



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

The **first** Special (Budget) meeting of the Board of the Regional District of Central Kootenay in 2025 was held on Thursday, February 21, 2025 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

### ELECTED OFFICIALS

#### PRESENT

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

### ELECTED OFFICIALS

#### ABSENT

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

#### STAFF PRESENT

S. Horn	Chief Administrative Officer
M. Morrison	Corporate Officer/Manager of Corporate Administration
A. Lund	Deputy Corporate Officer
J. Chirico	General Manager of Community Services
U. Wolf	General Manager of Environmental Services
Y. Malloff	General Manager of Finance, Information Technology and Economic Development
S. Sudan	General Manager of Community Sustainability and Development Services
C. Saari-Heckley	Human Resources Manager
D. Séguin	Manager of Community Sustainability
N. Wight	Planning Manager
H. Smith	Finance Manager
D. Lau	Information Technology Manager
C. Gaynor	Regional Parks Manager

T. Davison	Recreation Manager – Recreation and Client Services
M. Friesen	Financial Analyst and Team Supervisor
T. Dool	Research Analyst
D. Elliott	Communications Coordinator

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**1. ZOOM REMOTE MEETING INFO**

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

**Meeting Time:**

9:00 a.m. PST

10:00 a.m. MST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/95573345491?pwd=k4eCLxEF2ggHCiAbpTcQis1tMHnt5b.1>

**Join by Phone:**

- 855 703 8985 Canada Toll-free

\*6 to unmute or mute

\*9 to raise or lower your hand

**Meeting ID:** 955 7334 5491

**Meeting Password:** 142530

**In-Person Location:**

Nelson Office - Boardroom

202 Lakeside Drive, Nelson BC

**2. CALL TO ORDER & WELCOME**

**2.1 Traditional Lands Acknowledgement Statement**

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

**2.2 Adoption of the Agenda**

Moved and seconded,

And Resolved:

127/25

The agenda for the February 21, 2025 Special (Budget) Open Board meeting be adopted with the following amendments:

- inclusion of Item 3.16 Directors' Reports;
- inclusion of Item 3.17 2025 AKBLG Resolution - Ensuring a Balanced Approach to Building Code Updates; and
- with the addition of the addendum

before circulation.

**Carried**

**DIRECTOR  
PRESENT**

Director Davidoff joined the meeting at 9:03 a.m.

**3. NEW BUSINESS**

CFO Malloff indicated to the Board that the financial plan is a "preliminary draft" and discussed the following:

- Budget review process;
- 2025 Public Budget Review and adoption schedule;

### **3.1 RDCK Budgeting 101**

CFO Malloff provided an overview of the RDCK services.

### **3.2 2024 Summary**

No summary.

### **3.3 2025 Assessment and Taxation Summaries**

CFO Malloff discussed the following regarding the 2024 Assessments:

- How are annual property taxes calculated;
- Residential (Converted) Assessment Changes - 2024 to 2025;
- Annual Assessment Change - 1 Year vs 9 Year Average; and
- Assessment and Taxation Summary;

### **3.4 2025 Overall Outlook**

CFO Malloff provided a 2025 outlook and discussed the following:

- Projected overall net tax increase for the average homeowner of approximately 7.9% for 2025;
- \$46.3M total requisitions for 2025 in the current draft plan is \$200K lower than the \$46.5M total for 2025 in the final 2024-2028 Financial Plan
- CPI Increase on staff salaries and Director stipends – 3.3%;
- Decreasing Interest rates are reducing interest charges on short term loans, but also reducing investment income;
- Continued work on implementing an Asset Management Plan;
- Trade Disputes including Tariffs & Counter Tariffs;
- Fluctuating Canadian Dollar;
- New Federal Government; and
- Artificial Intelligence.

### **3.5 General Administration Service S100**

CFO Malloff provided an overview of the core service budget summary.

