



Regional District of Central Kootenay
NORTH KOOTENAY LAKE SERVICES COMMITTEE
Open Meeting Agenda

Date: Monday, October 21, 2024
Time: 10:00 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.

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:

10:00 a.m. (PST)

Join by Video:

<https://rdck-bc-ca.zoom.us/j/94649121151?pwd=YaiMo9qjxdiox0nMHX2wEeiz3GzOE.1&from=adon>

Join by Phone:

- 855 703 8985 Canada Toll-free

Meeting ID: 946 4912 1151

Meeting Password: 247393

In-Person Location: Village of Kaslo Council Chambers 413 4th St., Kaslo, BC

2. CALL TO ORDER

Chair Hewat called the meeting to order at [Time] 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

RECOMMENDATION:

The agenda for the October 21, 2024 North Kootenay Lake Services Committee meeting be adopted as circulated.

5. RECEIPT OF MINUTES

4 - 8

The February 26, 2024 North Kootenay Lake Services Committee minutes, have been received.

6. DELEGATE

6.1 Eva Kelemen, Kaslo & District Public Library Director, will present on the 2025 Kaslo & Area D Library Service budget.

9 - 12

The Kaslo & District Public Library presentation and budget, has been received.

6.2 Alana Jenkins, KSAR Administrator & SAR Manager and Miriam Halliday, KSAR Director and Team Training Officer, will present of the 2025 Search and Rescue Society budget.

13

The 2025 Kaslo Search and Rescue (KSAR) budget, has been received.

7. STAFF REPORTS

7.1 RECREATION AND PARK GOVERNANCE

14 - 17

The Committee Report dated October 17, 2024 from Joe Chirico, General Manager of Community Services, re: Recreation and Park Governance, has been received.

RECOMMENDATION:

Recommend to the Board that staff be directed to prepare bylaws to the effect of repealing the *Kaslo and Area Regional Facilities, Recreation, and Parks Service Commission Bylaw 2023, 2009* and the *Glacier Creek Regional Park Commission Bylaw No. 1306, 1998* and that going forward the governance matters for parks and recreation services in Kaslo and Area D be considered by the North Kootenay Lake Regional Services Committee.

RECOMMENDATION:

Recommend to the Board that staff be directed to prepare a bylaw to establish a Kaslo and Area D Parks and Recreation Advisory Committee.

8. NEW BUSINESS

8.1 BUDGET DISCUSSION

8.1.1 S194 – Kaslo & Area D Library Service

18

The Kaslo & District Public Library budget, has been received.

19

8.1.2 S150 – Jaws of Life

The 2025 Kaslo Search and Rescue Society budget, has been received.

8.2 KASLO & DISTRICT PUBLIC LIBRARY - GREEN AND INCLUSIVE COMMUNITY BUILDINGS (GICB) GRANT

Chair Hewat requested a discussion regarding the Kaslo and District Public Library Green and Inclusive Community Buildings (GICB) grant.

8.3 FIRE BRIGADES - KASLO & AREA D FIRE SERVICE AREA & FIRE SMART CONTRACT

Director Watson requested a discussion regarding fire brigades within the fire service area and fire smart contract in Kaslo and Area D.

8.4 KASLO AND AREA D ECONOMIC DEVELOPMENT SERVICE

Staff requested a discussion item regarding Kaslo and Area D Economic Development Service.

9. PUBLIC TIME

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

10. NEXT MEETING

The next North Kootenay Lake Services Committee meeting is scheduled for December 2, 2024 at 10:00 a.m. (PST).

11. ADJOURNMENT

RECOMMENDATION:

The North Kootenay Lake Services Committee meeting be adjourned at [Time].



**Regional District of Central Kootenay
NORTH KOOTENAY LAKE SERVICES COMMITTEE
Open Meeting Minutes**

Monday, February 26, 2024
10:00 am
Hybrid Model - In-person and Remote

**COMMITTEE MEMBERS
PRESENT**

Director S. Hewat Village of Kaslo – Chair
Director A. Watson Area D

STAFF PRESENT

Y. Malloff Chief Financial Officer
J. Chirico General Manager of Community Services
D. Seguin Manager of Community Sustainability
C. Hopkyns Corporate Administration Meeting Coordinator

**VILLAGE OF
KASLO STAFF
PRESENT**

L. Tynan Chief Administrative Officer

1. WEBEX REMOTE MEETING INFO

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

Meeting Time:
10:00 a.m. PST

Join by Video:
<https://nelsonho.webex.com/nelsonho/j.php?MTID=md2a4cb4c79a90fa700d68a36b6ca86ea>

Join by Phone:

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

Meeting Number (access code): 2771 383 5198

Meeting Password: uDVuDKUh563 (83883584 from phones)

In-Person Location:

Village of Kaslo Council Chambers

413 4th St., Kaslo, BC

2. CALL TO ORDER

Chair Hewat called the meeting to order at 10:01 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 February 26, 2024 North Kootenay Lake Services Committee meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The January 15, 2024 North Kootenay Lake Services Committee minutes, have been received.

