<b>Mailing Address:</b> PO Box 50 503 Slocan Street Slocan, BC V0G 2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> 250-355-2277	<b>Email:</b> cao@villageofslocan.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 Library Furniture Upgrade Project - Council Contribution

**Grant Application:**

<b>Total Grant Requested:</b> \$ 2,500	<b>Which funding criterial objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
--	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signature

Michelle Gordon, CAO

Print Name

**Authorization** Jessica Lunn, MAYOR

Signature of Area Director

Total Grant Approved \$ 2,500

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> VOS - Saturday Market	<b>Date of Application:</b> Sept. 4, 2024
<b>Contact Name:</b> Michelle Gordon, CAO	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input checked="" type="checkbox"/> Municipality: SLOCAN
<b>Mailing Address:</b> Village of Slocan PO Box 50 503 Slocan Street Slocan, BC V0G 2C0	<b>Payment Type:</b> (To the Village <input type="checkbox"/> Electronic Fund Transfer of Slocan, Box <input checked="" type="checkbox"/> Mailed cheque 50)
<b>Phone #:</b> 250-355-2277	<b>Email:</b> cao@villageofslocan.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..)

Slocan Saturday Market - Village Contribution

**Grant Application:**

Total Grant Requested: \$ 2,000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signature

Michelle Gordon, CAO

Print Name

**Authorization**

Jessica Lunn, MAYOR

Signature of Area Director

Total Grant Approved \$ 2,000.00

Board Approved Date:

Resolution #



## Regional District of Central Kootenay

### RURAL AFFAIRS COMMITTEE MEETING

### Open Meeting Minutes

Wednesday, October 16, 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 – In-person
Director W. Popoff	Electoral Area H – In-person
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K – In-person

##### GUEST DIRECTOR

Director L. Main	City of Silverton
Director D. Lockwood	Village of Salmo – In-person
Director A. DeBoon	Town of Creston
Director S. Hewat	Village of Kaslo – In-person

##### STAFF PRESENT

S. Horn	Chief Administrative Officer
S. Sudan	General Manager of Development and Community Sustainability
N. Wight	Planning Manager
Z. Giacomazzo	Planner
S. Johnson	Planner
S. Chezenko	Planner
R. Gaba	Planner
M. McIntyre	Building Manager



C. Hopkyns  
C. Feeney

Corporate Administrative Coordinator  
Corporate Administrative Assistant – Meeting  
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/93833781849?pwd=7DACdcVt1kfHsbYejRZPkNYICEzvxb.1&from=addon>

**Join by Phone:**

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

**Meeting Number (access code):** 938 3378 1849

**Meeting Password:** 806930

**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 October 16, 2024 Rural Affairs Committee meeting be adopted with the order of business being changed to have Item 10 – Public Time be after Item 7.7 – Official Community Plan and Zoning Bylaw Amendment – TSL Developments LTD before circulation.

**Carried**

**5. RECEIPT OF MINUTES**

The September 11, 2024 Rural Affairs Committee meeting minutes, have been received.

**6. DELEGATIONS**

Item 7.2 – Ben Gordon & Ralph Gerrard  
Item 7.3 – Chris Haggar, Wolfe Mining Inc.



Item 7.4 – Shawn Stephenson, Renascence Arts and Sustainability Society & Anna Wynne, Cover Architectural Collaborative Inc.

Item 7.5 – Diane Pallagi

Item 7.6 – Lukas Armstrong, Passive House Designer & The Robertson Brothers, Taghum Shell Owners

Item 7.8 – Afie Ebrahimi, Geospatial Consulting Co & Patrick Oystryk, Modus Planning, Design & Engagement.

## **7. PLANNING & BUILDING**

### **7.1 DEVELOPMENT VARIANCE PERMIT - MAY**

**File No.: V2411A**

**10377 Highway 3A**

**(Bevan and Rhonda May)**

**Electoral Area A**

The Committee Report dated September 23, 2024 from Sadie Chezenko, Planner 1, re: Development Variance Permit - May, has been received.

Director Graham declared a conflict of interest due to Graham Marine Construction and left the meeting at 9:01 a.m.

Sadie Chezenko, Planner, provided an overview to the Committee regarding Development Variance Permit (DVP) application. The DVP application seeks to vary Section 16.7 of the Electoral Area A Comprehensive Land Use Bylaw No 2315, 2013 in order to reduce the setback at the rear lot line from 2.5m to 0.2m to permit construction of a 57m<sup>2</sup>, single storey boathouse.

Staff answered 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 V2411A to Bevan and Rhonda May for the property located at 10377 Highway 3A and legally described as LOT A DISTRICT LOT 4595 KOOTENAY DISTRICT PLAN EPP129647 (PID: 032-204-451) to vary Section 18.17 of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 in order to permit a 0.2 metre setback from the western interior lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**Carried**

### **7.2 DEVELOPMENT VARIANCE PERMIT - GERRARD**

**File No.: V2408I c/o Ben Gordon**

**1970 Sandy Road**

**(Daniel, Ralph and Katty Gerrard)  
Electoral Area I**

The Committee Report dated September 16, 2024 from Sadie Chezenko, Planner 1, re: Development Variance Permit - Gerrard, has been received.