CFO Malloff provided an overview of the General Administration Service S100 and discussed the following:

- Includes Corporate Administration, Finance, Information Technology, Human Resources, CAO, and Municipal Directors;
- Mileage rate set by CRS increased as of on January 1, 2025;
- Year over year requisition increase of 27%. This equates to about a \$13.00 increase for a \$650K home in the Regional District;
- South side of Nelson lakeside office and fleet vehicle;
- 2025 projects summary;
- Staff recruitment;
- Human Resource initiatives;
- Migration to the Modern Workplace utilizing Microsoft 365;
- Cyber security initiatives;
- Utilizing reserve funding for the following capital projects;
- Continue work with internal and external business units;
- IT Services Agreement with Town of Creston ends in Q3 of 2025;
- IT fee allocation methods changed based on number of users and M365 licensing type; and
- IT maintenance and support fees increasing to 15% per year.

Staff answered the Board's questions.

**RECESS/  
RECONVENED**

The meeting recessed at 10:25 a.m. for a break and reconvened at 10:40 a.m.

**3.6 Rural Administration Service S101**

CFO Malloff provided an overview of the Rural Administration Service S101 and discussed the following:

- Service houses rural director expenses, regional fire services and bylaw services;
- 34% increase in requisition;
- Estimated \$475K UBCM fire training grant in 2025 supports staff wages, equipment and other training costs – to be confirmed in March; and
- Includes \$75K for a fire services command unit to be funded from reserves.

Staff answered the Board's questions.

Moved and seconded,

And Resolved:

**RURAL ADMINISTRATION SERVICE S101**

128/25

That the Board direct staff to reduce the contribution to reserve by \$100,000 in Rural Administration Service S101 for 2025 and decrease requisitions accordingly.

**Carried**

Moved and seconded,

And Resolved:

**GENERAL ADMINISTRATION SERVICE S100**

129/25

That the Board direct staff to increase transfer from reserves in General Administration Service S100 by \$132,797 with \$100,000 to come from the stabilization reserve and \$32,797 from Covid restart funds reserve to be used for one-time costs in 2025 and reduce requisition accordingly.

**Carried**

**3.7 Geospatial Information Technology (GIS) Service S102**

CFO Malloff provided an overview of Geospatial Information Systems (GIS) Services S102 and discussed the following:

- Operations are stable – 3% increase in requisitions;
- GIS Strategic Plan underway to assess GIS client needs;
- Next Generation 911 transition project underway;
- Planning for required upgrades to Environmental Systems Research Institute Enterprise GIS System;
- Planning to upgrade Global Positioning System (Real Time Kinematics) unit; and
- 3% increase in requisition.

Staff answered the Board's questions.

**DIRECTOR  
PRESENT**

Director Lunn joined the meeting at 11:21 a.m.

Moved and seconded,

And Resolved:

**GEOSPATIAL INFORMATION TECHNOLOGY SERVICE S102**

130/25

That the Board direct staff to increase transfer from reserves by \$20,000 in the 2025 draft financial plan for Geospatial Information Services S102 and reduce requisition by \$20,000.

**Defeated**

### **3.8 Building Inspection Service S103**

CFO Malloff provided an overview of Building Inspection Services S103 and discussed the following:

- 26% increase in requisitions;
- Permit revenue softened considerably with lower construction overall in 2024;
- Two open building inspection positions have been removed from the budget due to reduced building permit activity;
- New revisions to BC Building Code;
- MS Doc scanning project continues in 2025; and
- Public Sector (PS) Accounting Standard Section PS 3400 will have an effect on recognizing permit revenue beginning in 2024.

**ORDER OF AGENDA CHANGED** The Order of Business was changed to address public time with Item 4 Public Time was considered at this time.

### **4. PUBLIC TIME**

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

The members of the public asked questions and provided comments regarding the following:

- Request to provide the public with the reserves for each service;
- Request for a description for each service within the Financial Plan;
- Assessment and Taxation; and
- Taxation increases within the region.

**ORDER OF AGENDA RESUMED** Item 3.8 Building Inspection Service S103 was continued.

Staff answered the Board's question.