6. DELEGATE

No delegations.

7. STAFF REPORTS**7.1 S221 - Regional Facilities, Recreation And Park Service Budget**

At the January 15th North Kootenay Lake Services Committee meeting, the Committee requested staff provide an updated budget for the February 26, 2024 meeting.

The updated S221 - Regional Facilities, Recreation And Park Service budget, has been received.

Joe Chirico, General Manager of Community Service, provided an update the Committee regarding the S221 - Regional Facilities, Recreation And Park Service budget. Joe answered the Committee's questions.

Moved, seconded

And resolved:

That the S221 Johnston Landing Operational Grant of \$10, 000 remain at \$10, 000, and not increase to \$12, 000.

Carried

Moved, seconded

And resolved:

That the S221 Regional Parks Contribution of Reserves remain \$0 in the 2024 budget.

Carried

Moved, seconded

And resolved:

That the Community Works allocation of \$100,000 from Area D removed from this budget. The Asset Management requirements regarding the road at Glacier Creek be funded through reserves.

Carried

Staff Direction: That the S221 Argenta Community Hall allocation of \$4,000 be removed from the 2024 budget and staff communicate with the Argenta Community Hall to apply for a Community Development Grant.

ORDER OF AGENDA CHANGED The Order of Business was changed allow staff time to prepare Fire Services documents, with Item 7.3 A101 - Emergency Consolidated Services & S162 Emergency Planning - Kaslo And Area D Budgets considered at this time.

7.3 A101 - Emergency Consolidated Services & S162 Emergency Planning - Kaslo And Area D Budgets

At the January 15th North Kootenay Lake Services Committee meeting, the Committee requested staff provide an updated budget for the February 26, 2024 meeting.

The updated A101 – Emergency Consolidated Services budget, has been received. The S162 Emergency Planning – Kaslo and Area D budget, has been received.

Dan Seguin, Manager of Community Sustainability, provided an overview to the Committee regarding the A101 – Emergency Consolidated Services budget. He reported the budget has decreased by \$2,000 since the last presented budget. Dan and Yev

Malloff, Chief Financial Officer, answered the Committee's questions regarding the budget.

Staff Direction: That staff confirm the allotment of the \$2000 to the S162 Emergency Planning – Kaslo and Area D reserves.

ORDER OF AGENDA Item 7.2 S280 - Fire Service Budget was considered at this time.
RESUMED

7.2 S280 - Fire Service Budget

At the January 15th North Kootenay Lake Services Committee meeting, the Committee requested staff provide an updated budget for the February 26, 2024 meeting.

Yev Malloff, Chief Financial Officer, provided the Committee with an overview of the S280 - Fire Service budget. He reviewed the budget has decreased \$2000 less than the last presented budget.

Staff Direction: That staff include a \$25,000 Area D Community Development Grant to S280 Fire Protection to reduce requisition and to have it applied to capital expenses.

8. NEW BUSINESS

No new business.

9. PUBLIC TIME

The Chair will call for questions from the public and members of the media at 11:23 a.m.

The public had no questions.

10. NEXT MEETING

The next North Kootenay Lake Services Committee meeting is scheduled for August 19, 2024 at 10:00 a.m.

11. ADJOURNMENT

Moved and seconded,
And resolved:

The North Kootenay Lake Services Committee meeting be adjourned at 11:24 a.m.