Director Graham returned to the meeting at 9:07 a.m.

Sadie Chezenko, Planner, provided an overview to the Committee regarding Development Variance Permit (DVP) application. The DVP application seeks to vary sections 1201.8, 1201.9 and 1201.10 of the RDCK's Zoning Bylaw No. 1675 to facilitate the development of a two storey accessory building proposed to contain a shop, storage area, garage and accessory dwelling unit.

Ralph Gerrard, property owner and Ben Gordon provided an overview to the Committee regarding their application. They provided background on the Gerrard Trucking Company logging trucks that are owned by his son and they are only on the property for parking and servicing.

Staff answered the Committee's questions.

Moved and seconded,  
And resolved:

Director Main, Director Lockwood and Director Hewat have freedom of the floor.

**Carried**

The Committee had a discussion regarding the application and options for reducing the size of the structure as suggested by staff.

Moved and seconded,  
And resolved:

That the following motion BE REFERRED to the November 13, 2024 Rural Affairs Committee meeting:

That the Board NOT APPROVE the issuance of Development Variance Permit V2408I to Daniel, Ralph and Katty Gerrard c/o Ben Gordon for the property located at 1970 Sandy Road, Electoral Area I and legally described as LOT 32, DISTRICT LOT 7244, KOOTENAY DISTRICT PLAN 4784 (PID: 017-973-350) to vary Section 1201.8, 1201.9, and 1201.10 of the Regional District of Central Kootenay's Zoning Bylaw No. 1675, 2004 to permit, as follows:

1. To permit an accessory building that is 9.75m in height whereas the bylaw states that the maximum height of any accessory building or structure shall not exceed 8 metres
2. To permit an accessory building with a gross floor area of 446 square meters whereas the bylaw states that the maximum gross floor area of any accessory building or structure shall not exceed 200 square metres
3. To permit a cumulative gross floor area of all accessory buildings or structures of 466.1 square metres whereas the bylaw states that the cumulative gross floor area of all accessory buildings or structures shall not exceed 400 square metres

**Carried**

### **7.3 NON FARM USE IN THE AGRICULTURAL LAND RESERVE - BLACKMORE**

**File No.: A2402B**

**2445 Lloyd Road**

**(Julia and Jonathon Blackmore)**

**Electoral Area B**

The Committee Report dated August 28, 2024 from Sadie Chezenko, Planner 1, re: Non Farm Use in the Agricultural Land Reserve - Blackmore has been received.

Sadie Chezenko, Planner, provided an overview to the Committee regarding the application for non-farm use in the agricultural land reserve. This application seeks to place, crush and process 252,150 m<sup>3</sup> of rock on a .94ha portion of the property within the ALR with a proposed completion date within a six year timeframe. There has been significant feedback from the community opposing this application.

The delegation, Chris Hagger – Wolfe Mining Inc was present to answer questions from the Committee. He noted that no explosives were going to be used and instead an environmentally friendly cracking agent would be used as an alternative for blasting in close proximity.

Staff answered the Committee's questions

The Committee had a discussion regarding the application and the concerns regarding a commercial operation on ALR land.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board NOT APPROVE application A2402B for the proposed Non-Farm Use in the Agricultural Land Reserve proposed by Jon Blackmore for property located at 2445 Lloyd Road, Electoral Area B and legally described as LOT 10, PLAN NEP1494, DISTRICT LOT 812, KOOTENAY LAND DISTRICT (PID: 015-750-698) and that the Board directs Staff to

NOT ADVANCE the subject application to the Agricultural Land Commission for consideration.

**Carried**

**7.4 LAND USE BYLAW AMENDMENT - RENASCENCE ARTS AND SUSTAINABILITY SOCIETY**  
**File No.: Z2404G**  
**106 Tamarac Street**  
**(Renaissance Arts and Sustainability Society)**  
**Electoral Area G**

The Committee Report dated September 24, 2024 from Zachari Giacomazzo, Planner, re: Bylaw Amendment - Renaissance Arts and Sustainability Society, has been received.

Zachari Giacomazzo, Planner, provided an overview to the Committee of the Land Use Bylaw Amendment application. The application seeks to rezone a property with the intention of establishing a mixed-use building with artist studios, a gallery, event space and a dwelling unit.

The delegation, Shawn Stephenson - Renaissance Arts and Sustainability Society (RASS), provided a brief overview of their non-profit society and some of the community programs they've produced. He spoke on the application and noted that the two issues regarding onsite wastewater and Ministry of Transportation and Infrastructure's concern regarding access to parking are both being addressed.

Staff answered the Committee's questions.

Moved and seconded,  
And resolved:

Director DeBoon have freedom of the floor.