**RECESS/ RECONVENED** The meeting recessed at 11:56 a.m. for lunch and reconvened 1:03 p.m.

### **3.9 Planning and Land Use Service S104**

CFO Malloff provided an overview of Planning Service S104 and discussed the following:

- 18% Increase in requisitions; and
- Receiving Provincial funding to address housing regulation projects.

Staff answered the Board's questions.

### **3.10 Emergency Consolidated Service A101**

D. Séguin provided an overview of Emergency Consolidated Services A101 and discussed the following:

- The seven (7) pay into A101;
- The nine (9) projects that align with programs;
- Requisition change - comparing 2024 to 2025; and
- Highlights for 2025.

Staff answered the Board's questions.

**3.11 911 Emergency Communication Service S156**

Staff answered the Board's questions.

Moved and seconded,  
And Resolved:

**911 EMERGENCY COMMUNICATION SERVICE**

131/25

That the Board direct staff to take \$100,000 from reserves in Emergency Communications 911 Service S156 for the purchase of equipment.

**Carried**

**3.12 West Transit Service: North Shore and Slocan Valley Transit Service S238**

Tom Dool provided an overview of North Shore and Slocan Valley Budget Service S238 and discussed the following:

- North Shore Transit budget;
- Slocan Valley Transit budget;
- North Shore Slocan Valley Transit Aggregate Requisition and Taxation Impacts; and
- Options for increased revenue and cost savings.

Staff answered the Board's questions.

**RECESS/  
RECONVENED**

The meeting recessed at 2:38 p.m. for a break and reconvened at 2:48 p.m.

**DIRECTOR  
ABSENT**

Director Lunn left the meeting at 2:48 p.m.

**3.13 Regional District Organizational Review**

The Board Report from Connie Saari-Heckley, Human Resources Manager, seeking Board approval to proceed with the organizational review, has been received.

**DIRECTOR  
PRESENT**

Director Lunn joined the meeting at 2:58 p.m.

Moved and seconded,  
And Resolved:

132/25

That the Board authorize staff to proceed with the organizational review at a budget not to exceed \$50,000 and that the amount be included in the General Administration Service S100 2025 Draft Financial Plan; AND FURTHER, that a Directors' workshop be held prior to the project start date.

**Carried**

Director Graham recorded opposed.

Moved and seconded,  
And Resolved:

133/25

That Item 3.17 2025 AKBLG Resolution - Ensuring a Balanced Approach to Building Code Updates be considered at this time.

**Carried**

**ORDER OF AGENDA** The Order of Business was changed to address an AKBLG resolution that

**CHANGED**

has a deadline of February 28, 2025 with Item 3.17 2025 AKBLG Resolution - Ensuring a Balanced Approach to Building Code Updates considered at this time.

**3.17 2025 AKBLG Resolution - Ensuring a Balanced Approach to Building Code Updates**

Moved and seconded,  
And Resolved:

134/25

WHEREAS the Province of British Columbia has been implementing frequent and substantial updates to the BC Building Code to enhance safety, energy efficiency, and accessibility;

AND WHEREAS municipalities and local governments require sufficient time and resources to adapt to these changes, including training staff, updating bylaws, and supporting local builders and developers in compliance efforts;

AND WHEREAS an accelerated pace of code revisions can create unintended challenges, including increased construction costs, delays in project approvals, and difficulties for smaller municipalities with limited capacity to enforce new requirements effectively;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities (UBCM) request the Province of British Columbia to implement a more measured approach to Building Code updates by ensuring:

1. Longer transition periods between code changes to allow for adequate training and implementation;
2. More extensive consultation with local governments, industry stakeholders, and Indigenous communities to assess the practical impacts of proposed changes;
3. Increased financial and technical support for municipalities, especially smaller communities, to effectively adapt to new requirements; and
4. A focus on stability and predictability in the code update schedule to reduce uncertainty in the construction and development industry.