Carried

Digitally approved

Suzanne Hewat, Chair

Christine Hopkyns, Meeting Coordinator

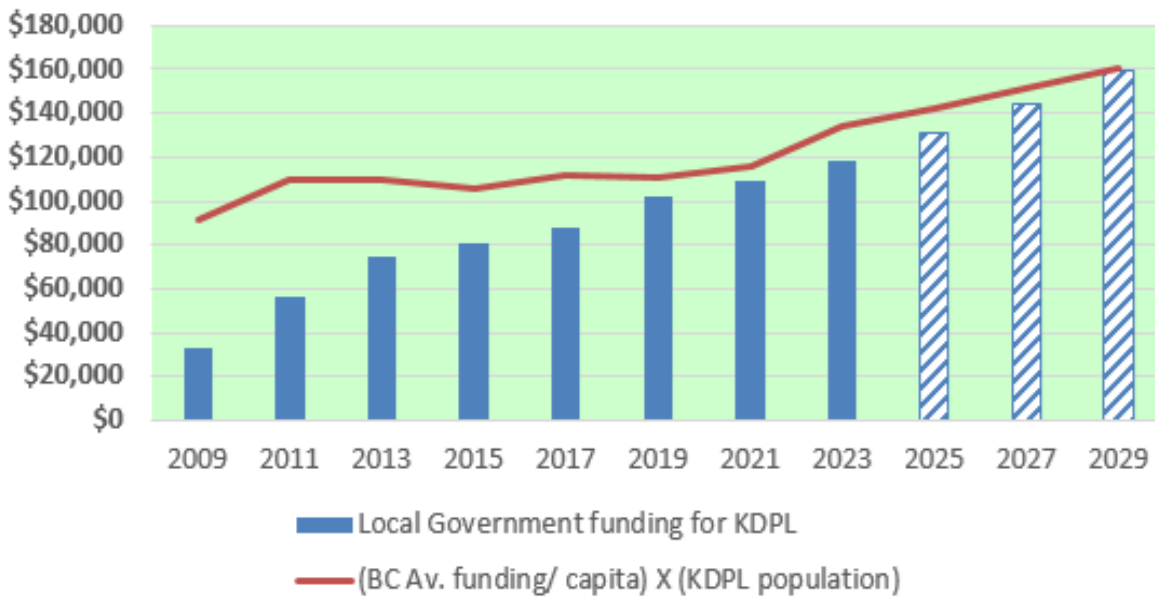


October 21, 2024

Dear NKL Services Committee,

The 2025-2029 Operating Budget for the Kaslo & District Public Library (KDPL) was approved by the KDPL Board on June 20 and then forwarded to RDCK as requested. Our goal continues to focus on catching up to average funding per capita for BC public libraries to function optimally. The chart below shows the funding gap approaching zero by 2029 with this 5-year budget along with estimated changes in the BC Average per capita. This milestone will represent 20 years of improving staffing, services and operations with thanks to continued support from our local government.

Reaching average funding - the journey 2009-2029



Note: this chart assumes a 3.1% annual increase in the BC Average per capita funding from the most current value (2023 statistics). The 3.1% increase is based on the average increase over the last decade.

KDPL has gone from survival mode (insufficient funds for fair pay, supplies, programming, etc) to offering competitive wages, more open hours and more staff hours, a spending amount for health benefits via a PHSP (private health services plan), sustainable funding for our core literacy program

(Family Storytime), and sufficient funds for collection development and other necessary expenditures. The improved funding over the years have helped staff to keep up with training, technology, and service changes – and there have been many changes since 2009. We are keeping up with increasing costs for Internet, computers, e-books, books, etc. We've been able to leverage the provincial Literacy/Equity grant with additional grants to offer a greater variety of programs that have been enjoyed by all ages.

This 5-year budget is a continuation of the previous budget with 5% annual increases made up of a cost of living increase (2023 – 3.9% and a top up to catch up).

Ongoing objectives include:

- Maintaining normal operating hours (28 hours/week) with a smaller team (fewer volunteers) including an additional staff (to work Saturdays, cover holidays, and for succession). This return to normal & transition is supported by the BC COVID Recovery Grant to 2025 and sustainable from 2026-2029 with this budget. Note: we are temporarily open 32 hours per week via the Enhancement Grant. This includes Fridays for 3 years (until June 2026).
- Affording a renewed lease with the Village (2024-2028) that includes 2% annual increases (previously 1% increases),
- Affording the cost of books, supplies, technical equipment, memberships, insurance, Internet/Wi-Fi. All have noticeably increased.
- Continuing to implement the improved wage schedule (adopted 2023) to retain new hires and acknowledge years of service. We were able to implement this in 2023 with the BC Library Enhancement Grant for several years. Then it becomes part of the operating budget for sustainability.

Both the BC COVID Relief & Recovery and the BC Enhancement Grants are one-time multi-year projects, and, as such, are managed separately and not shown as income on the 5-year budget for RDCK. Project amounts are subtracted from worksheets for the active years. The income used each year will be included on income statements.

The Kaslo & District Public Library is a critical social infrastructure that is a welcoming, safe, and inclusive space for community members and visitors. It is a place to be, whether it is to read, visit, or work (using public computers or Wi-Fi) or ask for assistance without an obligation to buy something. Our quality programming connects people, nurtures early literacy, and provides opportunities to learn and/or make new things for all age groups without barriers. With annual funding improvements, our library strives to keep current to provide service that residents expect from all public libraries. Having the financial support to do the work is necessary for operations.

Aside from operations, we continue to work towards a new library for Kaslo & Area D.