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

That *Electoral Area 'G' Land Use Amendment Bylaw No. 2986, 2024* being a bylaw to amend *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby given FIRST and SECOND reading by content;

And that, in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area 'G' Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**Carried**

**7.5 LAND USE BYLAW AMENDMENT - PALLAGI**

**File No.: Z2407G**

**8114 Highway 6**

**(Dianne Pallagi)**

**Electoral Area G**

The Committee Report dated September 26, 2024 from Zachari Giacomazzo, Planner, re: Bylaw Amendment, Planner, has been received.

Zachari Giacomazzo, Planner, provided an overview to the Committee regarding the Land Use Bylaw Amendment application. The application seeks land use bylaw amendment in order to recognize an existing non-conforming single detached dwelling and provide the property owner with the flexibility to construct an accessory dwelling unit (ADU) in the future.

The delegation, Diane Pallagi, was available to answer the Committee's questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That *Electoral Area 'G' Land Use Amendment Bylaw No. 2984, 2024* being a bylaw to amend *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING;

And that, in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area 'G' Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**Carried**

**7.6 ZONING BYLAW AMENDMENT - TAGHUM SHELL**

**File No.: Z2406F**

**5644 Highway 3A and 6**

**(531131 B.C. LTD., INC.NO. 531131)**

**Electoral Area F**

The Committee Report dated October 1, 2024 from Zachari Giacomazzo, Planner, re: Zoning Bylaw Amendment - Taghum Shell, has been received.

Zachari Giacomazzo, Planner, provided an overview to the Committee regarding the Zoning Bylaw Amendment application. The application seeks to rezone the subject

property from Neighbourhood Commercial (C1) to General Commercial (C2) in order to facilitate the construction of a proposed addition to the existing commercial building.

The delegations Lukas Armstrong, Passive House Designer and Cam Robertson, Taghum Shell were present to answer the Committee's questions. They provided background on the plans for the property and the importance of addressing the neighbours concerns. Staff answered the Committee's questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 2976, 2024* being a bylaw to amend the *Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby given FIRST and SECOND reading by content.

**Carried**

**RECESS/  
RECONVENE**

The meeting recessed at 10:54 a.m. for break and reconvened at 11:05 a.m.

**7.7 OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENT – TSL DEVELOPMENTS LTD.  
File No.: Z23071  
2016 Highway 3A  
(TSL Developments Ltd., Inc. No. BC1085036 c/o Jordan Baer)  
Electoral Area I**

The Committee Report dated September 12, 2024 from Sadie Chezenko, Planner 1, re: Bylaw Amendment - TSL Developments Ltd, has been received.

Moved and seconded,

And resolved:

That the following item 7.7 – Official Community Plan and Zoning Bylaw Amendment – TSL Developments LTD BE REFERRED to the October 17, 2024 Board Meeting.

**Carried**

**ORDER OF AGENDA  
CHANGED**

The Order of Business was changed with Item No. 10 – Public Time considered at this time.

**10. PUBLIC TIME**

The Chair called for questions from the public and member of the media at 11:08 a.m.

Members of the public commented on the Item 7.3 – Non Farm Use in the Agricultural Land Reserve – Blackmore. The Committee has directed the public to speak to the ALC representative in Creston about public engagement.

**ORDER OF AGENDA RESUMED** Item No. 7.8 – Complete Communities Project Introduction – Licker Geospatial and Modus Planning, Engagement & Design was considered at this time.

## **7.8 COMPLETE COMMUNITIES PROJECT INTRODUCTION – LICKER GEOSPATIAL AND MODUS PLANNING, ENGAGEMENT & DESIGN**

The presentation from the Licker Geospatial and Modus Planning Engagement & Design, re: Complete Communities Project Introductions has been received.

Stephanie Johnson, RDCK planner, provided a brief overview of how the RDCK was directed by the Board in 2023 to work on an application to submit to UBCM complete communities program. Once awarded, the RDCK entered into a consulting services agreement to start the work with Licker Geospatial Consulting along with seven RDCK municipalities.

Afie Ebrahimi, Licker Geospatial - GIS Analyst and Patrick Oystryk, Modus Planning, Design & Engagement – Senior Planner provided an overview to the Committee regarding the Regional Growth Planning Analysis Project. The UBCM Complete Communities grant funding is being used to assess growth management within the RDCK as well as the partnering municipalities.

The Committee had a discussion regarding the project and had echoed concerns how this seems like a very urban approach and they don't see how this is relevant for rural areas. They expressed they would like to see more engagement with the rural directors to get an idea of the baseline issues that each area deals with. The Committee expressed to staff that they would appreciate interim reporting as this project progresses.

Staff answered the Committee's questions.

## **8. ENVIRONMENTAL SERVICES**

No items.

## **9. RURAL ADMINISTRATION**

No items.

## **11. ADJOURNMENT**

Moved and seconded,  
And resolved:

The meeting be adjourned at 12:12 p.m.

**Carried**

Digitally Approved By

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Chair Jackman, Chair