**Carried**

**ORDER OF AGENDA** That Item 3.14 be considered at this time.

**RESUMED**

**3.14 Unit4 Enterprise Resource Planning (ERP) Cloud Migration**

The Board Report from Yev Malloff, General Manager of Finance, IT and Procurement, seeking Board approve the Unit4 (ERP) cloud migration project, has been received.

Moved and seconded,  
And Resolved:

135/25

That the Board authorize \$80,000 for implementation costs in the 2025-2029 Financial Plan for the Unit4 ERP cloud migration project; and an increase in annual software license fees from approximately \$55,000 per year to no more than \$140,000 per year.

**Carried**

**3.15 RDCK Staffing Request: Asset Management Specialist**

The Board Report from AJ Evenson, Senior Project Manager, seeking Board approval to hire an Asset Management Specialist, has been received.

Moved and seconded,  
**MOTION ONLY**

That the Board approve the hiring of a full-time, permanent Asset Management Specialist based in Nelson at an annual amount not to exceed \$123,500 in salary and benefits, plus approximately \$20,000 for position-related expenses (Supervision, IT, education and training, PPE, phone, etc.), plus \$18,377 for one-time costs to be prorated in 2025 based on the expected June 1 hiring date to \$74,100 salary and benefits, and approximately \$12,000 for position-related expenses; AND FURTHER, that staff include related expenses to fund the position in the General Administration Service S100 budget.

Moved and seconded,  
And Resolved:

**AMENDMENT TO THE MOTION**

136/25

That the foregoing motion, being:

*That the Board approve the hiring of a full-time, permanent Asset Management Specialist based in Nelson at an annual amount not to exceed \$123,500 in salary and benefits, plus approximately \$20,000 for position-related expenses (Supervision, IT, education and training, PPE, phone, etc.), plus \$18,377 for one-time costs to be prorated in 2025 based on the expected June 1 hiring date to \$74,100 salary and benefits, and approximately \$12,000 for position-related expenses; AND FURTHER, that staff include related expenses to fund the position in the General Administration Service S100 budget;*

be amended to read:

*That the Board approve the hiring of a full-time, **for a three-year term with the option to renew**, Asset Management Specialist based in Nelson at an annual amount not to exceed \$123,500 in salary and benefits, plus approximately \$20,000 for position-related expenses (Supervision, IT, education and training, PPE, phone, etc.), plus \$18,377 for one-time costs to be prorated in 2025 based on the expected June 1 hiring date to \$74,100 salary and benefits, and approximately \$12,000 for position-related expenses; AND FURTHER, that staff include related expenses to fund the position in the General Administration Service S100 budget.*

**Defeated**

Moved and seconded,  
And Resolved:

**MAIN MOTION**

137/25

That the Board approve the hiring of a full-time, permanent Asset Management Specialist based in Nelson at an annual amount not to exceed \$123,500 in salary and benefits, plus approximately \$20,000 for position-related expenses (Supervision, IT, education and training, PPE, phone, etc.), plus \$18,377 for one-time costs to be prorated in 2025 based on the expected June 1 hiring date to \$74,100 salary and benefits, and approximately \$12,000 for position-related expenses; AND FURTHER, that staff include related expenses to fund the position in the General Administration Service S100 budget.

**Carried**

**DIRECTOR  
ABSENT**

Director Tierney left the meeting at 3:56 p.m.

Moved and seconded,  
And Resolved:



**GENERAL ADMINISTRATION SERVICE S100**

138/25

That the Board direct staff to review the Information Technology resource needs of the RDCK in light of the Town of Creston no longer contracting IT services from the RDCK.

**Defeated**

**3.16 Directors' Reports**

Directors' Reports verbal reports will be addressed at the March Board meeting as a standing item.

**5. ADJOURNMENT**

Moved and seconded,  
And Resolved:

139/25

That the meeting adjourn at 4:06 p.m.

**Carried**

Originally signed by

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Aimee Watson, RDCK Board Chair

Originally signed by

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Angela Lund, Deputy Corporate Officer