New Library Project progress report:

- The Village applied for the third intake of the Green and Inclusive Community Buildings Grant (GICB) on our behalf on October 15, 2024. If granted, GICB will fund 60% of the project (including the design work achieved in 2022).
- Once a larger grant is secured, we will have start/finish dates and be eligible to apply for the RDCK \$75K commitment via gas tax as well as other grants. Our team is ready!
- Our fundraising committee has held 32 events so far including online auctions, a Roaring 20's Gala, two festive carnivals, outdoor movie nights and more. The community has demonstrated a great deal of support.
- To date we have raised \$796,730 via donations, grants, and fundraising that has purchased land, developed plans, and will support some of the construction. Fundraising continues...

In sum, the budget request for 2025 library service is \$130,825. We hope this presentation illustrates the value of this service. Each line item is considered carefully to develop a realistic 5 year budget. Our board is dedicated to operational improvements for quality services now and in the future making life more affordable and enjoyable for residents.

Thank you for your continued support,

Celia Cheatley, Chair
Kaslo & District Public Library

Eva Kelemen
Library Director

Kaslo & District Public Library Operating Budget

Approved June 20, 2024	2024	2025	2026	2027	2028	2029
	FINAL					
ESTIMATED INCOME	BUDGET					
Donations-General & Sponsored	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00
Fines and Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Fundraising	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Interest	900.00	900.00	900.00	900.00	900.00	900.00
GRANTS						
Prov. B.C. Equity Grant †	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00	2,722.00
Prov. B.C. Resource sharing †	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Prov. B.C. One Card grant †	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00
Prov. B.C. Operating grant †	7,427.00	7,427.00	7,427.00	7,427.00	7,427.00	7,427.00
RDCK and Village of Kaslo**	124,595.00	130,825.00	137,366.00	144,234.00	151,446.00	159,018.00
	153,272.00	159,502.00	166,043.00	172,911.00	180,123.00	187,517.00
ESTIMATED EXPENDITURES						
Advertising & Promotion	535.00	500.00	500.00	500.00	500.00	500.00
Argenta Library	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00
Bank Charges	150.00	150.00	150.00	150.00	150.00	150.00
Board & AGM	700.00	700.00	750.00	750.00	800.00	850.00
Bookkeeping	4,565.00	4,655.00	4,750.00	4,845.00	4,940.00	5,040.00
Collection Development	12,875.00	13,260.00	13,660.00	14,070.00	14,070.00	15,900.00
Insurance *	2,160.00	2,270.00	2,315.00	2,360.00	2,410.00	2,460.00
Maintenance & Repairs	4,225.00	4,285.00	4,335.00	4,385.00	4,435.00	4,600.00
Membership	720.00	825.00	825.00	835.00	835.00	855.00
Lease *	6,369.00	6,496.00	6,626.00	6,758.00	6,893.00	7,030.00
Office/Lib Supplies & postage	5,275.00	5,370.00	5,460.00	5,590.00	5,645.00	5,700.00
Technology	5,000.00	5,200.00	5,200.00	5,200.00	5,200.00	5,400.00
Telephone, Internet, Copier	3,570.00	3,640.00	3,710.00	3,785.00	3,860.00	3,860.00
Training & Professional Dev.	1,800.00	1,800.00	1,900.00	1,900.00	1,900.00	2,100.00
Wages +Vac & Stat Pay***	84,104.00	88,499.00	93,276.00	98,715.00	104,635.00	108,034.00
Wage Expense -CPP,EI, WCB, BEN***	16,114.00	16,758.00	17,445.00	18,192.00	18,960.00	19,744.00
Programs & Events	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00
Contingency Fund	1,090.00	1,074.00	1,121.00	856.00	870.00	1,274.00
	\$153,272.00	\$159,502.00	\$166,043.00	\$172,911.00	\$180,123.00	\$187,517.00
SURPLUS/(DEFICIT)	0.00	0.00	0.00	0.00	0.00	0.00

* Lease with Village of Kaslo to be renegotiated for January 2024 with 2% annual increases

**Cost of living & catch-up requests of 5% (CPI was 6.9% in 2022; 3.9% in 2023), will nearly catch up in 2029!

***Staff wages include 3% increase annually due to higher CPI. New wage schedule supported by BC Enhancement Grant.

Benefits via PHSP plus annual RRSP in lieu of pension & 5 sick days per ESA update Jan 2022.

Budget also supports goal of 3rd staff or student position supported by other grants

† Provincial Grants (4): 2024 Funding not received at time of approval. All values are estimates based on 2023 grants.

2022 Provincial Covid relief & recovery & emergency planning grant & BC Enhancement Grant managed separately as one-time multi-year grants (subtracted from this budget) to 2025 - they will be represented on income statement.

Kaslo Search and Rescue Society	5 year Draft Budget beginning 2025				
	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029
Funding Revenue					
Charity	8,500.00	8,500.00	7,000.00	7,000.00	8,000.00
Regional District Operating funds	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
BC SARA funding	72,500.00	72,500.00	77,500.00	77,500.00	72,500.00
EMBC Tasks	56,000.00	58,000.00	59,000.00	60,000.00	61,000.00
Donations	3,000.00	3,500.00	2,500.00	2,500.00	2,500.00
CBT Grants (every second year)	20,000.00	0.00	20,000.00	0.00	20,000.00
Community Gaming Grant	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Capital Project Grant	250,000.00	0.00	0.00	0.00	0.00
Other grants (ReDi, etc.)	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Net Funding Revenue	529,000.00	261,500.00	285,000.00	266,000.00	283,000.00
Equipment Purchases					
Boat equipment purchases	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
First Aid equipment purchases	7,000.00	5,000.00	6,000.00	6,000.00	5,000.00
Off-road equipment purchases	3,000.00	3,500.00	3,500.00	3,500.00	3,000.00
Command trailer purchases	1,000.00	1,000.00	1,500.00	1,500.00	1,000.00
PPE equipment purchases	6,500.00	7,000.00	6,000.00	6,500.00	6,000.00
Dog equipment purchases	1,400.00	1,450.00	1,500.00	1,500.00	1,350.00
Road Rescue equipment purchases	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Rope rescue equipment purchases	2,000.00	2,000.00	2,500.00	2,500.00	2,000.00
Mountain rescue equipment purchases	5,000.00	5,000.00	5,500.00	5,500.00	5,000.00
Swiftwater equipment purchases	5,000.00	5,000.00	2,000.00	3,000.00	5,000.00
Avalanche equipment purchases	500.00	500.00	500.00	500.00	500.00
Communications equipment purchases	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
New SAR Building	560,000.00	20,000.00			
Total Equipment Purchases	609,400.00	68,450.00	47,000.00	48,500.00	46,850.00
Equipment Maintenance					
Boat & trailer maintenance	3,500.00	4,000.00	4,000.00	4,500.00	4,000.00
Boathouse maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Off-road vehicle maintenance	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
PPE equipment maintenance	100.00	100.00	200.00	200.00	100.00
CMD trailer maintenance	350.00	500.00	500.00	550.00	550.00
Road rescue equipment maintenance	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00
Rope rescue equipment maintenance	300.00	300.00	600.00	400.00	500.00
Mountain rescue equipment maintenance	100.00	100.00	150.00	150.00	200.00
Swiftwater rescue equipment maintenance	200.00	200.00	200.00	250.00	250.00
Total Equipment Maintenance	15,550.00	16,700.00	17,650.00	18,550.00	18,100.00
General & Administrative Expenses					
Accounting & Legal	13,000.00	13,000.00	13,000.00	13,000.00	12,500.00
Advertising & Promotions	300.00	300.00	300.00	300.00	300.00
Business fees & licenses	100.00	100.00	100.00	100.00	100.00
Donations fees	500.00	500.00	500.00	500.00	500.00
Events	1,000.00	1,000.00	1,500.00	1,500.00	1,000.00
Insurance - Boat & trailer	3,000.00	3,000.00	3,500.00	3,500.00	2,550.00
Insurance - CMD trailer	450.00	450.00	500.00	500.00	413.00
Insurance- ATV's	600.00	600.00	650.00	650.00	544.00
Bank charges & interest	450.00	450.00	450.00	450.00	450.00
Office supplies	1,000.00	1,200.00	1,000.00	1,500.00	900.00
Truck insurance	3,800.00	3,800.00	4,200.00	4,200.00	3,800.00
Fuel Costs	7,300.00	8,500.00	8,500.00	9,000.00	6,250.00
Truck repairs & maintenance	3,500.00	4,000.00	4,500.00	4,500.00	5,000.00
Mileage on Call-outs	5,500.00	5,500.00	5,500.00	5,500.00	5,000.00
Telephone, Sat & Road Post	2,500.00	2,500.00	2,500.00	3,000.00	2,000.00
Dog training expense	4,000.00	4,000.00	4,000.00	4,500.00	3,500.00
Training expense	50,000.00	50,000.00	55,000.00	55,000.00	45,000.00
Member functions	1,500.00	1,500.00	1,600.00	1,600.00	1,600.00
Total General & Administration Expense	98,500.00	100,400.00	107,300.00	109,300.00	91,407.00
Total Expenses	-194,450.00	75,950.00	113,050.00	89,650.00	126,643.00
Net Income/(Loss)	-450,780.00	70,020.00	112,170.00	87,770.00	97,313.00



Committee Report

Date of Report: 10, 17, 2024
Date & Type of Meeting: 10, 21, 2024, North Kootenay Lake Service Committee
Author: Joe Chirico, General Manager of Community Services
Subject: RECREATION AND PARK GOVERNANCE
File: 01-0151-20
Electoral Area/Municipality Village of Salmo and Area D

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to recommend that the bylaws establishing the Glacier Creek Regional Park Commission and Recreation Commission #2 be rescinded and that staff be directed to establish a Village of Kaslo and Area D Recreation and Park Advisory Committee.

SECTION 2: BACKGROUND/ANALYSIS

Commission and staff have identified a number of challenges with the present structure. Some of these are:

- The commission governance structure has become too formal for non-elected community members. Symptoms of this include difficulty filling membership, frequent cancellation of meetings that do not have quorum and misunderstandings of Commission's governance power in relation to the Board.
- Some commission's mandate is defined too narrowly. An example is a commission that has governance responsibilities over one park like Glacier Creek Regional Park. This commissions has one of the oldest bylaws. In the past this commission really acted as stewards/volunteers of the park. Some of this volunteerism still exists and this should be nurtured but the formal governance structure may not be the best structure.
- In the past the membership of these commissions did not change or renew. Consistency can be a positive but sometimes this results in a lack of community engagement and new ideas. There have been issues with new members being discouraged from participating.
- The financial plan for these services are discussed and debated through the North Kootenay Lake Services Committee. This has streamlined the budgeting process and is not required to be repeated through a commission. This has improved the transparency of the budgeting process.

North Kootenay Lake Regional Service Committee: This committees provide governance over selected shared services of the participants in the service including Glacier Creek Regional Park and Recreation provided through the Kaslo and Area Community Facilities Recreation and Parks service (S221).

Advantage of this governance committee:

- Can consider how decisions/discussion/initiatives can benefit or impact across services:
 - Budget discussion are more inclusive of all impacts
 - Prioritisation/strategic discussion can occur across multiple services
 - Efficiencies can be considered that improve multiple services

- Public knowledge of the structure.
 - The meeting topics are across multiple public interest areas.
 - Communication is simpler. One meeting for many topics.
- Board and staff efficient use of time.
 - Meeting setup overhead is not duplicated.
 - Meeting schedules more easily coordinated.

Disadvantage of this type of governance committee:

- Could be perceived as decreasing public engagement in decision making
 - Should have a method of engaging public in a meaningful way

Staff recommend that the North Kootenay Lake Regional Services Committee consider directing staff to establish an Advisory Committee.

Advisory committee: Many local governments establish advisory committees as a means of seeking input from a broad or select stakeholder group on particular issues. Though advisory committees are not set out explicitly in provincial legislation, the ability to seek advice external to the committee/board is implied in corporate powers.

- Strategic use of advisory committees could improve public engagement
- Could provide advice – not recommendations on grants, policy, and review public engagement.
- Examples of regular engagement include allocation meetings, program feedback, correspondence, feedback forms.
- Currently not done satisfactorily, but use RDCK engage platform in a strategic regular way to provide community input

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
 Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

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

Will involve the repeal of both commission bylaws. Shared Services committee bylaws exist. A new bylaw to establish an advisory committee would need to be created if this is the North Kootenay Lake Committee's recommendation and Board direction.

3.3 Environmental Considerations

Not applicable

3.4 Social Considerations:

The primary goal is to find a structure that more effectively engages with the public.

If the North Kootenay Lake service Committee and the Board direct staff to create an advisory committee this may improve public engagement.

3.5 Economic Considerations:

Not applicable

3.6 Communication Considerations:

The advisory may improve communication/engagement from the public to the North Kootenay Lake Committee and RDCK staff.

3.7 Staffing/Departmental Workplace Considerations:

The advisory committee would be additional to our current workload as the Glacier Creek and Recreation Commission are not active. But this may improve process of communication for the grant, park improvements across the service areas and an understanding of public benefits and concerns regarding recreation and park management.

3.8 Board Strategic Plan/Priorities Considerations:

Organizational Excellence

SECTION 4: OPTIONS & PROS / CONS

The rescinding of the Commission Bylaws:

Pro

- Commissions have not been active for a number of years
- Administrative clean up
- The bylaws are outdated and would require revision

Con

- Bylaws would need to be reestablished if required in the future

The establishing of and Advisory committee:

Pro

- Could improve public engagement
- North Kootenay Lake Services committee can seek public input
- A chance to learn of the benefits and cons of an Advisory Committee with a limited scope. S221 has 3 Regional Parks and is a granting service. This is a good service to implement a recreation and parks advisory committee due to the services more narrow scope than some of the larger services.

Con

- This would be a new implementation of an Advisory Committee. The North Kootenay Services Committee may consider waiting for the staff report on Services and Advisory Committees.

SECTION 5: RECOMMENDATIONS

1. Recommend to the Board that staff be directed to prepare bylaws to the effect of repealing the Kaslo and Area Regional Facilities, Recreation, and Parks Service Commission Bylaw 2023, 2009 and the Glacier Creek Regional Park Commission Bylaw No. 1306, 1998 and that going forward the governance matters for parks and recreation services in Kaslo and Area D be considered by the North Kootenay Lake Regional Services Committee .
2. Recommend to the Board that staff be directed to prepare a bylaw to establish a Kaslo and Area D Parks and Recreation Advisory Committee.

Respectfully submitted,

A handwritten signature in blue ink that reads "J. Chirico". The signature is written in a cursive style with a horizontal line extending from the end.

Joe Chirico, General Manager of Community Services

CONCURRENCE

Stuart Horn, CAO

Mike Morrison, Manager of Corporate Administration

Kaslo & District Public Library Operating Budget

Approved June 20, 2024	2024	2025	2026	2027	2028	2029
	FINAL					
ESTIMATED INCOME	BUDGET					
Donations-General & Sponsored	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00
Fines and Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Fundraising	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Interest	900.00	900.00	900.00	900.00	900.00	900.00
GRANTS						
Prov. B.C. Equity Grant †	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00	2,722.00
Prov. B.C. Resource sharing †	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Prov. B.C. One Card grant †	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00
Prov. B.C. Operating grant †	7,427.00	7,427.00	7,427.00	7,427.00	7,427.00	7,427.00
RDCK and Village of Kaslo**	124,595.00	130,825.00	137,366.00	144,234.00	151,446.00	159,018.00
	153,272.00	159,502.00	166,043.00	172,911.00	180,123.00	187,517.00
ESTIMATED EXPENDITURES						
Advertising & Promotion	535.00	500.00	500.00	500.00	500.00	500.00
Argenta Library	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00	1,120.00
Bank Charges	150.00	150.00	150.00	150.00	150.00	150.00
Board & AGM	700.00	700.00	750.00	750.00	800.00	850.00
Bookkeeping	4,565.00	4,655.00	4,750.00	4,845.00	4,940.00	5,040.00
Collection Development	12,875.00	13,260.00	13,660.00	14,070.00	14,070.00	15,900.00
Insurance *	2,160.00	2,270.00	2,315.00	2,360.00	2,410.00	2,460.00
Maintenance & Repairs	4,225.00	4,285.00	4,335.00	4,385.00	4,435.00	4,600.00
Membership	720.00	825.00	825.00	835.00	835.00	855.00
Lease *	6,369.00	6,496.00	6,626.00	6,758.00	6,893.00	7,030.00
Office/Lib Supplies & postage	5,275.00	5,370.00	5,460.00	5,590.00	5,645.00	5,700.00
Technology	5,000.00	5,200.00	5,200.00	5,200.00	5,200.00	5,400.00
Telephone, Internet, Copier	3,570.00	3,640.00	3,710.00	3,785.00	3,860.00	3,860.00
Training & Professional Dev.	1,800.00	1,800.00	1,900.00	1,900.00	1,900.00	2,100.00
Wages +Vac & Stat Pay***	84,104.00	88,499.00	93,276.00	98,715.00	104,635.00	108,034.00
Wage Expense -CPP,EI, WCB, BEN***	16,114.00	16,758.00	17,445.00	18,192.00	18,960.00	19,744.00
Programs & Events	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00
Contingency Fund	1,090.00	1,074.00	1,121.00	856.00	870.00	1,274.00
	\$153,272.00	\$159,502.00	\$166,043.00	\$172,911.00	\$180,123.00	\$187,517.00
SURPLUS/(DEFICIT)	0.00	0.00	0.00	0.00	0.00	0.00

* Lease with Village of Kaslo to be renegotiated for January 2024 with 2% annual increases

**Cost of living & catch-up requests of 5% (CPI was 6.9% in 2022; 3.9% in 2023), will nearly catch up in 2029!

***Staff wages include 3% increase annually due to higher CPI. New wage schedule supported by BC Enhancement Grant.

Benefits via PHSP plus annual RRSP in lieu of pension & 5 sick days per ESA update Jan 2022.

Budget also supports goal of 3rd staff or student position supported by other grants

† Provincial Grants (4): 2024 Funding not received at time of approval. All values are estimates based on 2023 grants.

2022 Provincial Covid relief & recovery & emergency planning grant & BC Enhancement Grant managed separately as one-time multi-year grants (subtracted from this budget) to 2025 - they will be represented on income statement.

Kaslo Search and Rescue Society	5 year Draft Budget beginning 2025				
	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029
Funding Revenue					
Charity	8,500.00	8,500.00	7,000.00	7,000.00	8,000.00
Regional District Operating funds	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
BC SARA funding	72,500.00	72,500.00	77,500.00	77,500.00	72,500.00
EMBC Tasks	56,000.00	58,000.00	59,000.00	60,000.00	61,000.00
Donations	3,000.00	3,500.00	2,500.00	2,500.00	2,500.00
CBT Grants (every second year)	20,000.00	0.00	20,000.00	0.00	20,000.00
Community Gaming Grant	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Capital Project Grant	250,000.00	0.00	0.00	0.00	0.00
Other grants (ReDi, etc.)	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Net Funding Revenue	529,000.00	261,500.00	285,000.00	266,000.00	283,000.00
Equipment Purchases					
Boat equipment purchases	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
First Aid equipment purchases	7,000.00	5,000.00	6,000.00	6,000.00	5,000.00
Off-road equipment purchases	3,000.00	3,500.00	3,500.00	3,500.00	3,000.00
Command trailer purchases	1,000.00	1,000.00	1,500.00	1,500.00	1,000.00
PPE equipment purchases	6,500.00	7,000.00	6,000.00	6,500.00	6,000.00
Dog equipment purchases	1,400.00	1,450.00	1,500.00	1,500.00	1,350.00
Road Rescue equipment purchases	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Rope rescue equipment purchases	2,000.00	2,000.00	2,500.00	2,500.00	2,000.00
Mountain rescue equipment purchases	5,000.00	5,000.00	5,500.00	5,500.00	5,000.00
Swiftwater equipment purchases	5,000.00	5,000.00	2,000.00	3,000.00	5,000.00
Avalanche equipment purchases	500.00	500.00	500.00	500.00	500.00
Communications equipment purchases	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
New SAR Building	560,000.00	20,000.00			
Total Equipment Purchases	609,400.00	68,450.00	47,000.00	48,500.00	46,850.00
Equipment Maintenance					
Boat & trailer maintenance	3,500.00	4,000.00	4,000.00	4,500.00	4,000.00
Boathouse maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Off-road vehicle maintenance	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
PPE equipment maintenance	100.00	100.00	200.00	200.00	100.00
CMD trailer maintenance	350.00	500.00	500.00	550.00	550.00
Road rescue equipment maintenance	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00
Rope rescue equipment maintenance	300.00	300.00	600.00	400.00	500.00
Mountain rescue equipment maintenance	100.00	100.00	150.00	150.00	200.00
Swiftwater rescue equipment maintenance	200.00	200.00	200.00	250.00	250.00
Total Equipment Maintenance	15,550.00	16,700.00	17,650.00	18,550.00	18,100.00
General & Administrative Expenses					
Accounting & Legal	13,000.00	13,000.00	13,000.00	13,000.00	12,500.00
Advertising & Promotions	300.00	300.00	300.00	300.00	300.00
Business fees & licenses	100.00	100.00	100.00	100.00	100.00
Donations fees	500.00	500.00	500.00	500.00	500.00
Events	1,000.00	1,000.00	1,500.00	1,500.00	1,000.00
Insurance - Boat & trailer	3,000.00	3,000.00	3,500.00	3,500.00	2,550.00
Insurance - CMD trailer	450.00	450.00	500.00	500.00	413.00
Insurance- ATV's	600.00	600.00	650.00	650.00	544.00
Bank charges & interest	450.00	450.00	450.00	450.00	450.00
Office supplies	1,000.00	1,200.00	1,000.00	1,500.00	900.00
Truck insurance	3,800.00	3,800.00	4,200.00	4,200.00	3,800.00
Fuel Costs	7,300.00	8,500.00	8,500.00	9,000.00	6,250.00
Truck repairs & maintenance	3,500.00	4,000.00	4,500.00	4,500.00	5,000.00
Mileage on Call-outs	5,500.00	5,500.00	5,500.00	5,500.00	5,000.00
Telephone, Sat & Road Post	2,500.00	2,500.00	2,500.00	3,000.00	2,000.00
Dog training expense	4,000.00	4,000.00	4,000.00	4,500.00	3,500.00
Training expense	50,000.00	50,000.00	55,000.00	55,000.00	45,000.00
Member functions	1,500.00	1,500.00	1,600.00	1,600.00	1,600.00
Total General & Administration Expense	98,500.00	100,400.00	107,300.00	109,300.00	91,407.00
Total Expenses	-194,450.00	75,950.00	113,050.00	89,650.00	126,643.00
Net Income/(Loss)	-450,780.00	70,020.00	112,170.00	87,770.00	97,313.00